

**TOWN OF RYE, NEW YORK
REQUEST FOR QUALIFICATIONS
PROFESSIONAL FINANCIAL SERVICES**



All submissions must be received on or before 4pm on June 22, 2015

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OVERVIEW

The Town of Rye is classified by New York State statute as a first-class town. It is governed by a five-member, elected Town Council consisting of the Town Supervisor and four councilmembers. Its staff report to the Town Supervisor.

The Town includes the Villages of Port Chester, Rye Brook and the Rye Neck section of the Village of Mamaroneck. There are no unincorporated areas within the Town of Rye. As such, the Town provides fewer municipal services in comparison to other towns in New York State.

The Town's primary service responsibilities include: Town Clerk, collection and guaranteeing of real estate taxes, municipal court, park operation and maintenance and real estate tax assessment.

See also the Town's website... <http://www.townofryeny.com>

The Town is interested in entering into a contract with a company that would perform the following Financial Administration services:

- **Handling all budget preparation and reporting activities for the Town's annual operating budget**
- **Handling all purchase requisition, purchase order and vendor payments**
- **Under the supervision of the Town's Tax Receiver:**
 - **Preparing and mailing real estate tax bills**
 - **Collecting, reconciling and depositing all tax payments**
 - **Preparing and disseminating monthly reports detailing the status of tax receivables**
 - **Following up delinquent accounts including penalty calculations**
 - **Accounting for, and electronically disbursing, tax monies collected to local school districts, Westchester County and the Villages of Port Chester and Mamaroneck.**
- **Receiving, recording and depositing all non-tax payments to the Town**
- **Managing the Town's payroll and civil service reporting**
- **Coordinating parks activities and administration**
- **Paying all approved vouchers**
- **Managing all cash operations**
- **Recording all of the Town's financial transactions in an approved computer software with off-site back-up**
- **Providing Town officials with financial reports – including income statements and balance sheets – on a monthly and "as-needed" basis**
- **Ensuring that all Town funds are accounted for according to GASB standards.**
- **Coordinating and managing the Town's contractual relationship with the outside auditor to support the annual audit.**

1. SCOPE

The duties and responsibilities of the firm selected by the Town of Rye include, but are not limited to, the following:

1.1. Weekly and Bi-Weekly

- 1.2. Review & Approve Payment Vouchers for Town of Rye & Rye Town Park
- 1.3. Process and record all weekly deposits
- 1.4. Coordinate and post third party payroll information
- 1.5. Post all entries to record gross payroll, employer taxes, and other payroll expenses
- 1.6. Update vendor files as needed (W-9, change of address, etc.)
- 1.7. Invest cash reserves and correspond with approved banks
- 1.8. Produce all vendor check payments with backup
- 1.9. Produce claims paid register for each check run
- 1.10. Produce YTD Vendor ledger with vendor sub-totals
- 1.11. Meet with administrator to review any immediate accounting service needs.
- 1.12. Manage weekly/ bi-weekly transfers to fund Operating and Payroll Accounts.

1.20 Monthly tasks/reports

- 1.21 Reconcile all bank accounts including Tax Collection and Investment Accounts
- 1.22 Record all miscellaneous transactions; wire transfers, voided/returned checks, etc.
- 1.23 Produce outstanding check listing for administrator review
- 1.24 Analyze and post all bank activity
- 1.25 Reconcile and post all credit card activity
- 1.26 Prepare and submit monthly pension reports (Comptroller)
- 1.27 Maintain all adjusting journal entries
- 1.28 Budget, Property Tax, revenues, Expenditures, encumbrances, accrued liabilities, Prepaid Expenses, Judgments & Claims, Capital Projects, Indebtedness, Petty Cash, Departmental Cash, Payroll, Reserves, etc.
- 1.29 Produce and maintain detailed General Ledger Report
- 1.30 Reconcile collections and disbursements of Tax Receiver's office for (4) school districts, (2) villages and county and town levies including recording journal entries in accounting system.
- 1.31 Maintain subsidiary Tax Receivable and Tax Liability Schedules and reconcile to Tax Receivable Accounts in General Ledger.
- 1.32 Prepare monthly Revenue and Expenditure Reports providing detailing month to month and Year to date information. Compare actual expenditures with budget.
- 1.33 Present and review monthly reports at Town Council meetings
- 1.34 Produce special reports as requested

- 1.35 Update and prepare Tax Receivable Summary Report for Board and work with Tax Receiver's office and Town Attorney on resolution of In Rem Receivables
- 1.36 Serve as primary liaison with four school districts to advise and wire funds for School Tax Collections in accordance with state law
- 1.40 Quarterly tasks/reports**
- 1.41 Reconcile General Ledger balances to payroll tax returns each quarter
- 1.42 Produce quarterly Balance Sheet (Pro Forma)
- 1.43 Coordinate, prepare and file all quarterly tax reports
- 1.44 Assist with budgeting and cash flow forecasts
- 1.45 Prepare quarterly statement of cash flows
- 1.50 Annual tasks/reports**
- 1.51 Assist with preparation of Annual Budget
- 1.52 Reconcile Capital funds accounts
- 1.53 Reconcile General Ledger and prepare books and accounts for outside audit
- 1.54 Prepare and file New York State Comptroller's AUD report
- 1.55 Cooperate with outside auditors to enable timely audit completion
- 1.56 Prepare the annual Management Discussion & Analysis (MD&A)
- 1.57 Prepare annual 1099's
- 1.58 Complete Bi Annual Funding of Town's Debt Payments
- 1.59 Review annual Tax Anticipation Notes options and deadlines
- 1.60 Coordinate with Bond Counsel and Bank Officials for short term and long borrowing for the Town

2 QUALIFICATIONS

The Town, through the issue of this RFQ, seeks highly qualified municipal finance and administration service providers. To participate in this solicitation, municipal finance and administration service providers must have, at a minimum, five (5) years of experience supporting and managing day-to-day local government finance operations. Specific knowledge and experience must be demonstrated in the following areas:

- Produce accounting and internal control flowcharts and accounting manuals/procedures where appropriate
- Advanced skills of major Microsoft applications and other municipal accounting software
- Auditing
- Capital planning and infrastructure management
- Federal and state grants – single audits
- Financial accounting – FASB
- Fixed assets
- Governmental accounting – GASB
- Internal controls

3 DURATION OF SERVICE

The intended duration of this service agreement is for a base period of three (3) years with an additional two (2) option years.

4 PIGGYBACK PROVISIONS

Pursuant to Section 103(16) of the General Municipal Law, the Town intends to make the contract associated with this RFQ available for use by other governmental entities.

5 INSURANCE REQUIREMENTS

The selected firm will be expected to provide and maintain at the selected firm's expense the following levels of insurance coverage at all times subsequent to the execution of a contract with the Town:

- Professional Liability insurance with an aggregate limit of two million dollars (\$2,000,000) ; and
- Commercial Crime insurance with a per loss limit of one million dollars (\$1,000,000). Such insurance shall provide coverage for direct loss of money, security, or other tangible property sustained by Town as a result of theft or forgery committed by an employee of the selected firm not in collusion with an employee or official of the Town.
- Workers' Compensation Insurance in accordance with the statutory obligations imposed by New York law. Employer's Liability Insurance shall be provided with a minimum coverage of \$100,000 per accident/occurrence.

6 SUBMISSION REQUIREMENTS

Prepare your submission using an 8.5" X 11" page format with separating page tabs.

Include the information below (Sections 6.1 to 6.14) in the format and sequence shown to insure that your submittal receives full consideration.

Responses to this RFQ must be submitted in:

- Electronic/PDF format addressed to bnowotnik@townofryeny.com

And

- Printed form (12 copies) in an opaque sealed envelope addressed to: Rye Town Council, c/o Rye Town Clerk, Town of Rye, 222 Grace Church Street, Port Chester, NY 10573.

- **All responses to this RFQ must be received on or before 4pm on June 22, 2015.**

6.1 Title page, showing firm's name and address, date of submission, telephone number and a contact person.

6.2 Table of contents including page numbers.

6.3 Letter of Interest: A letter stating your firm's interest in this project signed by the person who has the authority to bind your firm to the contract and stating that the contents of the submittal are true and accurate. This section shall not exceed three pages. Unsigned proposals will be rejected

- 6.4 Describe the firm, including location of offices, person responsible for contracting services, current scope of business, how long the business has been in operation, how long it has been providing financial management services to local governments and financial wherewithal.
- 6.5 Describe services your firm currently provides to other similar local governments related to the management of day-to-day finance and administration operations.
- 6.6 Explain how the firm would provide the scope of work identified in Section 1 of this RFQ
- 6.7 Outline tentative work schedule (including phase-in or transition period) displaying how the scope of work will be met without any service disruption.
- 6.8 Identify all team members who you intend to assign to this project and their qualifications to perform the assigned work.
- 6.9 List three (3) of the most recent similar contracts in which the firm has participated and their: annual contract amount, annual local government budget, number of local government employees, number of general ledger accounts.
- 6.10 Include at least three (3) client references. References are to be on signed company or agency letterhead with the contact name, address and telephone number clearly shown.
- 6.11 List major sub-consultants / subcontractors that you would propose to use for any of the items listed in the scope of work.
- 6.12 Include a statement that your firm will provide, if requested, audited annual financial statements for the past three years and other such documentation to demonstrate financial responsibility that is acceptable to the Town
- 6.13 "No Lobbying Affidavit"
- 6.14 "Conflict of Interest" Statement

7 SELECTION PROCESS AND RESERVATION OF RIGHTS

The firm(s) found to be the most qualified may be asked to make a presentation to the Town of Rye. The Town reserves the option to make its selection in a one or two-step evaluation process. This means the Town may select firms from written submittals (step one) or after a second step of evaluation, which may or may not include presentations to the Town. The Town will select the firm found to be best suited to provide the services outlined in this solicitation.

There is no obligation on the part of the Town to select and award any submitting response or to any firm or individual submitting a response. No work is guaranteed under this request for proposal.

Preferred Bidder Status

The firm selected by the Town will receive Preferred Bidder status. Following this designation and contract negotiations, a formal written contract will be prepared by the Town and will not be binding until all necessary legal approvals have been obtained and the contract has been approved by the Town Council signed by all parties.

8 TIMELINE

The Town contemplates the following timeline for selection of the Preferred Bidder:

RFP Issued	May 26, 2015
Deadline for submitting written questions to the Town, c/o Bishop Nowotnik, BNowotnik@TownofRyeNY.com	June 5, 2015
Written questions will be answered by	June 12, 2015
All responses to this RFQ must be received by 4pm	June 22, 2015
Finalists selected and notifications sent by	July 10, 2015
Presentation to Town Board by finalists	July 20 - 24, 2015
Selection of, and contract with, Preferred Bidder by	August 18, 2015

9 MISCELLANEOUS**Non-Collusion**

The respondent, by signing their Letter of Interest in response to this RFQ, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying of or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any Town of Rye employee, officer or official.

Conflict of Interest

The award of a contract is subject to provisions of all Federal, State and local laws. All respondents must disclose with their proposals the name of any officer, director or agent who is also an employee of the Town of Rye. Further, all respondents must disclose the name of any Town of Rye officer, employee, or elected official who owns, directly or indirectly, an interest of ten percent or more in the respondent or its subsidiaries or affiliates.

No Lobbying

All contractors, firms or individuals are hereby placed on notice that any communication, whether written or oral, directly or indirectly through third party intermediaries with the Town of Rye elected officials or any other staff or employee of the Town in respect to this request (with the exception of the personnel designated to receive requests for interpretation or corrections) is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any request for bid, proposal, qualifications and/or any other solicitations related by the Town. To be so shall be grounds for immediate disqualification from the selection process.

All contractors, firms or individuals must submit the attached No Lobbying Affidavit with their submittal response stating that they and their subcontractor and sub consultants and agents agree to abide by the no lobbying restrictions in order to be considered for this request.