

Regional Rural Revitalization (R3) Strategies Consortium
Request for Proposals – General Accounting Services
June 26, 2023

The Regional Rural Revitalization (R3) Strategies Consortium (“Consortium”) is soliciting proposals from qualified, independent, Oregon licensed municipal accountants (“Accountant(s)”) having sufficient governmental accounting and auditing experience to provide certain accounting services for and on behalf of Consortium. Accountant(s) will provide all general accounting services needed by Consortium, except for the annual audits and Federal Single Audits required by State and Federal laws and regulations.

BACKGROUND

Consortium is an intergovernmental agreement organized under Oregon Revised Statutes 190.010 entered into between Town of Lakeview (“Lakeview”), an Oregon municipal corporation, whose address is 525 North 1st Street, Lakeview, Oregon 97630, City of Burns (“Burns”), an Oregon municipal corporation, whose address is 242 South Broadway Burns, Oregon 97720, City of John Day (“John Day”), an Oregon municipal corporation whose address is 450 East Main Street, John Day, Oregon 97845, and Baker City (“Baker”), an Oregon municipal corporation, whose address is 1655 First Street, Baker City, Oregon 97814, collectively the “Parties.” Consortium was established to provide resources necessary to assist with the execution of the Parties’ housing and community improvement projects. This assistance includes, without limitation, evaluating and providing logistical assistance concerning housing and community development projects (e.g., determining the feasibility and requirements of proposed projects, sources of project funding, and assisting and managing project completion).

Consortium operates under a five-member board of directors with four members appointed by the Parties and one at-large member appointed by the board. Consortium appoints a managing director responsible for Consortium functions. Consortium currently employs no full-time employees. Using resources appropriated by the Consortium board, the Consortium manager ensures Consortium board policies are implemented to achieve desired service results for the Parties. Consortium’s anticipated budget for all Consortium operations for Fiscal Year 2023/2024 is estimated to be \$10-12 million. Fiscal Year 2023/2024 is Consortium’s first year of operations. Consortium receives funding through state and federal grant programs.

SCOPE OF SERVICES

The purpose of this Request for Proposals – General Accounting Services (this “RFP”) is to select Accountant(s) to provide the following audit services for and on behalf of Consortium (collectively, the “Services”):

1. Operate and maintain a financial management system which shall: separately identify each State and Federal award; allow for accurate and complete reporting; contains supporting documentation for expenditures; accounts for funds, property, and assets; tracks State and Federal award budgets; and has written procedures for payments and determining allowability of expenditures. Separately, the system shall provide similar tracking and documentation of non-Federal funds held by Consortium, in conformity with GAAP.
2. Maintain the check register and other accounting records for Consortium.
3. Reconcile the monthly bank statements.
4. Generate all disbursement checks as directed by Consortium’s managing director after approval of Consortium’s board of directors and provides them to managing director to be reviewed and signed by members of the board of directors.
5. Generate and mail IRS Form 1099’s to payment recipients.

6. Provide monthly financial statements to Consortium's board of directors.
7. Provide information to, and coordinate with the independent certified public accounting firm retained by Consortium for the preparation of the annual audits and Federal Single Audits.
8. Provide monthly statements to Consortium describing in detail the accounting work performed by the Accountant during the prior month which includes the name of the person(s) who performed each function, the date the work was performed, the time required to perform the function, the hourly or other contracted rate for performance of the function, the charge for such function, all reimbursable expense incurred by the Accountant during the time period attaching proof of such expenses, the total amount payable to the Accountant, and the total amount of charges and expenses charged to Consortium during the fiscal year;
9. Attend meetings from time-to-time, including, without limitation, the following tasks:
 - (a) Pre-audit conferences(s) with Consortium management and auditing staff (and/or consultant(s)) to discuss audit schedules, working paper requirements, and report deadlines, as well as the audit program.
 - (b) Progress report meetings will be held with key audit firm personnel and Consortium financial management staff at regular intervals.
 - (c) Post-audit conference(s) with Consortium management and key audit firm personnel will be held.
 - (d) Participation in Consortium board meetings, as requested.
10. General financial technical assistance to Consortium throughout the fiscal year, including, without limitation, answers to accounting, reporting, and/or internal control questions.
11. Assist with any other financial projects or tasks requested by Consortium's managing director from time to time.

The selected Accountant will apply industry standards for accounting in accordance with all applicable federal, state, and local laws, rules, regulations, standards, and ordinances, including, without limitation, the following: (a) generally accepted governmental procedures as prescribed in the American Institute of CPAs (AICPA) Industry Audit Guide – Audits of State and Local Government Units and in Governmental Accounting, Auditing, and Financial Reporting (GAAFR); (b) generally accepted government auditing standards (GAGAS), government auditing standards, and Oregon minimum standards; (c) the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996; and (d) OMB A-133: Audits of State, Local Governments, and Non-Profit Organizations. Consortium's Annual Financial Report will conform to reporting standards for government entities as determined by the Governmental Accounting Standards Board (GASB) and/or the Financial Accounting Standards Board (FASB), as appropriate.

The selected Accountant(s) will meet with the Consortium manager prior to the commencement of Services to discuss the planned approach to the Services. The Accountant(s) will work with, and report directly to, the Consortium manager and board of directors.

MINIMUM QUALIFICATIONS

The Accountant(s) must meet the following minimum requirements: (a) the Accountant(s) must be registered to do business in the State of Oregon; (b) the principal accountant must be licensed by the State Board of Accountants and qualified to perform municipal audits in the State of Oregon; and (c) the Accountant must have

experience in performing municipal audits in accordance with auditing standards generally accepted in the United States of America, preparing financial statements compliant with GASB 34, GASB 45, GASB 54, other applicable GASB requirements and Oregon Budget Law.

PROPOSAL FORMAT

An Accountant interested in performing the Services must submit a signed and dated written proposal to Consortium containing the following information:

1. Cover Letter; Contact Information. A cover letter for the proposal stating the Accountant's name, address, and contact information and the name of the primary contact in reference to the proposal. Also, please provide the Accountant's authorization or licensing by the State Board of Accountants. The cover letter must demonstrate the Accountant's compliance with the minimum requirements identified above.
2. Firm Information; Availability. Brief information concerning the Accountant (e.g., background, size, types of services provided, experience, and types of similar governmental and accounting engagements). Please also identify availability to perform the Services.
3. Experience; References. A list of the current and prior municipal government clients indicating the type(s) of services performed and the number of years for each engagement. Please also identify and include contact information for at least three municipal government clients.
4. Key Staff. Identification of the person(s) who will be assigned and responsible to perform the Services, including any partners, managers, and other key staff members. Identify each individual's experience in auditing governmental jurisdictions. Describe the experience and knowledge that your firm and supervising staff have in performing examinations in accordance with the provisions of the Single Audit Act and component units.
5. Quality Control Review. A copy of the Accountant's most recent quality control review report or peer review.
6. Disclosures. Please (a) disclose all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability and/or stability of the proposing organization, or (b) warrant that no such condition is known to exist.
7. Subcontractors. Include a statement indicating whether subcontractors will be used and, if so, provide the information contained in this section (i.e., "Proposal Format") for each subcontractor.
8. Rates. Identification of the fees the Accountant desires to receive for the performance of the Services. In addition, please identify the maximum fee associated with performing the Services and include a maximum annual percentage increase that can be expected for the next three fiscal years.
9. Accounting Approach. A description of the Accountant's approach and customer service philosophy. To this end, please describe the Accountant's values that ensure quality controls are in place throughout the general accounting services.

PROPOSAL SUBMISSION

1. Submission. To be considered, please submit your proposal to the R3 Consortium Chairperson, via email at cityofburns@cityofburnsor.gov or by mail or hand delivery to R3 Strategies Consortium, 242 S Broadway Burns, Oregon 97720. Please clearly label the outside of the envelope (or fill in the email subject line with) "R3 Strategies Consortium Audit Services Proposal." Proposals must be received by Consortium on or before **Thursday, August 31, at 4:00 p.m.**, Pacific Time. Proposals received after the deadline date/time will not

be considered. Proposals must address all the items listed in this RFP; incomplete proposals may not be considered. Notwithstanding anything contained in this RFP to the contrary, if in Consortium's best interest, Consortium reserves the right to (a) amend and/or revise this RFP in whole or in part, (b) cancel this RFP, (c) extend the submittal deadline for responses to this RFP, (d) waive minor informalities and errors in such proposals, (e) reject all proposals for any reason and/or without indicating reasons for rejection, and/or (f) hold the proposal(s) for sixty (60) days before rendering a decision. Further, Consortium reserves the right to seek clarification(s) from any consultant and/or require supplemental information from any consultant. This RFP does not obligate Consortium to award a contract and/or to procure the Services described herein.

2. Confidential Information.

(a) Any proposal submitted may be subject to public information requests as permitted by Oregon Public Records Law. Consortium will attempt to maintain the confidentiality of materials marked "Confidential" to the extent required under Oregon Public Records Law. If it is necessary to submit trade secrets and/or other confidential information in order to comply with the terms and conditions of this RFP, each Accountant must label any information that it desires to protect from disclosure to third parties as a trade secret under ORS 192.345(2) and/or confidential under ORS 192.355(4) with the following: "This material constitutes a trade secret under ORS 192.345(2) [and/or confidential information under ORS 192.355(4)] and is not to be disclosed except as required by law." Each page containing the trade secret and/or other confidential information must be so marked.

(b) Consortium will take reasonable measures to hold in confidence all such labeled information, but in no event will Consortium be liable for release of any information when required by law or court order to do so, whether pursuant to the Oregon Public Records Law or otherwise, and will also be immune from liability for disclosure or release of information as provided under ORS 646.473(3).

(c) In submitting a proposal, each proposer agrees that Consortium may (a) reveal any trade secret and/or other confidential materials contained in the proposal to Consortium staff and to any Consortium consultant, and (b) post the proposal on Consortium's intranet or internal network for purposes related to its evaluation and ranking. By responding to this RFP, each proposer agrees to defend, indemnify, and hold harmless Consortium each Consortium officer, employee, representative, and agent from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the proposer has designated as a trade secret and/or as confidential information. Any Accountant that designates its entire proposal as a trade secret may be disqualified.

AWARD OF CONTRACT

If a contract is awarded, Consortium will award the contract to the Accountant whose proposal will serve Consortium's best interests, taking into account price and various other considerations, including, without limitation, the following: (a) service and availability; (b) financial expertise and experience; (c) particular capability to perform the Services; (d) experienced staff available to perform the Services; (e) performance history; (f) approach and philosophy used in provided the Services; and/or (g) ability to provide timely performance in the area where the Services are to be performed. Accountant(s) responding to this RFP do so at their own expense; Consortium is not responsible for any costs and/or expenses associated with the preparation and/or submission of any proposal. Consortium reserves the right to enter into one or more contracts concerning the Services.

If a contract is awarded, Consortium and the selected Accountant(s) will enter into Consortium's form professional services agreement substantially in the form attached hereto as Exhibit A. The agreement will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to Consortium. Without otherwise limiting the generality of the immediately preceding sentence, the agreement will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, representations and warranties, and Consortium's right to terminate the agreement. The Accountant(s) awarded the contract will be

required to obtain a Consortium business license and maintain active business license status while conducting work within Consortium.

If you have any questions regarding this RFP, please contact Nichoals Green, Catalyst Public Policy Advisors, LLC at nick@catalyst.win or telephone (541-620-2809).

Exhibit A
Professional Services Agreement

[attached]