

Tuscola County
Controller Services
Request for Proposal

I. INTRODUCTION

A. General Information

Tuscola County is accepting proposals for **Controller** (internal accounting and finance) services on an interim or longer-term basis.

Tuscola County is requesting proposals from qualified Accounting Firms, familiar with BS&A software; hereinafter referred to as “Contractor”, for these Controller services. The proposed contract would start on **December 16, 2024** .

There is no expressed or implied obligation for the County to reimburse the responding Contractor for any expenses incurred in preparing proposals in response to this request.

To be considered, a copy of the proposal must be received at the Controller/Administrator’s Office, 125 W. Lincoln St., Caro, Michigan 48723 by **November 8, 2024**.

During the evaluation process, the County reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the County, contractors submitting proposals may be requested to make oral presentations to the Board of Commissioners as part of the evaluation process.

Tuscola County reserves the right to accept or reject any or all proposals. The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the contractor selected.

The most qualified contractor, whose proposal will be most advantageous to the County will be selected. It is anticipated the selection of a contractor for these services will be completed by **November 14, 2024**.

Term of Engagement

This proposal is for the term of **60 Days with the scope of work to be performed 2 to 3 days per week as determined by the Board of Commissioners** with an option, at the County's discretion, to extend **this time** if such an offer was valuable to the County.

Some proposers may wish to extend a contract offer with greater cost savings for the subsequent years. Ultimately, the County will decide what length a contract will be.

B. Scope of Work to be Performed

- Develops and implements the county's budget according to the Uniform Budgeting and Accounting Act
- Ensures that a system of accounting is installed and properly kept with respect to all departments and funding units following the Uniform Chart of Accounts
- Examines regularly the books and accounts of all county funded operations and reports findings to BOC
- Retains a general ledger showing at all times the assets and liabilities of the county and all of its accounts-funds
- Operates a centralized purchasing system for all purchases of county funded goods and services
- Oversees the preparation of the payroll and accounts payable
- Reports on overall county financial health, including planning for future revenues-expenditures and monitoring any increasing demands for funds or declines in revenue
- Assures that an Annual Comprehensive Financial Report (Audit) of county finances is prepared in compliance with Generally Accepted Accounting Principles and presented to the BOC
- Analyzes numerous financial proposals including millage requests and if necessary, prepares alternative-recommendations for commissioner review and consideration
- Works with bond attorneys regarding issuing bonds and other financing proposals and explains county financial standing to bond rating agencies
- Analyzes pending and new legislation for impacts on the county's financial and operational health
- Serves as the liaison between the county and its outside accounting firm to ensure that the county is in compliance with state-federal financial regulations

SUBMISSION OF PROPOSAL:

Those interested in applying who meet the criteria above, mark proposals as
"Response to Request for Proposal for Controller Services"

Proposals will include Letter of Interest, Resume, Rate charged for Services, and References. Please submit proposals to Shelly Lutz, Human Resource Director, by email at human-resources@tuscolacounty.org or mail at 125 W. Lincoln Street, Caro, MI 48723.

Proposals are due by: **November 8, 2024**

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