

## **REQUEST FOR PROPOSAL OF QUALIFICATIONS/EXPERIENCE STATEMENTS**

### **FULL FINANCIAL SERVICES – GOVERNMENT BOOKKEEPING AND PAYROLL**

The COUNTY OF OXFORD is seeking to retain the services of a contractor specializing in governmental accounting to provide full financial services.

The COUNTY OF OXFORD must receive proposals no later than **2:00pm local time on JANUARY 12, 2024** to be eligible for consideration.

Statements shall be submitted in a single sealed envelope/package, clearly marked "Oxford County Finance Service Proposal." Emailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Abby Shanor  
Oxford County Commissioners Office  
26 Western Avenue / PO Box 179  
South Paris, ME 04281

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Abby Shanor ([ashanor@oxfordcounty.org](mailto:ashanor@oxfordcounty.org)) and must be received by **2:00pm local time on DECEMBER 26**. All questions will be answered by 2:00pm on December 29 and posted on the County's website at [www.oxfordcounty.org](http://www.oxfordcounty.org). It will be the proposer's responsibility to check the referenced website for any new amendments.

#### **I. SERVICES YOU WILL PROVIDE THE COUNTY**

- Perform the County's bookkeeping function, which will include maintaining accounts for all assets, liabilities, and fund balances/net position and recording all financial transactions affecting the County.
- In coordination with the County Administrator, County Treasurer, and administrative staff, develop standard processes and internal controls during the year for all financial transactions. Written processes will be reviewed and approved by the County Administrator and County Treasurer and will be the controlling documents over how we provide our bookkeeping services. They may be updated from time to time and submitted for review and approval by the County Administrator and County Treasurer.
- On a bi-weekly basis, you will prepare A/P Warrants for review and approval by the County's Administrator, Treasurer, and Commissioners. You will affix electronic signatures, print, and send out all checks. For vendors who provide for electronic payments, you will pay bills electronically.
- Maintain electronic copies of all documents sent to you that are required to be maintained by the State of Maine Archivist. Any documents required to be archived in original format and/or beyond seven (7) years will remain the responsibility of the County.

- Process the County's payroll on a bi-weekly basis and file all quarterly and annual payroll tax returns and W-2s.
- Assist in preparing financial reports required by federal, state, and local governments as well as reports required by grantors. You will not be responsible for any non-financial reporting required by these entities. The County and its employees remain responsible for the proper and authorized expenditures of any grant funds and for providing you with complete information to prepare these reports.
- On a monthly basis, or upon request by the County Administrator, County Treasurer, or County Commissioners, you will provide interim financial reports along with your analysis and advice. This shall include, but is not limited to, the preparation of a Treasurer's Report to be presented on the third Tuesday of each month.
- Provide advice throughout the term of this engagement relating to budgets, general financial management, and compliance with financial accounting and reporting requirements. This shall include, but not be limited to attendance and support at the Budget Workshop in October and the Budget Committee Hearing in November. While the majority of services provided under the terms of this engagement are to be provided remotely, the parties agree that from time to time it will be necessary for a representative of your agency to travel and attend in person meetings with the County. Any such meetings and travel shall be included within the scope of this agreement and shall not be subject to additional time or expense charges.
- On an annual basis, you will prepare the County's annual financial statements and required note disclosures in accordance with standards promulgated by the Government Accounting Standards Board. These financial statements will not be considered audited or reviewed by you, as you are not independent from the County. Thus, the County will be required to secure, at its own cost, an independent auditor to audit the financial statements. You will provide all necessary information to the County's independent auditor and assist as much as possible in ensuring that the audit is carried out in a timely fashion.
- You will ensure that services are provided 52 weeks per year, and it is your responsibility to back-fill any vacation, medical leaves, etc. so that the County receives continuous levels of service.

## II. YOUR PROFESSIONAL RESPONSIBILITIES

You will conduct your engagement in accordance with Statements on Standards for Consulting Services (SSCS) promulgated by the Management Consulting Services Executive Committee of the AICPA and comply with the AICPA's Code of Professional Conduct.

The general standards of your profession apply to all services and include:

- *Professional competence.* You undertake only those professional services that you can reasonably expect to be completed with professional competence.
- *Due professional care.* You exercise due professional care in the performance of your services.
- *Planning and supervision.* You adequately plan and supervise the performance of your

services.

- *Sufficient relevant data.* You obtain sufficient relevant data to afford a reasonable basis for conclusions or recommendations in relation to your services.

The following additional standards apply to consulting services due to the distinctive nature of the services to be performed:

- *Client interest.* You serve our interest by seeking to accomplish the objectives established with the County while maintaining integrity and objectivity.
- *Understanding with the client.* You establish a written or oral understanding about the responsibilities of the parties and the nature, scope, and limitations of the services to be performed, and modify the understanding if circumstances require significant change during the engagement.
- *Communication with the client.* You inform the County- of (a) conflicts of interest that may occur pursuant to integrity and objectivity standards, (b) significant reservations concerning the scope or benefits of the engagement, and (c) significant engagement findings or events.

### **III. OTHER MATTERS**

- Your proposal may include the subcontracting of another company to perform certain functions.
- Your proposal must include the total annual cost of services including but not limited to staffing and software.