

ALBANY CALIFORNIA



CITY OF ALBANY
1000 SAN PABLO AVENUE
ALBANY, CA 94706
www.AlbanyCA.org

REQUEST FOR PROPOSAL FOR ACCOUNTING SERVICES FOR THE CITY OF ALBANY

The City of Albany is requesting proposals from qualified firms of certified public accountants to provide accounting support services. The engagement is expected to begin on March 4, 2019 and with an anticipated end date of June 30, 2019.

The contract amount shall be a time and materials not to exceed contract. The successful firm will provide the City with accounting services related, but not necessarily limited to:

- Analyze the conversion from the previous accounting system, Tyler Technology “InCode,” to the current accounting system, Tyler Technology “Munis,” and assist with opening balance reconciliation.
- Review grant projects to ensure compliance with funding agency requirements.
- Assist with the preparation/analysis of financial reports and related financial transactions.
- Provide support to Finance staff during the budget development season (e.g., review budget worksheets/narratives to ensure accuracy).
- Assist with the reconciliation of balance sheet/key accounts such as capital assets and loans receivables.
- Assist with the review/update of accounting policies.
- Perform other accounting related duties/special projects as assigned.

A proposal shall include the following:

- The firm’s bookkeeping and accounting experience over the last five years working with other municipalities or public agencies.
- Qualifications and at least three professional references for each staff member who will provide accounting services.
- Cost details, including the hourly rates of each of the individuals who will perform the accounting services.

Please email your proposal to Heather Rowden no later than 5:00 PM on February 20th, 2019. The selected firm will be required to obtain a City of Albany Business Tax License.

All inquiries relating to this Request for Proposal should be submitted to:

Heather Rowden, Finance Director
City of Albany
1000 San Pablo Avenue
Albany, CA 94706
Tel: (510) 528-5733 Email: hrowden@albanyca.org