



REQUEST FOR PROPOSAL Governmental Accounting Services

**Proposal Submittal
Due Date **06/02/2025**
Noon EST**

EMAIL PROPOSALS & QUESTIONS TO:

ssmith@wbparks.org

Stephanie Smith, Finance Manager, WB Parks

I. INTRODUCTION

A. General Information

The West Bloomfield Parks and Recreation Commission (WBPRC) is requesting proposals from qualified firms to provide certain internal accounting services. Monthly service needs include monthly bank reconciliation and timely responses to general accounting questions. Annual needs include grant reconciliation, assisting with the update of fixed assets, implementation of new GASB standards and the preparation of necessary audit work papers and journal entries. The department's day-to-day operational functions such as payroll, accounts payable, data entry, monthly journal entries and financial reporting will be retained in-house.

The WBPRC is seeking an hourly rate (can be blended) for internal accounting services with no minimum contract hours required. It is anticipated that annual internal accounting service hours would not exceed 100 hours per calendar year.

To be considered, a proposal must be emailed to Stephanie Smith, Finance Manager, at ssmith@wbparks.org by Noon EST on 06/02/2025.

There is no expressed or implied obligation for the WBPRC to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

A committee will evaluate the proposals submitted. During the evaluation process, the committee may request additional information or clarification from firms who have submitted proposals.

The WBPRC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the WBPRC and the firm selected.

The WBPRC reserves the right to reject any or all proposals for any reason and seek new proposals or take other action.

It is anticipated the selected firm will be notified on June 26, 2025.

B. Terms of Engagement

The WBPRC requests an open-ended contract with no required minimum contract hours. Terms are reviewed annually and are contingent upon successful negotiation and the availability of annual appropriations.

C. Background Information

West Bloomfield Township is located 25 miles northwest of the City of Detroit in Oakland County, Michigan and provides park and recreation services throughout the Township. The WBPRC serves an area of 27 square miles with a culturally diverse population of approximately 66,000 residents.

The WBPRC, established in 1970, is overseen by seven publicly elected commissioners and managed by an appointed Executive Director. The Department provides grounds and building maintenance as well as recreation programming for 580 acres divided among 13 township parks.

The WBPRC's fiscal year end is December 31 with auditors completing onsite work in early April.

The 2025 budget can be found here [WB Parks 2025 Budget](#).

The 2023 Financial Audit Report can be found here [WB Parks 2023 Financial Audit](#).

The WBPRC works closely with West Bloomfield Township in financial areas such as banking, pension, benefits and bond issuance while maintaining separate financial statements and governance. The WBPRC's appropriations are approved annually by the West Bloomfield Township Board of Trustees.

The WBPRC utilizes BS&A software for accounting purposes with general ledger, payroll, accounts payable and fixed asset modules.

D. Subcontracting

No subcontracting related to this contract will be allowed.

II. NATURE OF SERVICES REQUIRED

A. General

The WBPRC is soliciting the services of qualified firms to provide certain internal accounting services. The services provided are to be in accordance with the provisions contained in this request for proposal.

B. Duties of the Firm. The firm will:

1. Provide all deliverables under the direction of the Executive Director and Finance Manager to ensure the requirements of this contract are effectively and efficiently performed. Such services shall encompass all those duties and functions reasonably and customarily associated with delivery of the services in accordance with Township ordinances, laws of the State of Michigan and best practices established by the Governmental Accounting Standards Board (GASB).
2. Establish and maintain team-oriented working relationships with the WBPRC's elected officials and employees to maximize performance, as well as to ensure financial and accounting requirements are clearly communicated, understood and satisfied for all operations.
3. Maintain regular monthly communication with the Finance Manager to review the schedule of required accounting services which will support the smooth operation and administration of the contract.
4. The firm may perform on-site work during standard work hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Virtual work can be performed outside of these hours but must be proactively communicated to the Finance Manager.
5. The firm's availability must support the time requirements listed below. These hours would be in addition to questions as needed throughout the year and the regular monthly bank reconciliation that is due within the first ten days of the month.
 - a. January- Approximately five hours for year end.
 - b. March- Approximately forty hours for audit prep.
 - c. April - Approximately ten hours the week of the onsite audit.
 - d. December- Approximately five hours for year end.

6. At a minimum, the staff provided must possess the following qualifications and knowledge of:
 - a. Generally accepted accounting principles (GAAP);
 - b. Governmental Accounting Standards Board principles (GASB);
 - c. Methods and techniques applicable to advanced financial analysis;
 - d. Principles and practices of internal control;
 - e. Operations, services and activities of accounting programs including financial reporting;
 - f. Principles and practices of general ledger preparation, maintenance and reconciliation;
 - g. Principles and procedures of financial record keeping and reporting;
 - h. BS&A accounting software, Microsoft Excel, Microsoft Word and Microsoft Teams.
7. The firm shall perform the following accounting services:
 - a. Provide guidance with the maintenance of the general ledgers for the WBPRC in accordance with applicable laws, guidelines, standards and best practices for municipal accounting, including but not limited to Generally Accepted Accounting Principles (GAAP), pronouncements of the Governmental Accounting Standards Board (GASB), and best practices and advisories of the Governmental Finance Officers Association (GFOA).
 - b. Perform monthly bank reconciliations within the first ten days of the following month.
 - c. Provide oversight on accounting for capital expenses to be reimbursed by a \$25 million bond held by the Charter Township of West Bloomfield for the purpose of completing Parks capital projects.
 - d. Assist and guide the Finance Manager through the audit preparation process. Prepare and provide information, schedules and reports for the external auditors as needed. (March/early April).
 - e. Assist with the annual recording of grant records.
 - f. Assist with the annual maintenance of fixed asset records.
 - g. Reconcile balance sheet accounts on an annual basis such as accounts receivable and accounts payable.
 - h. Reconcile and maintain debt service accounts and related schedules.
 - i. Annual GASB 87, 96 and 101 accounting entries and reconciliation.
 - j. Implementation and annual completion of new GASB pronouncements.
 - k. Other accounting services as requested by the Finance Manager or Executive Director.

C. Duties of the WBPRC

1. The WBPRC will provide the firm's staff with a reasonable work space for onsite work and virtual access as needed.
2. The WBPRC staff will provide training on software, utilization of our network, processes and procedures, and policies.
3. The Executive Director and Finance Manager will be available for any questions.

III. GENERAL QUALIFICATIONS FOR PROPOSAL

- A. Describe the proposed staff qualifications, experience and methodology for providing the WBPRC with the required deliverables and specifications for the above described services.
- B. Describe the proposed staff qualifications and experience with the delivery of municipal services, particularly those described for these services.
- C. Describe your firm's approach to ensure staff is adequately trained and up-to-date at the beginning of the contract, as well as your methodology for ensuring staff stays up-to-date throughout the term of the contract.
- D. Discuss your firm's involvement with similar projects at the federal, state, and/or local government levels.
- E. Describe your firm's staffing methodology and include your firm's approach for determining how work will be performed while assigned staff is not present during times vacation, sickness or attrition.
- F. Describe your firm's methodology to ensure collaboration with the WBPRC staff to research, evaluate and, if authorized, implement efficiency and cost-saving improvements.
- G. Describe your firm's methodology for delivery of each service outlined in specifications Section II.B.1-7.
- H. Describe your firm's approach for maintaining appropriate and timely communication with the Finance Manager.
- I. Provide resumes for professional profiles of key personnel you would likely assign to this project.
- J. At your option, you may provide any additional supporting documentation or information which would be helpful in evaluating your qualifications and commitment.

IV. PROPOSAL CONTENTS INSTRUCTIONS

- A. Please submit one (1) electronic copy of your proposal to the WBPRC via email to Stephanie Smith, Finance Manager by Noon EST on 06/02/2025.

B. Proposal Calendar:

Proposals due	06/02/2025 Noon EST
Notification of Short List for Interviews	06/06/2025 Noon EST
Virtual Interviews Scheduled week of	06/09/2025
Develop Award Recommendation by	06/18/2025
Commission Approval	06/25/25 - Meeting @ 6PM EST
Notification of Award	06/26/2025
Orientation/Start Date	06/30/2025

C. The proposal must contain the information below:

1. Cover letter.
2. Firm's address.
3. Contact person name, phone number and email address.
4. Signature of a legally authorized representative of the company.
5. Each proposal should include a summary of the proposed management plan covering specifications and qualifications noted in sections II and III.
6. The proposal should present qualifications that demonstrate the proposer's ability to successfully accomplish this project.
7. Each proposer should provide three references for similar projects within the past two years. Proposers should provide relevant references with accurate contact information, and confirm that the reference contact has agreed to provide a complete and uncensored testimony.
8. Each proposer may, but is not required to, include additional references, resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, etc.). Note that these materials may or may not be reviewed by all evaluators and may not be part of the official evaluation except to the extent they support qualifications and experience.
9. Pricing shall be based on hourly rates. A blended hourly rate for all involved staff would be considered acceptable. There are no minimum hours required for this contract. Pricing shall be good for one year. Please state expected annual increase to hourly rate(s).

IV. PROPOSAL REVIEW

Upon receipt of the proposals, the WBPRC staff will review each firm's response to the RFP. At their discretion, staff may interview one or more firms to further assist in the review process. The WBPRC may, by direct negotiation, finalize terms with the firm that is selected for award based on proposals. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers. The WBPRC requires hourly pricing to remain firm for the duration of the contract. Failure to hold firm pricing for the duration of the contract will be sufficient cause for the WBPRC to declare a proposal non-responsive. Staff expects to select and notify the selected firm in advance of the Commission June 25th Commission meeting.