



REQUEST FOR QUALIFICATIONS

ACCOUNTS PAYABLE PROCESSING

Issue Date:

August 7, 2019

INTENT

The City of Bella Vista is seeking submissions of qualifications from public accounting firms to provide accounts payable services to the City to pay its vendors and/or suppliers. The City is seeking to establish an accounts payable solution that is convenient, efficient, and maintains effective internal controls.

BACKGROUND

For the 2019 fiscal year, the City of Bella Vista's General Fund budget is over \$18 million. The Street Fund budget is over \$3.5 million.

The City's current accounts payable process utilizes the electronic requisition and accounts payable modules of CenterPoint Fund Accounting software. An employee within each city department electronically submits their requisitions into the system. Their director then electronically approves their requisition.

An employee within the Accounting department then electronically receives the requisition and attaches a scanned copy of the supporting documentation. The process of receiving the requisition converts the transaction from a requisition to an accounts payable invoice.

Once an invoice is due to be paid, an employee within the Accounting department generates a physical check. After obtaining two signatures on the check, the employee mails the check with any supporting documentation to the vendor.

PROJECT DESCRIPTION

The City is desiring to implement a payment solution where an independent accounting firm makes a weekly visit to our finance office to generate accounts payable checks and reconcile accounts payable balances to vendor statements.

The Finance Department processes approximately 550 invoices per month which results in approximately 145 General Fund, 45 Street Fund, and 10 Payroll Fund checks per month. Actual payroll checks are processed through an outsourced payroll provider.

The ultimate goal of the proposed payment solution is to reduce the City's payroll and benefit expenditures and continue with the City's prudent use of taxpayer funds.

The successful firm will be able to work with the City and its existing financial software, and provide the best service at the lowest cost. The outsourced payment solution should fulfill the following objectives:

1. Reduce the City's check processing costs.
2. Provide good segregation of duties within the City's accounting department.
3. Maximize cash flow.

ANTICIPATED SCHEDULE

The following schedule is anticipated:

Issue RFQ	August 14, 2019
Deadline for questions	August 21, 2019
RFQ Due	August 23, 2019
Review	August 23, 2019
Award	August 23, 2019
Anticipated start	August 28, 2019

QUESTIONS

Questions related to this RFQ shall be directed to Cary Elsten, Finance Director. All questions shall be submitted via email to celsten@bellavistaar.gov.

The deadline for question submittal is August 21, 2019 at 4:30 p.m. Central Standard Time.

Contact information must be included with all questions submitted.

SUBMISSION REQUIREMENTS

Interested firms must submit one (1) electronic copy of their submission.

Submissions should be prepared in a straightforward, concise manner with a description of the firm's capabilities to satisfy the requirements of the RFQ. All submissions shall include the following:

1. Experience
 - a. Firm and staff background.
 - b. The experience of the firm with similar projects.
 - c. Proposed key staff and experience.

Submissions must be received by August 23, 2019 at 4:30 p.m. Central Standard Time.

Submissions shall be delivered to celsten@bellavistaar.gov.

Submissions received after the stated deadline shall be rejected.

EVALUATION CRITERIA AND SELECTION PROCESS

Submissions will be evaluated in a fair, consistent, and objective manner. Selection will be based on response to questions or requirements identified in the RFQ. The final recommendation will be subject to consideration and approval by the City Council.

Submissions will be evaluated utilizing the criteria identified below:

1. The overall qualifications of the firm; (100%)

Upon close of the submission deadline, the Finance Director will review and select the most qualified firm using the selection criteria above.

AWARD

The firm selected will be expected to issue an Engagement Letter reflecting the project description as well as any other provisions mutually agreed on by both parties.

RESERVATION OF RIGHTS

The City of Bella Vista reserves the right to reject any or all submissions, to waive any informality or irregularity, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Qualifications if found in the best interest of the City. All submissions become the property of the City of Bella Vista.

PROPRIETARY INFORMATION

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all proprietary information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.