

WASHINGTON COUNTY
RFQ 2015-05 ARKANSAS
ATTN: Alisha Willett
280 N College Ave, Suite 530
Fayetteville, AR 72701



INVITATION TO QUALIFY
DUE: 2:00PM – 11/30/2015
Sealed qualifications must be
clearly marked on the outside of
the package with:
“RFQ 2015-05 CPA for JPs”

QUALIFICATIONS WILL BE OPENED NOVEMBER 30, 2015 @ 4:00 PM
LOCATION: WASHINGTON COUNTY COURTHOUSE
280 N. COLLEGE AVE, SUITE 531, FAYETTEVILLE, AR 72701

RFQ 2015-05 CERTIFIED PUBLIC ACCOUNTANT FOR JUSTICES OF THE PEACE

GENERAL: Washington County is requesting competitive sealed qualifications, for a Certified Public Accountant or Tax Attorney, for the Washington County Justices of the Peace.

GENERAL SPECIFICATIONS: For the purpose of seeking a professional, written opinion, for the use and benefit of Washington County, from a Certified Public Accountant or certified tax attorney to speak to the income tax implications of mileage payments made to Justices of the Peace.

REQUIREMENTS: Respondents failing to comply with any of the following requirements will not be considered for the evaluation and award process:

Each respondent is required to fill in every blank and shall supply 100% of all of the information requested within each section; failure to do so may be used as a basis of rejection.

INFORMATION: Qualifiers shall direct inquiries to the Washington County Purchasing Department. For additional information, contact Alisha Willett at 479-444-1707 or email purchasing@co.washington.ar.us.

FOR EVALUATION PURPOSES WE REQUEST THAT YOU SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF YOUR RESPONSE TO THIS RFQ IN A SEALED ENVELOPE LABELED “RFQ 2015-05 CPA for JPs”.

It is solely and strictly the responsibility of the qualifier to ensure that the RFQ is received by the Washington County Purchasing Division on or before the specified date and time.

LATE QUALIFICATIONS WILL NOT BE ACCEPTED.

Name of Firm: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Washington County Arkansas
RFQ 2015-02, Certified Public Accountant

1.0 PURPOSE & INTRODUCTION

Washington County, Arkansas is seeking a professional, written opinion, for the use and benefit of Washington County, from a Certified Public Accountant or certified tax attorney to speak to the income tax implications of mileage payments made to Justices of the Peace. The opinion will necessarily address the Washington County Ordinance providing for such payments, as well as relevant state and federal tax statutes, rules and regulations.

Statements of Qualifications will be received at the office of the Purchasing Administrator, Suite 533, 280 N. College Avenue, Fayetteville, AR 72701 by Monday, November 30, 2015 at 2:00 PM. A nonresponsive or incomplete qualification statement will not be considered.

The County welcomes any questions regarding this solicitation. Questions should be addressed in writing to Washington County Purchasing, via e-mail at purchasing@co.washington.ar.us. The deadline for submitting written questions is 12:00PM on November 25, 2015. All questions will be answered in the form of an addendum available on the County website.

SECTION I - TRANSMITTAL LETTER

Include a short (one to three pages) Transmittal Letter that shall include:

1. A Summary of why the Respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate.
3. A statement granting the County and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance.

SECTION II - FIRM/INDIVIDUAL EXPERIENCE

1. Name of firm
2. Total number of professionals organized by seniority (i.e., 75 professionals 25 of whom have 20 or more years with the firm, 35 that have 10 or more years with the firm ...);
3. Internal resources (i.e. , accounting, legal, support staff)
4. Firm history, number of years the firm has performed governmental audits.
5. Location of home and branch offices.
6. Current certifications of principals and from what entities the certifications were obtained.
7. Names of the principal officers of the firm.
8. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.; and
9. Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform.
10. Resumes or CVs for each Principal: Provide resumes of any person identified as a key professional. The resumes should contain the following:
 - A. Name
 - B. Professional registrations
 - C. Educational background.
 - D. Employment history.
 - E. Proposed role in the Project.
 - F. Current certifications and from what entities the certifications were obtained.

- G. Other information you believe to be relevant.
11. Describe the firm's experience, if any, in representing government entities or medium-to-large sized corporation.
 12. Experience in representing taxpayers before taxing entities such as the IRS or the Arkansas Department
 13. Provide financial references and current bonding limits.
 14. A copy of your current errors and omissions or professional malpractice insurance declarations page
 15. Respondent Contact Information: Provide the following information about the person who is designated to be the Respondent's key contact with the County:
 - A. Name
 - B. Title
 - C. Office phone number
 - D. Facsimile number
 - E. E-Mail address
 16. Billing options and rates.

SECTION III - PAST PROJECT EXPERIENCE

Provide the names of at least three (3) different references having engaged the CPA for representation of taxpayers before taxing entities such as the IRS or the Arkansas Department within the last five (5) years.

The reference company or entity must not be affiliated with the CPA in any ownership, joint venture arrangement, or consulting relationship.

On each of the references, include the company or entity name, address, contact name, and telephone number. The contact name must be the name of a senior representative of the Reference Company or entity who was directly responsible for interacting with the CPA throughout the performance of the engagement and who can address questions about the performance of the CPA from personal from personal experience. References will accompany the qualifications.

2.0 RFQ TERMS & CONDITIONS

All submitted documents must be clearly marked "RFQ 2015-05, CPA".

1. It shall be clearly understood that any costs incurred by the Respondent in responding to this request is at the Respondent's own risk and expense as a cost of doing business, and Washington County is not liable for reimbursement to the Respondent for any expense so incurred, regardless of whether or not the proposal is accepted.
2. Any inquiries or requests for explanation in regard to Washington County's requirements should be made promptly to the above listed number. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit qualification statements, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submission.
3. Any conditions or expectation on the part of the Respondent for performance by the County must be set forth in the qualification statement. Washington County is not obligated to consider the Respondent's post submittal terms and conditions.
4. At the discretion of Washington County, one or more firms may be asked for more detailed information before final selection, which may also include oral interviews. Washington County will not be responsible for misdirected qualification statements. Respondent should call the

Purchasing Office at (479) 444-1707 to insure receipt of their documents prior to opening time and date listed above.

3.0 SELECTION PROCESS

The detailed evaluation of the qualification statement may include an interview by the Selection Committee. Award of a contract may be made with or without interviews. Qualification Statements should therefore be submitted on the most favorable terms available.

4.0 EVALUATION FACTORS

The evaluation criteria will have the following relative weighting given each item.

- | | |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30 Points | (1) Specialized experience and technical competence of the firm with respect to the type of professional services required; |
| 25 Points | (2) Capacity and capability of the firm to perform the work in question including specialized services, within the time limitations fixed for the completion of the project; |
| 25 Points | (3) Past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines; and |
| 20 Points | (4) Firm's proximity to and familiarity with the area in which the project is located. |

5.0 INSURANCE

The firm must provide and maintain in force at all times during the term of the contract contemplated herein insurance for Personal Liability and Errors and Omissions Liability in not less than the amount of \$1,000,000. Proof of such shall be submitted prior to award of contract.