



**NOTICE  
REQUEST FOR PROPOSALS FOR INTERIM TOWN ACCOUNTANT SERVICES  
TOWN OF SCITUATE, MA**

The Town of Scituate, acting through its Chief Procurement Officer, seeks sealed proposals from qualified firms or individuals to perform Interim Town Accountant Services. Quotes will be received until 10:00 a.m. Thursday, September 26, 2013 to Sheila Manning, Office of Town Administrator, 600 Chief Justice Cushing Highway, Scituate, MA 02066 at which time they will be opened and logged. All envelopes must be clearly marked, "Bid for Interim Town Accountant Services Town of Scituate." A complete copy of the specifications may be obtained by email to [smanning@town.scituate.ma.us](mailto:smanning@town.scituate.ma.us), calling 781-545-8741 or on the Town's website at [www.town.scituate.ma.us](http://www.town.scituate.ma.us). The Town reserves the right to reject any and all proposals or waive minor omissions if it is in the best interest of the Town to do so. Late, electronic or faxed proposals will not be accepted. All proposals shall be held open to acceptance for thirty (30) days from opening.

Patricia A. Vinchesi

Chief Procurement Officer

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Proposal Requirements:

The Town anticipates the following required services for interim Town Accountant requiring three-four days of services per week for approximately six months.

The Scope of Services includes, but is not limited to:

Thorough knowledge of municipal accounting principles and practices and budgetary functions. Complete understanding of applicable state and federal laws and their applicability to municipal finance. Comprehensive knowledge of the principles and practices of accounting and auditing; Complete knowledge of the Uniform Municipal Accounting System. Extensive knowledge of the Massachusetts general laws, as they relate to municipal accounting. Working knowledge of municipal accounting financial packages, Microsoft Office applications. Responsible for all activities and functions related to the Accounting Department; supervises the day-to-day activities of the department, assigning work to most efficiently utilize time resources; checks work as required.

Oversees the maintenance of comprehensive records for town appropriations, expenditures, revenues and contracts for all town offices. Responsible for maintaining official accounting records, writing financial reports, assists in writing financial forecasting reports and for preparing a variety of mandated and/or specialized reports for the Town Administrator and the Advisory Committee.

Oversee the daily maintenance of the computerized General Ledger Financial Package; maintains records, making adjustments and corrections as necessary; balances and posts reports generated by town departments to interface with the General Ledger System; audits weekly,

monthly and annual financial reports by the line item, department and funds; generates related reports as required.

Maintains the chart of accounts and revenue code types; works with all town departments to create special grant accounts and departmental receipt codes and source document forms.

Works directly with the Town Administrator in the development of the annual operating and capital budgets; assists all town Boards and departments in budget preparation and management.

Administers all aspects of accounts payable in accordance with federal and state laws and/or town bylaws. Establishes guidelines and procedures for the processing of bills, payrolls, and other financial materials, and developing and implementing financial control procedures.

Generates and distributes budget analysis financial statements regularly to town departments and participates in investigation and reconciliation of irregularities in accounts of any municipal departments.

Works with Treasurer/Collector's personnel in reconciling cash accounts and all accounts' receivable (real estate, personal property, motor vehicle excise tax, etc.); prepares internal reports and reports which are sent to the state.

Supervises professional and support staff in the Accounting Department.

Responsible for computer software management as it relates to the Accounting Office.

Frequent contacts concerning accounting and budgetary matters with all town departments, and relevant federal and state officials and agencies.

All related duties are required or directed by the Town Administrator

#### Other Requirements:

Respondents must possess Massachusetts municipal accounting experience, preferably as a certified Massachusetts Governmental Accountant designated through the MA Municipal Auditors and Accountant's Association

The successful respondent must uphold and adhere to with duties and responsibilities as outlined in the Massachusetts General Laws

It is expected that the work hours will a minimum of 28 hours a week but not greater than 32 hours in a given week and will include attending some evening meetings. The quote provided should be inclusive of all costs per hour including travel if applicable.

#### Submittal Requirements:

Two (2) complete copies of the proposal and related documentation shall be submitted along with one original. Each proposal shall include the legal name of the firm

Submittals must include the following or will be disqualified:

- Name, address and contact number of principal of firm and contact person for work.
- Statement of firms experience and understanding of scope of work including resumes of all personnel involved
- Evidence of prior municipal experience with preference given to those of similar size and scope to the Town of Scituate
- References and contact information from prior clients
- Rate per day
- Executed non-collusion statement and evidence of corporate taxes paid to the Commonwealth

Deadline for receipt is Wednesday, September 26, at 10:00 a.m.

The Town will require the successful proposer to execute the Town's contract and evidence of workers compensation and general liability insurance will be required. The Town reserves the right to terminate the contract for services with ten (10) business days' notice at its sole discretion. All work should commence at execution of contract. Any questions, please call 781-545-8741.

Questions regarding this solicitation must be made in writing only and be sent to Patricia Vinchesi, [pvinchesi@town.scituate.ma.us](mailto:pvinchesi@town.scituate.ma.us) no later than five working days prior to the bid opening. The Town reserves the right to waive any informality in the proposals, if it be deemed in the best interest of the Town to do so. The Town reserves the right to substantiate the Proposer's qualifications, capability to perform, availability, past performance record and to verify that the proposer is current in its obligations, if any, to the Town.

#### Selection of Proposer

The Town will award the contract for said services to the most qualified and responsible firm best able to meet the requirements (see below) of this Request for Proposal and who provides the best cost.

Firms experience and understanding of scope of work

Expertise and qualifications of all personnel involved

Prior Massachusetts municipal experience with preference given to those of similar size and scope to the Town of Scituate

References from prior clients

Rate per hour or lump sum

**TOWN OF SCITUATE**

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c.62C,§49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature of individual submitting bid or proposal)

\_\_\_\_\_

(Printed name of person signing bid or proposal)

(Name of business)

\_\_\_\_\_

(Business Address)

\_\_\_\_\_

(Business phone number)

\_\_\_\_\_

**MUST BE RETURNED SIGNED WITH THE SEALED BID PACKET**

**TOWN OF SCITUATE**

**CERTIFICATE OF NON-COLLUSION**

The undersigned hereby certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals. This bid or proposal is made without any connection or consultation with any other person making any bid or proposal for the same work.

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature of individual submitting bid or proposal)

\_\_\_\_\_

(Printed name of person signing bid or proposal)

(Name of business)

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