

Green Lake Township, Grand Traverse County is soliciting proposals from qualified firms of Certified Public Accountants to assist the Township Supervisor, Clerk and Treasurer comply with State of Michigan's NEW Uniform Chart of Accounts and general accounting services when requested.

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility - authorized by the State Board of Accountants to conduct municipal accounting work
2. Experience of your firm in relation to the scope of municipal accounting and audits.
3. A list of similar local governments or pertinent accounts served by your firm.
4. Your staff assignments and availability to assist including timeframes detailed.
 - Participation of senior accounting personnel assigned to the engagement.
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the work requested.
5. Accounting firm staff stability history - what assurances can you provide the Township regarding the assignment of your permanent personnel to the engagement.
6. Describe capability to perform assistance with computerized (BSA) accounts receivable/payable systems and to assist with maintaining of a completely computerized bookkeeping system.
7. Procedures used to transmit any adjustments and the reasons for them along with management recommendations to the responsible personnel within the Township of Green Lake structure Clerk, Treasurer and Supervisor.
8. Your fee proposal to conduct the basic accounting assistance function, along with your fee schedule for additional services that may be required beyond the scope of general accounting assistance. The proposal should also state that any increase in the accounting fee will be immediately disclosed to the Township Board care of the Township Clerk and Supervisor. This disclosure should include an estimation of the increased fees and the reason for the increase.
9. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
10. Accounting firm to produce detailed monthly statements for services rendered including a list of all recommendations presented during the billing period to staff, Clerk and Treasurer

Please give an hourly rate for Township accounting assistance for compliance with Michigan Department of Treasury requirements for the 2018.

The final decision of the selection of the firm to be under contract will be made by the Township Board at its February 12 Board meeting. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting accounting services.

All questions and correspondence should be directed to Supervisor Marvin Radtke Jr in writing at the below e-mail address. We require documentation of the professional insurance and/or bonding your firm holds.

Please submit **sealed** bids by 4pm, January 25, 2018 **clearly marked Green Lake Township ACCOUNTING ASSISTANCE BID** on the outer, sealed envelope. Bids will be opened at 4:01pm on January 25, 2018 at Green Lake Township meeting room at 9394 10th street Interlochen, Michigan 49643. Bidders are welcome to attend.

Mailed bids should be sent to Green Lake Township "Care of Marvin Radtke Jr., Township Supervisor"

The following Disclaimers apply:

- The RFP is not an offer or a contract.
- Proposals become Townships property and in effect become public information subject to FOIA rules.
- Bidders will not be compensated or reimbursed for costs incurred in preparing proposals.
- Green Lake Township is not obligated to contract for any of the products/services described in the RFP.
- Green Lake Township reserves the rights to accept or reject any or all proposals and to waive any anomalies in proposals.
- Green Lake Township reserves the rights to negotiate with any or all bidders.
- Green Lake Township reserves the rights to modify or cancel the RFP.
- Green Lake Township is not responsible for delivery problems or delays in receipt of bids. It is the bidder's responsibility to ensure a timely delivery of their response.

Supervisor@Greenlaketownship.org

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