

Notice of Request for Proposal
#2023-11-02 Huntington Broadband Utility
Accounting Services

Introduction:

The purpose of this solicitation is to invite qualified CPA firms to submit a proposal to provide general fee accounting services to the Huntington Broadband Utility. The Utility was created in October 2022, by ordinance of Huntington City Council, which also established a Broadband Board which is charged with the oversight, management, direction, governance, and supervision of all aspects of the design, development, acquisition, construction, equipping, addition, extension, improvement, betterment, operation, maintenance, and collection of broadband revenues of the Huntington Broadband Utility. The Huntington Broadband Utility is an enterprise fund. Broadband revenues shall be utilized solely for the purposes of design, development, acquisition, construction, equipping, addition, extension, improvement, betterment, operation, and maintenance of the Broadband Utility. All expenses of the system will be paid solely from broadband revenues. It is anticipated that the day-to-day operations of the system will be managed by a third party.

Scope of Services:

1. Set up books
2. Day-to-day accounting operations including payroll, accounts receivable and accounts payable
3. Monthly financial statements
4. All required schedules
5. All employment accounting
6. All governmental filings
7. All services will be performed in accordance with Generally Accepted Accounting Principles (GAAP).
8. All financial statements, schedules, and other documents will be submitted in proper format and content for internal and external reporting as well as for the annual audit.
9. All services will be digital and on line for viewing by the Utility

Schedule of Events

- Notice of Request for Proposals issued November 2nd, 2023
- Vendors written questions due by 2:00 PM EST November 27th, 2023
- Submittals due & proposal opening at 10:00 AM EST November 29th, 2023

- Committee review week of December 4th, 2023
- Interviews with top candidates week of December 11th, 2023
- Awardee chosen on or before December 19th, 2023

Specific Requirements for Respondents:

The Utility seeks to select a CPA firm that:

1. Has a thorough skillset, knowledge, and experience in governmental and enterprise fund accounting on an entity-wide basis.
2. Will provide services and deliverables in a timely manner and will be responsive to the Utility and its Board and designees throughout the process.

Information and Data Required of Each Respondent in its Submittal:

1. Qualifications and experience of Respondent – demonstrate the experience of respondent in performing the tasks required under the scope of services and all specific services of this solicitation to achieve the outlined goals.
2. Identify key employees of respondent who will be working on this project and their experience in this area as well as the project leader who will be working directly with the Utility.
3. Proposal Price – the total cost for the service as well as a breakdown of cost by task.
4. Present a work plan and timeline that addresses all the tasks listed above including allocation of resources and personnel, as well as the ability to provide continuity and timely response over the course of the contract.
5. Detail if the respondent has any previous history working in Huntington, WV.
6. Identify the date on which respondent will be able to commence work.
7. Note if respondent qualifies for either of these categories and set forth the basis for such qualifications: Woman, Veteran or Minority-Owned Enterprises.
8. Three references with contact information that would have knowledge of the type of work contemplated by this RFP.
9. All proposals must be submitted on the City of Huntington’s electronic bid site www.bidexpress.com . **All proposals are due by 10:00 AM EST November 29th, 2023**
10. All questions regarding this request for proposal and the work to be done hereunder should be directed to Margaret Mary Layne at margaretmarylayne@gmail.com or 304.633.5990 on or before 2:00 PM EST November 27th, 2023.
11. All questions about using www.bidexpress.com shall be directed to Dan Underwood, Purchasing Director, by email or by phone at 304.696.5590 ext. 2015 or email dunderwood@huntingtonwv.gov by 2:00 PM EST November 27th, 2023.

Evaluation Criteria

- Experience with conducting this type of work (70 points)
- Overall quality and customization of the proposal document (10 points)

- Reference check (10 points)
- Bid price (10 points)
- NOTE: If respondent is a Woman, VA-Certified Veteran or Minority-owned business, with all other things being equal, and the bid price submitted not being more than 2.5% more than the top-rated bidder, the Woman, VA-Certified Veteran or Minority-owned business will prevail, even if the bid is lower. If a Woman, VA-Certified Veteran or Minority-owned business is chosen, it will have to provide evidence, prior to execution of a contract, satisfactory to the Utility that such business will actually perform the work.

A committee comprised of City employees and broadband consultants will evaluate the proposals and rank each firm using the above point allocation. The top three (3) firms by average ranking per committee member shall then be brought in for interviews for final selection.

The Utility retains the right to reject all proposals and either cancel or rebid the project. Submissions by vendors become public record once received. The Utility retains the right to make alterations in the scope of work after proposals are submitted while in the process of review or while negotiating a contract with the selected respondent.

Contact with Evaluation Team: All firms interested in this project, (including the firm's employees, representatives, agents, lobbyists, attorneys and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process; with any person who may play a part in the selection process, including but not limited to, the evaluation team, other city staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process.

HUNTINGTON BROADBAND UTILITY

Dan Underwood
City of Huntington, Director of Purchasing