

# REQUEST FOR PROPOSALS FOR PROFESSIONAL GOVERNMENTAL ACCOUNTING AND CONSULTING SERVICES

## 1. Purpose.

The State of Alabama Legislative Fiscal Office, (hereafter, Office) solicits proposals from individuals or firms interested in providing professional Accounting and Consulting services (see “**Scope of Services**”). This RFP is issued in accordance with the requirements of Section 41-16-72, Ala. Code. This RFP is not an offer to contract but seeks the submission of proposals from interested professional service providers which may form the basis for negotiation of a professional service contract or contracts. Specific terms and requirements in this RFP may be waived or modified by the State of Alabama as it deems necessary and appropriate. The state has no liability for any costs incurred by a prospective provider for the preparation and production of a proposal or for any work performed prior to the issuance of a contract. ***The Office reserves the right to reject any and all proposals and to solicit additional proposals if that is determined to be in the best interests of the State of Alabama.***

## 2. Scope of Services.

The successful vendor will:

- A. Act in an advisory capacity to the Office to develop a pilot program creating a set of uniform criteria that will be used to measure the effectiveness of various state programs and agencies.
- B. Communicate with state agencies and entities identified by the Office to participate in the pilot program;
- C. Track and record in substantial detail all data obtained from the pilot agencies, including expenditures of all local, state and federal funds;
- D. Make timely reports to the Office regarding the status of the pilot program within thirty days of the end of each prearranged and agreed upon reporting period. Failure of the successful vendor to make reports in a timely manner will constitute a material breach of any contract existing between the vendor and the Office; and
- E. Agree and acknowledge that all data accumulated by the vendor will be property of the State of Alabama and will be made available upon demand at any time in a format satisfactory to the Office;

The quality and timeliness of such service will be subject to review and inspection by the Office at any time.

### 3. Requirements.

A successful vendor must:

- A. Demonstrate that it has knowledge about, and experience with, the governmental accounting industry, including the development of performance criteria for various governmental programs;
- B. Provide evidence that it possesses the ability to work effectively with governmental entities;
- C. Provide evidence that it has the ability to analyze, understand and evaluate various governmental programs;
- D. Describe the methods it will utilize in working with the Office to develop the pilot program;
- E. Disclose and describe any business litigation, regulatory proceedings, governmental investigations, or any other proceedings alleging fraud, negligence, or criminal activity relating to its governmental accounting and consulting services in which it, any primary consultant, or any other officer or principal of the firm, has been involved in within the last five years;
- F. Describe its previous work in the development of performance measurement for governmental programs;
- G. Describe the typical amount of time after the end of each reporting period that is required to prepare and deliver reports;
- H. Describe and attach examples of the types of performance measurement reports that would be delivered to the Office with an explanation of how each such report will meet the needs of the pilot program;
- I. Disclose any conflicts of interest the firm may have, and describe how such conflicts are identified;
- J. Disclose any activity in which anyone in the firm provided anything of value, including gifts, travel expenses, entertainment, meals, or other things to any employee or representative of an Alabama state government agency, board, bureau or commission in the past 12 months, describing the thing(s) provided, the purpose for doing so, and the person(s) to whom the things were provided; and
- K. Describe any personal or professional relationship any officer or employee of the firm may have had with any employee or representative of an Alabama state government agency, board, bureau or commission over the last five years.

Each of the above areas of inquiry must be specifically and separately addressed by a named officer or representative of the firm seeking to contract with the Office. Failure to respond in this manner may result in the vendor's response to the request for proposal being disregarded.

#### 4. Qualifications.

A successful vendor must provide to the Office:

- A. A detailed description of the firm's qualifications, training, and capabilities in light of the foregoing **Scope of Services**.
- B. A brief history, from the inception, of the firm and any parent organization(s);
- C. A description of the ownership structure of the firm, giving specific details regarding any parent or affiliate organization(s);
- D. Evidence of a willingness and ability to follow guidelines and constraints as developed by the Office;

Each of the above areas of inquiry must be specifically and separately addressed by a named officer or representative of the firm seeking to contract with the Office. Failure to respond in this manner may result in the vendor's response to the request for proposal being disregarded.

#### 5. Experience.

A successful vendor must:

- A. Provide a comprehensive history of the firm's provision of the desired services;
- B. Provide a list of references of the firm's current and past clients, with contact information;
- C. Describe the firm's experience with, and services provided to governmental entities in light of the foregoing **Scope of Services**;
- D. A list of the firm's employees that will work on the project, including each employee's background and resume;
- E. Describe how the services outlined in the Request for Proposal are to be provided by the firm.

Each of the above areas of inquiry must be specifically and separately addressed by a named officer or representative of the firm seeking to contract with the Office. Failure to respond in this manner may result in the vendor's response to the request for proposal being disregarded.

#### 6. Fees.

Proposals must disclose and include any and all fees, costs or expenses to be charged for the services described in the **Scope of Services**, Section 2. If applicable, the fees described and disclosed should include all charges for governmental accounting and consulting services, and the method by which such fees and expenses are determined. Failure to provide a complete listing of all

fees, costs and expenses to be charged will result in the disqualification of the professional service provider submitting the proposal.

#### **7. Submission of Proposals.**

Proposals must be received by the Legislative Fiscal Office, 11 South Union Street, Suite 620, Montgomery, AL 36104, no later than **4:00 o'clock p.m., Central Time, Friday January 8, 2016.**

Proposals must be submitted in electronic form to the following address:

[olathram@ali.state.al.us](mailto:olathram@ali.state.al.us)

#### **8. Selection of Professional Service Provider.**

Upon review and evaluation of proposals, the Office may jointly select the professional service provider or providers determined to best meet the needs of the pilot program. Upon selection of the preferred professional service provider or providers, the Office may initiate negotiations for contract terms and conditions, including fees. ***All proposals received in response to this RFP may be rejected and the Office may solicit additional proposals.***

#### **9. Professional Service.**

The professional service provider selected to provide the services specified in the RFP must enter into a written contractual agreement with the Office. The terms and conditions of such an agreement will be subject to review and approval by legal counsel for the Office.

#### **10. Standard Form Contracts.**

Should a professional service provider desire to utilize a standard form contract in the provision of the services specified herein, it should include the standard for contract with its proposal. If any term or condition of its standard form contract is non-negotiable, such term or condition should be clearly identified. Non-negotiable terms and conditions determined to be unsatisfactory to the Office may result in disqualification of the professional service provider submitting the proposal.

#### **11. Qualifications to do Business in Alabama.**

Should a foreign corporation be selected to provide professional services in accordance with this RFP, it must be qualified to transact business in the State of Alabama in accordance with Section 10-2B-15.01, et seq., Ala. Code, and possess a Certificate of Authority issued by the Secretary of State at the time a professional service contract is executed.

## **12. Legislative Contract Review.**

Any professional services contract resulting from this RFP is subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq., Ala. Code.

## **13. Vendor Disclosure Statement and Immigrant Compliance Requirements**

The provider selected by the Office must provide an original Disclosure Statement as required by Section 41-16-82 et seq., Ala. Code. Copies of the Disclosure Statement, and information, may be downloaded from the State of Alabama Attorney General's Office website at [www.state.al.us/Page-Resources](http://www.state.al.us/Page-Resources). The selected provider must also attest that all workers are citizens of the United States or are proper and legal immigration status.

Section 31-13-9(b), Ala. Code provides, "As a condition for the award of any contract to a business entity or employer that employs one or more employees, the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the E-Verify program." A responder's submission of a response to this RFP will constitute a representation that it is enrolled in the E-Verify program. Prior to the award of a contract, the selected responder must submit a fully executed, completely legible, copy of the Memorandum of Understanding between the contractor and the United States Department of Homeland Security as evidence of compliance with this requirement.

ALABAMA LEGISLATURE

Legislative Fiscal Office

By: Original Signature on File

Othni Lathram, Interim Director

Date: December 8, 2015