



Northwest Arctic Borough

SERVING THE COMMUNITIES OF:

Ambler Buckland Candle Deering Kivalina Kiana
Kobuk Kotzebue Noatak Noorvik Selawik Shungnak

REQUEST FOR PROPOSALS

RFP NO. 13-09

SECTION I – ANNOUNCEMENT

The Northwest Arctic Borough, the home rule, regional government for Northwest Alaska, seeks requests for proposals for local government accounting services. The Northwest Arctic Borough (NAB) is comprised of 11 communities with the seat of government based in Kotzebue, Alaska. The mayor, 11 assembly members, and 27 staff members in 4 departments serve the borough's residents. The borough's annual general fund appropriation is roughly \$12 to \$14 million; of that, \$1.8 million supports education and \$6 million is appropriated for payment of bond debt. Last year, the borough received an additional \$21.9 million in the special revenue fund for capital improvement projects and other grants. These numbers fluctuate each fiscal year but generally fall within the ranges detailed above. The borough's three main departments, Planning, Public Services and Economic Development, provide most public government services. Additionally, through a nonprofit corporation, the borough subsidizes the Sulanich Art Gallery. The Northwest Arctic Borough also has about 80 federal and state grants which need to be financially monitored. Most of the accounting work can be done remotely but an individual needs to be on site for the Assembly meetings each month for about 3 to 4 days. The NAB utilizes fundware as its finance software. A more detailed description of the accounting services required is detailed in Attachment A. Responses to this RFP will be used during the evaluation process to select and negotiate with a qualified party to perform the work described in this RFP. The top three qualified responders may also be invited to interview in Kotzebue and present to the Borough Assembly and/or the Budget Audit and Finance (BAF) committee. The award of this contract shall be based on the evaluation criteria identified in Section III of this Request for Proposals (RFP).

This RFP does not commit the Borough to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of responses to this RFP for or in anticipation of any contract. The Borough reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFPs, to remedy technical errors in the RFP process, and to enter into a contract for all or some of the services described in this RFP.

Proposals must be received by the Northwest Arctic Borough Clerk, P.O. Box 1110, Kotzebue, Alaska 99752 or at the Borough office located at 163 Lagoon Street, Kotzebue, Alaska 99752, by 4:30 p.m., local time on Thursday, January 9, 2014. The proposals will be opened publicly at 9:00 a.m. on Friday, January 10, 2014 or as soon thereafter as practicable. **Proposals received after the time established for receiving proposals will not be considered. FACSIMILE AND EMAIL PROPOSALS WILL NOT BE ACCEPTED.**

RFP documents may be obtained from the office of the Northwest Arctic Borough Clerk by mail, email, at the website www.nwabor.org, or in person at the Borough offices in Kotzebue, Alaska or by calling (907) 442-2500, ext. 105. Questions about this RFP may be directed to the Borough Clerk, at the Borough offices either in person, by mail or by phone. Email communication is also permitted after initial contact by telephone or mail.

NORTHWEST ARCTIC BOROUGH

Reggie Joule
Reggie Joule, Mayor

11-26-2013
Date

SECTION II - INSTRUCTIONS TO PROPOSERS

PROPOSAL PREPARATION

Proposal Format: Proposals must be typewritten or prepared in ink and must be attached to the form provided in Section IV of the Request for Proposals (RFP). Proposals must also include a completed "Local Bidder Certificate" found in Section V of the RFP. No oral, telephone, email, or facsimile proposals will be accepted. See Proposal Submission below.

Conformance to Proposal Requirements: Proposals must conform to the requirements of the RFP. All necessary attachments (residency statement, references, descriptive literature, etc.) must be submitted with the proposal. Proposal prices must be stated as indicated in the proposal. Failure to comply with all requirements of the RFP may result in proposal rejection.

Signature on Proposal: An authorized representative of the proposer must sign proposals in ink. Signature on a proposal certifies that the proposal is made without collusion with any person, firm, or corporation making a proposal for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a proposal also certifies that the proposer has read and fully understands all proposal specifications, terms, and conditions.

Proposal Modification: Modifications or deletions made before submitting a proposal must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on the proposer's letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope clearly marked "Proposal Modification" and identify the proposal number and closing date.

Proposal Withdrawals: Proposals may be withdrawn in writing on proposer's letterhead signed by an authorized representative and received by the Borough Clerk prior to proposal closing time. Proposals may also be withdrawn in person before proposal closing time upon presentation of appropriate identification.

Protest of Proposal Specifications: A proposer who believes proposal specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Mayor. To be considered, protests must be received at least five (5) days before the proposal closing date. Envelopes containing protests should be marked as follows: "RFP No. 13-09, Closing Date: 1/09/2014."

Proposal Submission: Hard copy sealed proposals must be received and time-stamped by the Borough Clerk prior to proposal closing time. No proposal received after proposal closing time will be considered. To ensure proper identification and handling, all proposals must be submitted in a sealed envelope, clearly labeled "RFP 13-09." The Borough Clerk shall not be responsible for the proper identification and handling of any proposal not submitted in an envelope bearing the required proposal label.

Mail to:
Borough Clerk
Northwest Arctic Borough

P. O. Box 1110
Kotzebue, AK 99752

Proposal Opening: Proposals will be opened at 9:00 a.m. on Friday, January 10, 2014, in the Northwest Arctic Borough Assembly Chambers (unless otherwise specified), 163 Lagoon Street, Kotzebue, Alaska 99752. Proposers may be present; however, award decisions will not be made at the opening, and any proprietary information may be withheld from public inspection.

Evaluation Criteria: Proposals will be evaluated based on the evaluation criteria set forth in Section III of this RFP and on the recommendations received from the Evaluation Committee.

Award: The contract will be awarded for NAB accounting services based on the evaluation criteria and to the proposer who, in the discretion of the Borough, offers the best combination of price and performance and meets all requirements of the specifications. At its discretion, the Borough may award contracts to more than one proposer. Upon successful completion of the contract, the Borough may consider awarding subsequent projects to the selected contractor(s).

Proposal Rejection: The Borough reserves the right to reject any or all proposals.

Local Bidder Preference: "Local Bidders" are entitled to a 5% bid preference as described in the Northwest Arctic Borough Code ("NABC") § 6.16.370, but a contract under this RFP will not be awarded on the basis of cost alone.

Payment: Monthly or quarterly invoices shall be submitted along with activity reports and an itemized list of time and materials. Proposals that require payment in less than 30 days after receipt of invoice or delivery of goods or services, whichever is later, may be rejected.

Proposal Results: Only a proposer(s) who receives an award will be notified of proposal results; unsuccessful proposers will not be notified. Proposal files are public records and available for review at the Borough Clerk's office between 9:00 a.m. - 11:00 a.m. and 2:00 p.m. - 4:00 p.m. Monday through Friday.

Equal Opportunity: Proposals will receive fair and equitable consideration without regard to race, color, religion, sex, age, national origin, or handicap.

Contact: Direct questions regarding RFP requirements to:

1. Borough Clerk, in person or by mail at the Borough offices or by phone at (907) 442-2500, Ext. 105; or
2. Email communication is also permitted after initial contact by telephone or mail.

SECTION III – EVALUATION CRITERIA

This RFP is to provide professional government accounting and financial services in support of the Northwest Arctic Borough and all departments.

INITIAL EVALUATION CRITERIA: The Evaluation Committee shall evaluate Proposals on the following criteria:

Minimum Criteria (10 points)

- A bachelor's degree or equivalent in accounting, finance, public administration, or related field.
- At least five years of experience in government or municipal accounting or finance.
- Knowledge of principles and practices of legal, ethical and professional rules of conduct.
- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial administration.
- Knowledge of Government Accounting Standards Board (GABS), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommendations practices and policies.
- Knowledge of applicable state and federal statutes, rules, codes and regulations and Borough policies and procedures.
- Considerable skill in the use of computer systems and related financial software.
- Skill in completing complex financial analysis, forecasts, and models.
- Experience in rural Alaska and familiarity with Alaska Native culture.
- Ability and willingness to travel to rural Alaska on a monthly basis at a minimum.

Criteria to be Scored and Weight (100 total points)

1. Minimum Criteria (10 points)
2. Fees (20 points)
3. Proposed strategy, methodology and approach (30 points)
4. Prior experience performing similar work (30 points)
5. Recommendation from references (10 points)

AWARD: Proposals must demonstrate ability to provide services outlined in the "Scope of Services" and include all "Information Required" as described in Section VI of this RFP. If awarded, the contract will be awarded to the proposer who is judged to offer the best combination of price and performance, and to have met all specified qualifications. The top three qualified responders may be invited to present to the Borough Assembly and/or the BAF Committee. The Borough fully reserves the right to exercise subjective judgment in ranking proposals.

SECTION IV - PROPOSAL SUBMISSION FORM

I, the undersigned, submit the following proposal related management of Borough investments as further described in this Request for Proposals.

Proposer's Signature: _____

Proposer's Printed Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax Number: _____

Email Address: _____

Business License Number: _____

Federal Tax ID Number
(EIN): _____

SECTION V – LOCAL BIDDER CERTIFICATE

“Local Bidder” Certification:

Yes, I certify that I am a “local bidder.” The Northwest Arctic Borough Code (“NABC”) § 6.16.370 describes the requirements to be considered a “local bidder.” Local bidders are eligible for a 5% preference in price consideration.
_____ Price consideration is not the sole criteria for awarding a contract under this RFP.

_____ No, I am not a “local bidder” as described in NABC § 6.16.370.

SECTION VI - DETAILED SPECIFICATIONS

At this time, the scope of services includes the following minimum specifications. The scope of services will be finalized once the contractor(s) for the project is selected.

1.0 Scope of Services:

The Northwest Arctic Borough, the home rule, regional government for Northwest Alaska, requests proposals for accounting services. The borough's annual general fund appropriation is roughly \$12 to \$14 million; of that, \$1.8 million supports education and \$6 million is appropriated for payment of bond debt. Last year, the borough received an additional \$21.9 million in the special revenue fund for capital improvement projects and other grants. These numbers fluctuate each fiscal year but generally fall within the ranges detailed above. The borough's three main departments, Planning, Public Services and Economic Development, provide most public government services. Additionally, through a nonprofit corporation, the borough subsidizes the Sulanich Art Gallery. The Northwest Arctic Borough also has about 80 federal and state grants which need to be financially monitored. Most of the accounting work can be done remotely but an individual needs to be on site for the Assembly meetings each month for about 3 to 4 days. The NAB utilizes Fundware as its finance software.

The Contractor must have substantial experience in municipal and government accounting. Experience working in rural Alaska is also desirable. The Consultant will serve at the pleasure of the Mayor and under the direction of the Mayor and his designated advisers.

The specific scope of services includes:

- Maintain accounting system in a manner consistent with established and accepted government accounting principles and practices.
- Safeguard assets and assures accurate and timely recording of all transactions by implementing internal audits, controls and checks across all Borough departments.
- Review and approve monthly reconciliation of all general bank accounts, money markets and long term investments.
- Manage & account for general obligation debt service and assist with any GO bond refunding.
- Provide internal control and oversee the general ledger functionality and ensure that all state and federal payroll is accurate and submitted on time.
- Develop, improve and issue timely monthly financial records to ensure that financial plans are consistent with organizational goals; advise Mayor if there are any issues with the cash position of the Borough.

- Provide an annual budget to the mayor and assembly and amend the budget during the fiscal year as needed.
- Assist in the development, preparation, and ongoing administration of budgets, including but not limited to analyzing expenditures, revenue sources, and addressing adjustment issues.
- Coordinate the year-end process to ensure proper accrual accounting of all financial transactions.
- Work with the Northwest Arctic Borough School District on funding issues that impact the Northwest Arctic Borough.
- Coordinate and participate in audit preparation with the borough and outside auditors.
- Attend various meetings, including but not limited to Northwest Arctic Borough Assembly meetings. Monthly attendance at the assembly meetings in Kotzebue is required.
- Prepare monthly financial reports for the mayor, assembly, and the public.
- Prepare, analyze, and present on the annual budget, revenue projections, financial statements, cost reports, and statements of receipts and expenditures to borough administration, assembly, and the public.
- Financial grants management for some 80 state & federal grants; including filing financial reports to the grant agencies. Point of contact for all questions regarding expenditures and grant reporting.
- Communicate effectively, establish and maintain effective working relationships internally and with the public, including public presentations.
- Performs related work as required.

This scope of services is provided as a general guide, and is not intended to be a complete list of all necessary services.

2.0 Agreement Period

The contract will commence in 2013, and terminate no later than June 30, 2014. The Borough may terminate the contract upon 15 days' notice.

3.0 Payment

Management fees and costs shall be paid as arranged under the terms of the contract.

4.0 Review and Selection Process

- 4.1 The Northwest Arctic Borough Evaluation Committee consists of the Borough Mayor, a BAF Committee or Assembly Member representative, and an employee or two designated by the Mayor. The Borough reserves the right to modify the membership of the Evaluation Committee.
- 4.2 The Evaluation Committee will rank the proposals against the criteria in Section III of this RFP and submit its recommendation to the Assembly for consideration. The Mayor will approve the contract with the advice of the Borough Assembly.
- 4.3 The Northwest Arctic Borough may reject any proposal not in compliance with all prescribed public bidding procedures and requirements in this RFP, and may reject any or all proposals upon a finding that it is in the Borough's interest to do so. The Borough also reserves the right to waive any informality in any proposal and to delete matters from proposals if not prohibited by law.

5.0 Information Required

Proposers must submit one (1) clearly marked "Original" and three (3) copies of their proposal. The Borough reserves the right to solicit additional information from applicants if the Borough deems such information is necessary during the evaluation process.

Responses to this RFP shall include the following components:

- 5.1 Name, mailing address, telephone, and email address.
- 5.2 Number of years in business.
- 5.3 List of proposed personnel to be involved with this project, their education and experience related to the requested services, and the name of the individual who would be the Borough's primary contact during the project.
- 5.4 Staff availability, considering the current and planned work.
- 5.5 Specialized experience with similar clients.
- 5.6 Past record of performance performing similar services for municipal clients.
- 5.7 Proposed methodology and fees for providing proposed services.
- 5.8 Overview of service and communication proposal.
- 5.9 A minimum of two (2) references. List contact name, address, phone number, fax number, and email address for each reference. *The Borough reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar services, compliance with specifications and contractual obligations, completion of prior projects on time, and other factors related to*

the services under this RFP. The Borough shall not be limited to the references provided by the proposer.

5.10 Copy of Alaska business license.

5.11 Other organizations the contractor has provided similar services for within the last three years.