

**REQUEST FOR PROPOSAL
CITY OF LAUDERHILL POLICE OFFICERS RETIREMENT PLAN
PROFESSIONAL BOOKKEEPING SERVICES**

(This request for proposal consists of 4 pages)

The City of Lauderhill Police Officers Retirement Plan (“the Plan”), a defined benefit public employees’ retirement system, is seeking proposals from qualified firms to provide independent bookkeeping services to the Plan.

The Plan is a defined benefit pension plan for police officers of the City of Lauderhill, Florida. The Plan is a governmental entity created pursuant to Chapters 112 and 185, Florida Statutes, and the City of Lauderhill Code of Ordinances, and it is subject to both the Public Records and Sunshine Laws. The Board of Trustees consists of five members: two appointed by the City, two elected by the members, and one appointed by the other four Trustees.

The successful bidder will be asked to sign a written agreement setting forth the terms of the parties’ relationship. The agreement will be subject to cancellation by the bidder on 90 days written notice to the Board and on 30 days written notice by the Board to the bidder. The agreement will require the bidder to acknowledge fiduciary responsibility to the Plan.

I. PURPOSE AND SCOPE OF SERVICES

The Bookkeeper must maintain records of financial transactions by establishing accounts, posting transactions and ensuring legal requirements compliance.

II. CONTRACT PERIOD

The Board anticipates this services relationship to be continuing at the pleasure of both parties.

III. INFORMATION REQUIRED OF THE PROPOSER

1. Title page
2. Table of Contents
3. Profile of Proposer:
 - a. Where incorporated
 - b. Office of primary contact
 - c. Corporate status
4. Summary of qualifications:
 - a. Resumes of staff to be assigned to the project (audit team information)

5. Client list of local governmental pension plans
6. List of other Florida government clients
7. References
8. A description of what processes will be conducted on location at Lauderhill governmental facilities.

IV. FOR YOUR INFORMATION

Section 287.133, Florida Statutes, provides that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

V. FEE PROPOSAL

A. FEES:

1. Provide a complete schedule that details all the fees associated with your program, including any conversion fees, expenses, and fees for additional services. Quotes should quote fees on an annual basis.
2. Fees should be inclusive. No other charges will be allowed unless specifically authorized by the Trustees. List any or all possible fees or expenses by your firm associated with termination of the account as well.
3. Please disclose any and all additional compensation of any kind and other economic value paid to the firm or individuals associated with the activities of the account.
4. All fees must be guaranteed for a minimum of three years, and shall be negotiated thereafter.

B. TIMING:

1. The monthly records of financial transactions should be delivered within 10 days after the end of each month.
2. The Plan has a September 30 fiscal year end date.

C. REQUIRED DOCUMENTS:

1. All responses to this request for quote must include copies of all documents to which you expect the Pension Fund to be bound.
2. You must also include copies of any additional forms, paperwork, or applications that you would use with the plan or its participants.

VI. EVALUATION OF PROPOSALS

Proposals will be evaluated using any method that best meets the needs of the Plan, which reserves the right to reject any or all proposals in its sole discretion. Evaluation criteria will include:

1. Responsiveness of the proposal
2. Technical experience of the firm
3. Experience and professional training
4. Fees
5. References

VII. ADDITIONAL INFORMATION

1. The Board will not be liable for any cost incurred in the preparation of proposals.
2. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed, the detailed requirements of the specifications, and the conditions under which the work is to be performed.
3. The proposer shall furnish the Board such additional information as they may reasonably require.
4. The Board will not be liable for any costs that are not in the proposal or subsequently contracted for.
5. The Board reserves the right to conduct personal interviews with any or all proposers prior to selection. The Board will not be liable for any costs incurred by the proposer in connection with such interview (including travel, accommodations, etc.).
6. The Board reserves the right to conduct pre-contract negotiations with any or all potential proposers.
7. The Board reserves the right to waive minor irregularities in the procedures.
8. To ensure fair consideration for all proposers, the Board prohibits communication to or with any City employee or Pension Board member during the submission process. Any questions relative to interpretation of specifications or the proposal process shall be addressed to the Attorney for the Pension Board, in writing, in time before the period set for the receipt and opening of proposals. No inquiries, if received within five days of the date set for the opening of proposals, will be given any consideration. Any interpretation made to prospective proposers will be expressed in the form of a written addendum to the specifications, which, if issued, will be sent to all prospective proposers no later than three days before the date set for receipt of proposals.

VIII. CONTACT PERSON

Submission shall be in sealed envelopes bearing the words RFP #2017-001 Bookkeeping Services and shall be submitted to:

**Precision Pension Administrator
c/o David M. Williams, Plan Administrator
Lauderhill Police Officers' Retirement Plan
13790 NW 4 Street, Suite 105
Sunrise Florida 33325**

Submit seven (7) hard copies of your written response and an electronic copy to davew@laudhillpolicepension.org no later than 5:00pm on January 5, 2018, for distribution to the Trustees, Legal Counsel, and Fund Administrator. Faxed quotes will not be accepted. All submissions must be submitted on 8½" by 11" paper, neatly typed on one side only, with normal margins and spacing. The original document package must not be bound, although, the document package copies should be individually bound.