



**REQUEST FOR STATEMENT OF  
QUALIFICATIONS FOR  
ACCOUNTING SERVICES  
TOWN OF WYTHEVILLE  
2020**

*MICHAEL G. STEPHENS, TREASURER*

**TOWN OF WYTHEVILLE  
REQUEST FOR STATEMENT OF QUALIFICATIONS**

Issue Date: February 25, 2020

Title: Accounting Services Contract

Issuer: TOWN OF WYTHEVILLE  
Post Office Box 533  
Wytheville, Virginia 24382

**THE TOWN OF WYTHEVILLE and THE NEW RIVER REGIONAL WATER AUTHORITY** requests qualified independent certified public accountants to submit Statement of Qualifications to enter into a term contract to perform accounting services for the fiscal year ended June 30, 2020 (Renewable for four additional one-year periods).

Sealed Statement of Qualifications will be received until 5:00 p.m. on March 20, 2020.

Copies of the Request for Statement of Qualifications may be obtained from the Town's website at [www.wytheville.org](http://www.wytheville.org) or by contacting the Treasurer.

All inquiries for information should be directed to:

Michael G. Stephens, Town Treasurer  
Town of Wytheville  
Post Office Box 533  
Wytheville, VA 24382  
(276)223-3333

One copy of the Statement of Qualifications can be mailed to the address shown above, hand delivered to 150 East Monroe Street, Wytheville, Virginia 24382 or emailed to [tmikes@wytheville.org](mailto:tmikes@wytheville.org).

## Consulting Services for the Year Ending June 30, 2020

The Town of Wytheville, Virginia invites qualified independent certified public accountants to submit Statement of Qualifications to perform consulting services for the Town of Wytheville, Virginia in accordance with the following specifications:

### **I. INTRODUCTION:**

The Town Council of the Town of Wytheville, Virginia requests independent certified public accountants to submit Statement of Qualifications (SOQ),( the terms “proposal” and “SOQ” shall be used interchangeably in the document) to enter into a term contract to provide service in the form of preparation for the audit in order that the fund basis financial statements be fully adjusted and ready for audit by the start of audit fieldwork for the year ending in June 30, 2020. The Town and the NRRWA will negotiate a fee for the professional service for the year ending June 30, 2020. The Town and the NRRWA reserves the right to negotiate fees for contract renewal for up to four additional years. **The entities included in this request include the Town of Wytheville (TOWN) and the New River Regional Water Authority (NRRWA).** There is no expressed or implied obligation that the TOWN OR NRRWA shall reimburse responding firms for any expenses incurred in preparing Statement of Qualifications in response to this request. Financial records of the Town and NRRWA are available for review in the Wytheville Town Treasurer’s Office.

### **II. SCOPE OF WORK TO BE PERFORMED:**

1. Reconcile beginning fund balances to audited financial statements and propose adjustments as necessary.
2. Prepare reversing entries for prior year accruals and prepare adjusting entries for current year accruals based on supporting documentation.
3. For all balance sheet accounts, compare balances per the trial balances to supporting documentation and propose adjustments as necessary.
4. For income/expense accounts, perform a broad analytical review to determine reasonableness as compared to the previous year and propose adjustments as necessary.
5. Perform reconciliation’s of federal and state funding per the APA’s CARS reports to trial balances and propose adjustments as necessary.
6. Assist staff with recording additions and disposals of assets to the FADS depreciation system as needed.
7. Inquire of staff whether there have been any transactions that may not have been recorded properly and propose adjustments as needed.

8. Prepare documentation of all procedures performed to be maintained on-site for use by auditors.
9. In coordination with auditors, assist with implementation of statements issued by the Financial and Governmental Accounting Standards Board.
10. Additional accounting services as deemed necessary, to obtain and maintain compliance with the AICPA New Auditing Standards SAS 112.

### **III. MEETINGS AND REPORT PREPARATION:**

#### Meetings

The selected CPA shall schedule conferences between the CPA and town officials of the local Government before the preliminary work and at the end of the fieldwork. The purpose of these meetings is to keep the governing body fully informed on the scope and progress of the pre-audit services being provided.

### **IV. ASSISTANCE:**

The staff of the Town shall be available during the provision of accounting services to assist the firm by providing information and explanation.

### **V. STATEMENT OF QUALIFICATIONS PRESENTATION AND SUBMISSION:**

#### A. Format of the Statement of Qualifications

SOQ should be as thorough and detailed as possible so that the Town may properly evaluate the CPA's ability to provide the required services. Each copy of the SOQ should be bound or contained in a single volume. All documentation submitted with the SOQ should be contained in that single volume.

#### B. Contents of the Statement of Qualifications

The CPA is required to submit the following items as a complete SOQ:

##### (1) Title Page

Show the SOQ subject, the name of the proposer's firm, local address, telephone number, name of contact person and date.

##### (2) Letter of Transmittal or other format which includes the items listed below.

- a. History of the firm, including number of years in business and size of firm.
- b. A statement by the prospective CPA of his understanding of the work to be performed.
- c. The approximate dates the work will begin and end.

- d. Biographies, including experience, of the individuals who will be assigned to the engagement, relevant experience of each in providing accounting services to continuing professional education of each
- e. Names, addresses and telephone numbers of persons who may be contacted for references.
- f. A statement by the prospective Auditor that:
  - 1. The firm and the partner assigned to the engagement are licensed to perform accounting services provided by applicable laws of the Commonwealth of Virginia.
  - 2. The firm will provide adequate supervision on a day-to-day basis.

C. **Right to Reject Statement of Qualifications**  
 SOQ shall be signed by an authorized representative of the firm. All information requested must be submitted. Failure to submit all requested information may result in a lesser ranking of the SOQ.

D. **Deadline for Submission**  
 To be considered for selection, the CPA shall submit a complete response to the Request for SOQ. One original of the SOQ shall be submitted to the Local Government. SOQ shall be submitted to Wytheville Town Treasurer’s Office, 150 E. Monroe Street, Wytheville, Virginia 24382. The Statement of Qualifications or emailed to [ttmikes@wytheville.org](mailto:ttmikes@wytheville.org) and should clearly be marked “Statement of Qualifications for Account-Pre-Audit Services.” The deadline for submission is March 20, 2020, received until 5:00 p.m. on this date.

E. **Inquiries**  
 Inquiries concerning the request for SOQ should be directed to Michael G. Stephens, Town Treasurer at [ttmikes@wytheville.org](mailto:ttmikes@wytheville.org) or 276.223.3333.

**VI. EVALUATION AND AWARD CRITERIA**

A. Evaluation criteria used by the selection committee will include the following:

<b>Description</b>	<b>Weight</b>
Skill, experience, training and availability of the specified persons who will be performing the services requested.	20
The Accountant's understanding of the Town's system of accounting obtained through prior experience or discussion with appropriate local officials.	10
The prior experience and reputation of the accountant in performing accounting services for governmental units similar to the Town and NRRWA, including evaluation of references.	30

Time proposed to complete the engagement.	15
Availability of the Accountant to Town personnel both during the accounting services work and at other times during the year.	15
Selection committee's opinions regarding the accountant's placement of importance on receipt of the Town's business, and anticipated responsiveness of the accountant to the Town's needs.	10
<b>Total</b>	<b>100</b>

The selection committee will consist of the Assistant Town Manager, Town Treasurer and Assistant Town Treasurer.

#### B. AWARD OF THE CONTRACT

The Town shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. At the discussion stage the Town may discuss non-binding estimates of total project costs and non-binding estimates of price for services. Proprietary information from competing Offerors shall not be disclosed to the public or to competitors. At the conclusion of the informal interviews, on the basis of evaluation factors published in this Request for Statement of Qualifications and all information developed in the selection process to this point, the Town shall select, in order of preference, two or more Offerors whose qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable, the award shall be made to the Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price. Should the Town determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

#### VII. PAYMENT TERMS

The accounting service fee shall be payable based on monthly-itemized invoices

and upon approval of the Governing Bodies.

## **VIII. GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES**

- A. Submission of SOQ: Failure to submit a SOQ in accordance with the requirements set forth in this solicitation is cause for a lesser ranking. However, the TOWN or NRRWA reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a SOQ.
- B. Clarification of Terms: If any prospective offeror has questions about the terms contained in the solicitation documents, the prospective offeror should contact the Town Manager, no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum by the Town Council or NRRWA Board.
- C. Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth with venue to specifically be in the Circuit Court of Wythe County, Virginia. The CPA shall comply with applicable federal, state, and local laws and regulations.
- D. Anti-Discrimination: By submitting their Statement of Qualifications the CPA certifies that he will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginians with Disabilities Act, and the Americans with Disabilities Act. The CPA also agrees that during the performance of this contract:
  - A. The CPA shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The CPA agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - B. The CPA, in all solicitations or advertisements for employees placed by or on behalf of the Auditor, shall state that the CPA is an equal opportunity employer.
  - C. Notices, advertisements and solicitations placed in accordance with federal laws, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.
- E. The CPA shall protect the confidentiality of any confidential information

received by it pursuant to the Code of Virginia.

- F. The CPA shall keep a drug free workplace pursuant to the requirements of of the Code of Virginia.
- G. Ethics in Public Contracting: By submitting their Statement of Qualifications, the CPA certifies that their Statement of Qualifications are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror in connection with their Statement of Qualifications, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
- H. Immigration Reform and Control Act of 1986: By submitting their Statement of Qualifications, The CPA certifies that they do not and will not during the performance of this employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- I. Qualifications of Prospective Bidder: The TOWN and NRRWA may make such reasonable investigations as they deem proper and necessary to determine the ability of the firm proposing to perform the work. The TOWN or NRRWA reserves the right to reject any Statement of Qualifications if the evidence submitted by the firm, or investigations of the firm, fail to satisfy the Town that the firm is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- J. Changes to the Contract: The TOWN or NRRWA may order changes within the general scope of the contact at any time by written notice to the CPA. The CPA shall be compensated for any additional costs incurred as a result of such order. Said compensation shall be determined by mutual agreement between the parties in writing.
- K. Default: In case of failure to deliver services in accordance with the contract terms and conditions, the TOWN or NRRWA, after due oral and written notice, may procure them from other sources and hold the CPA responsible for resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Town may have.
- L. Canceling or Amending a Solicitation: The TOWN or NRRWA may cancel withdraw a solicitation in a whole or in part and reject any and all Statement of Qualifications at any time prior to an award. The TOWN or



NRRWA also may amend the solicitation by the issuance of an addendum prior to the time set for receipt of response.

- M. Protest of Award or Decision to Award: Any CPA submitting a Statement of Qualifications in response to a solicitation may protest the award or decision to award a contract by submitting such protest in writing no later than ten days after the award is posted. The written protest must be received by Wayne Sutherland, Town Manager no later than 5:00 p.m. of the tenth day. If the tenth day falls on a weekend of official holiday, the ten-day period expires on the next regular working day. The protest shall include the specific basis for the protest and relief sought. The **Town Manager** shall issue a decision in writing within ten days stating the reason for the action taken. If the protest of any offeror depends in whole or in part upon information, then the time within which the protest must be submitted shall expire ten days after these records are available for public inspection by such offeror or at such later time as provided in this section. No protest shall lie for a claim that the selected offeror is not a responsible offeror.
- N. Claims: Contractual claims for money or other relief shall be submitted in Writing no later than sixty days after approval by the Governing Body.

## **IX. SPECIAL TERMS AND CONDITIONS**

- A. Availability of Funds: It is understood and agreed between the parties herein that the TOWN and NRRWA shall be bound hereunder only to the extent funds are available or which may hereafter become available for the purpose of this agreement.
- B. Cancellation of Contract: The TOWN and the NRRWA reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the CPA. Any contract cancellation notice shall not relieve the CPA of the obligation to complete a pre-audit accounting service commenced before the effective date of the cancellation.
- C. Extension of Contract: This contract may be extended by the TOWN or NRRWA upon written agreement of both parties for four additional one-year periods, under the terms of the current contract and at a reasonable time prior to the expiration.
- D. Retention of Working Papers: The CPA hereby agrees to retain all books, Records and other working papers relative to this contract for five (5) years after final payment. The TOWN or NRRWA, its authorized agents, and/or state and federal auditors shall have full access to and the right to examine any of said materials during this period. In addition, the CPA

hereby agrees to deliver, within ninety (90) days following completion of the project, a photocopy of all such materials including but not limited to the working papers used during the project.

- E. Subcontracts: No portion of this work shall be subcontracted without prior written consent of the TOWN or NRRWA. The CPA shall, however, remain fully liable and responsible for the work to be done by the subcontractors and shall assure compliance with all requirements of the contract.