

Town of Yates, Orleans County, New York
Request for Qualifications (RFQ)
Bookkeeping Services

The Town of Yates is seeking proposals to establish a roster of qualified consultants to provide bookkeeping services to the Town Supervisor on an ongoing basis.

Under the direction of the Town Supervisor, the bookkeeper will assist the Supervisor and Town by providing professional services including, but not limited to:

- Inputting and coding cash receipts into system.
- Maintaining General ledger and reconciling bank accounts monthly.
- Submitting Reports to Board before Monthly Board meeting
- Processing both Biweekly and Monthly Payrolls and updating any payroll changes or new employees added.
- Preparing all W-2, W-3, 1099 and 1096 year end forms and send out.
- Preparing Payroll Quarterly 941 and NYS-45 reports for IRS and NYS.
- Completing all civil service requests for pink sheets on positions and salary changes
- Processing all Checks for Bills to be paid from board meeting and prepaids at month end.
- Submitting Monthly Retirement Reports to NYS Retirement system
- Assisting the Supervisor in completing Budget and input numbers into system.
- Working with auditors in sending reports for AUD and making any necessary journal entries.
- Generating reports for FOIL requests pertaining to financial information.

Form of Proposal:

Three copies of the following shall be provided:

- Letter of proposal indicating the consultant's interest;
- Brief description of the firm's or individual's qualifications, principals, and areas of particular expertise; and
- A list of clients and relevant projects.

Please note: a fee quotation for professional services may be provided, but is not required.

The Town Supervisor will review all responses to this RFQ. The Supervisor may conduct interviews with one or more respondents. All respondents will be notified of the selection as soon as possible after the submission deadline.

Special Conditions:

- The Town of Yates reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors outside of the scope of this RFQ;
- The Town of Yates assumes no responsibility or liability for costs incurred by respondents to this RFQ, including any requests for additional information, interviews, or negotiations; and
- All applicable State and Federal rules and regulations must be adhered to by the respondent including stipulations on equal opportunity employment, affirmative action, nondiscrimination, civil rights, Americans with disabilities, and record keeping.

The Town of Yates, in accordance with all applicable local, state and federal policies and regulations, will not discriminate on the basis of race, color, sex or national origin in considering the contractor to select.

Evaluation Criteria:

The Town of Yates shall select, in its sole discretion, the most qualified firm(s), based on the best value evaluation of the following criteria:

- Relevance of previous experience;
- Prior experience with the Town of Yates or comparable municipal entities;
- Demonstrated capacity to complete assignments and manage complex projects.
- Cost effectiveness of the negotiated rate of compensation.

Release Date:

December 4, 2018

Deadline for Submission

Proposals are due no later than 4:00 p.m. on December 18, 2018, and shall be directed to:

James J. Simon, Supervisor

Town of Yates

8 South Main Street

PO Box 484

Lyndonville, NY 14098

Inquiries may be addressed to jamesjsimon11@gmail.com, (585)765-9716.