

Scott County Facility and Support Services Department  
Purchasing Division  
600 West Fourth Street, Davenport, Iowa 52801-1030  
Phone: (563) 326-8793  
Fax: (563) 328-3245

E-Mail: [purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com)

**REQUEST FOR QUOTATION**

**Scott County Requisition No. 19059**

**Bidders need to complete and submit this form.**

<b>Submission Date: 9/6/2013</b>	<b>No Later Than: 2:30pm</b>
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Qty	Description
	Project #FSS 13-0804
	Scott County is requesting Proposals for
	Accounting and Business Services
	Scope of work is attached, which includes background information, project timeline and requirements
	Delivery Included
	price quotation good for 60 days
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.com/fss/purchasing.php">www.scottcountyiowa.com/fss/purchasing.php</a>

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:  
(Scott County Use Only)

\_\_\_\_\_  
Name

Date: 8/19/2013

Time: 3:00pm

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**PLEASE NOTE:**

**Bidders must provide an estimated delivery date in their bid response!**

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”



## **REQUEST FOR PROPOSALS – Accounting and Business Services**

**Eastern Iowa MH/DS Region**

**C/O SCOTT COUNTY, IOWA.**

**PROJECT #FSS1308-04**

At the direction of the Board of Supervisors of Cedar, Clinton, Jackson, Muscatine and Scott Counties, the Administration Department of Scott County is requesting proposals for accounting and business services from firms to review the Mental Health funds of the counties and recommend accounting and business practices for a combined regional service system. Scott County on behalf of the five counties intends to contract with qualified firm to provide accounting services for the region. Firms may express interest and request consideration for said project by making submittal to the Scott County Facility and Support Services Department as outlined herein.

### **1.0 BACKGROUND INFORMATION**

In the 2012 Iowa legislative session a regional service system for Mental Health and Disability Services was adopted. This new delivery system requires counties to form regions through a 28E agreement to deliver core mental health and disability services. Cedar, Clinton, Jackson, Muscatine and Scott County submitted a letter of intent to the Department of Human Services to form a region and have been approved. The five counties are working on a 28E agreement to outline the governance of the new entity.

Each county has a Mental Health and Developmental Disability Fund which has been renamed for FY14 as County Services Fund. Historically, all of the county expenses and revenues for services have been reflected in this designated fund. The legislation has placed accountability measures on the new regional government where; each county has the expectation to run a local office and provide services with the least amount of administrative services needed on a regional basis and where; each county has the expectation to account for its local property tax.

Therefore, in order to successfully merge and be able to clearly reflect the value of each County fund an outside accounting of the funds is needed. Each county has the expectation to account for its local property tax. Budgeting and accounting geared to show that all property tax from the county was spent on county services is imperative to meeting the goal of the merger. The approach should minimize invoicing while being transparent. The county's budget and

accounting system must be able to be compiled into a regional budget and reporting system to meet the requirements at the state level. The accounting at the county and regional level must be developed to allow for one audit that meets the standard in the law.

## 2.0 SCOPE OF SERVICES

The selected firm will provide accounting services to deliver a completed business plan for the new regional government and the five counties community services departments.

Tasks include but are not limited to:

- A. Accounting Services for individual county finances and for the regional finances.
  - a. Document FY12 audited fund balances of the five counties including restricted dollars;
  - b. Document FY13 cash balances and outstanding payments and liabilities due to used state grant monies or other constraints of the five counties;
  - c. Project FY14 fund balance of the five counties that could be assigned to the region;
  - d. Estimate fund balance needed for regional government going forward in FY15 and fund balance needed at each county level to allow payments during the year to be made by the county.
- B. Accounting services to determine financial processes that allows the regional finances to be accounted for in an authorized manner by law.
  - a. Review proposed administrative rules governing regional finances;
  - b. Review administrative rules governing regional entity;
  - c. Propose a chart of accounts at the county level and regional level that follows state law and requires the least amount of oversight and administrative cost to administer.
- C. Business process services to develop flow charts for bill payment at a county level and regional level including staff cost and contract services.
- D. Facilitation of meetings with each of the five counties to document the budget and the estimation of the costs of services for FY14 at the county level.
- E. Prepare meeting agendas, minutes and action items for meetings in support of above tasks.

## 3.0 PROJECT BUDGET

There is not a current, established, budget for this project. Funding will be requested through technical assistance funds available through the Department of Human Services. An established budget will be required of the approved vendor after detail discussion with the five county representatives. (A preliminary budget may be necessary for the technical assistance request.)

The successful firm is expected to work within the established budget.

## 4.0 PROJECT TIMELINE

The tentative project timeline is given below for reference. Please note that plans and funding may change and therefore this timeline is subject to change at the discretion of the Scott County Administration representative. By making submission to this solicitation, submitters acknowledge the tentative timeline and agree to provide work effort and product to meet or exceed the timeline. If submitters have any exception to the tentative timeline or propose changes to the timeline (for any reason), said proposed exception or change must be CLEARLY articulated in the submission document.

<b>Phase / Task / Activity</b>	<b>Start</b>	<b>Finish</b>
Fund balance tasks	09/30/13	12/01/13
Regional accounting structure	09/30/13	12/01/13
Business process flow charts	10/28/13	12/13/13
Draft Report	12/13/13	12/20/13
Final Report	12/20/13	01/06/14

## 5.0 SELECTION PROCESS

The Scott County Administration Department along with staff of the five representative counties (the selection team) intends to evaluate the submitter's qualifications, experience and expertise. The goal of the process is to select one lead firm to negotiate and enter into a contract for services. The selection process may include a request for either an "in-person" or "telephone" interview to aid in the selection process. If used, the interview process along with the responses to this solicitation would become the basis for the final selection. All decisions and selections of the team are final and are not subject to appeal.

The selection team reserves the right to disqualify any submission deemed to be unresponsive or which fail to meet the requirements of this solicitation.

## 6.0 INNAPPROPRIATE CONTACT PROHIBITED

Please do not attempt to contact any staff or officials of Scott County or the other counties that will be represented on the selection team outside of this RFP selection process. Any attempt to circumvent or influence the selection outside this solicitation process, whether intentional or incidental will be considered as grounds for disqualification of the submission.

## 7.0 SELECTION CRITERIA

The following attributes and requirements will be the primary criteria for selection for this RFP process:

- A. Local presence – selected firm must have an established, operational accounting office within 400 miles of the project location for at least 24 months prior to the award of contract.

- B. Adequate staff resources – firm must have adequate staff/office resources to complete the requested services in a timely manner to allow project to start and finish on time.
- C. Past performance on similar projects – firms with past performance history will be considered on the basis of performance in addition to the above expertise factors.
- D. Fee range – while the goal of the selection is to hire the most qualified firm and not to base this selection on cost, the team reserves the right to consider the proposed fee range in making a selection between firms with relatively equal qualifications in other areas.

RFP responses must address each of the selection criteria listed above and the minimum information requirements listed below in a clear and concise language. Vague or inconclusive responses that do not directly address the selection criteria and/or the required minimum information listed below will be considered non-responsive and disqualified.

## 8.0 SUBMISSION OF INFORMATION

Firms requesting consideration shall submit pertinent information based on this Request for Proposal. Please provide the following minimum information:

- A. Firm name, address and contact information;
- B. Firm history;
- C. Principal officers/partners;
- D. Proposed project staff including lead professional;
- E. Partner/consulting firm information including the division of services;
- F. Information and content that clearly addresses the selection criteria outlined above;
- G. Stated understanding of the scope of the proposed project and the industry standard normal and customary work effort and steps necessary to meet the County goals regarding the project;
- H. Acknowledgement of the tentative project timeline and clearly stated exceptions or proposed timeline changes;
- I. Estimated fee. The selection team acknowledges that the final fee is subject to some negotiation as the project scope is better defined;
- J. Acknowledgement that the final fee for professional services will be negotiated based on the submitted fee range and the final contract arrangement shall be a fixed fee plus expenses contract;
- K. At least three similar project references from the past 5 years for the principal firm and the consulting/partner firm if a joint proposal;
- L. Additional information concerning your firm may be submitted. Said information may include additional references, brochures, educational information, organizational information, summaries of previous work, etc. This information will assist the research as selections are considered. It is requested that this information be kept brief and concise;

All submissions must be made in electronic PDF format. Native PDF documents are highly preferred over scanned images. All parts of the submission should be combined together (if possible) into one document with an accurate, logical and organized index.

## 9.0 RFP DEADLINE

Deadline for this request is **September 6, 2013 at 2:30 p.m.** Submittals must be received at the office of the Scott County Purchasing Division at the aforementioned time and date. Submissions received after this time will not receive consideration. Scott County is not responsible for electronic delivery delays of any kind.

## 10.0 DELIVERY INSTRUCTIONS

RFP submissions must be delivered in PDF format via electronic mail prior to the aforementioned deadline to the following e-mail account:

[purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com)

Subject Line: "Proposal: Regional MH Accounting Services"

Verification of receipt may be made to the purchasing office at 563-326-8793 or [email purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com).

## 11.0 RFP QUESTIONS/POINT OF CONTACT

Questions regarding this solicitation or the project may be directed to Dee F. Bruemmer, Scott County Administrator, [Dee.Bruemmer @scottcountyiowa.com](mailto:Dee.Bruemmer@scottcountyiowa.com). Please allow at least 2 working days for response. Questions or comments received after Tuesday, September 3, 2013 will not be addressed prior to the RFP deadline.