



Controller Services

Request for Proposals

RFP Issued
January 29, 2025

Proposals Due
February 12, 2025

**CITY OF ST. LOUIS SENIOR CITIZENS’ SERVICES FUND
REQUEST FOR PROPOSALS
CONTROLLER SERVICES**

The City of St. Louis Senior Citizens’ Services Fund, dba St. Louis City Senior Fund (hereafter “Senior Fund”), a political corporation of the State of Missouri, invites qualified local accounting firms to submit proposals for providing services as described herein. It is desired to select a firm to provide Controller services, including an oversight of in-house accounting services.

Written proposals will be received until 4:30 P.M. on February 12, 2025, c/o Ms. Nicole Brueggeman via email at info@stlseniorfund.org.

1. BACKGROUND

On November 8, 2016, the voters of the City of St. Louis approved the imposition of a \$.05 per \$100 assessed valuation property tax to fund the Senior Fund. This tax is authorized by Sections 67.990 – 67.995 R.S. Mo. and was placed on the ballot as provided by law by Ordinance 70314.

The Senior Fund is governed by a seven-person Board appointed by the Mayor of the City of St. Louis and approved by the Board of Aldermen. The Senior Fund has two full-time employees and one part-time employee. The Senior Fund has previously contracted with another organization for Controller duties and is seeking a new long-term partner to serve in this role. Day-to-day accounting services are provided by staff.

2. TIMELINE FOR PROCUREMENT PROCESS

If there are questions relating to the Senior Fund or this RFP questions may be posed to Ms. Nicole Brueggeman at info@stlseniorfund.org until the deadline. Ms. Brueggeman will promptly post the response and will copy any other proposer who requests being copied on email correspondence. To request being copied please send your request to Nicole Brueggeman at the email address above.

The Senior Fund intends to select a firm by March 1, 2025. Prior to this date the Senior Fund may, in its’ sole discretion, hold interviews with certain proposers of their choice, or contact proposers to clarify matters contained in their proposal. If selected, it is Senior Fund’s intention to enter into an agreement after March 1, 2025. (Engagement letter to be signed as soon as possible thereafter.)

3. MINIMUM QUALIFICATIONS

To be considered, a firm must be:

- Located within Missouri, preferably St. Louis metropolitan region
- Independent and licensed to practice in Missouri.

- Experienced in quasi- or independent governmental agency accounting.
- Able to meet the needs of the Senior Fund in a timely manner or according to timeline.

4. SCOPE OF SERVICES

Senior Fund requests a bid to provide the following:

- Accounts Payable oversight (Review of Contracts/Purchase Orders, ACH review) coordinated with staff member on an as needed basis.
- Annual preparation of IRS Form 1099-NEC.
- Payroll Journal Calculations and processing (3 times per year & occasional processing).
- Monthly Payroll Journal Entries, Monthly Financial Statement Preparation, and Analysis. Other reports as needed.
- Present quarterly reports to the Board.
- Audit Documentation (Annual Journal Entries, Documentation review of all transactions, Correspondence with external auditors).
- Consult on financial best practices, including process improvement and risk management strategies.
- Review all meeting minutes and documents pertaining to financial decisions.
- Provide insight and advice to Senior Fund staff on unique financial circumstances.

5. PROPOSAL SPECIFICATIONS:

To meet our evaluation criteria, please provide the following information in your proposal. Since we will be comparing the qualifications of several firms, please provide the information requested in this section in the order requested.

- Provide a description of your firm (staff size, number of professionals, industries served, etc.) and if your firm has WBE/MBE certification.
- Describe engagements your firm currently conducts in the not-for-profit and government sector.
 - Include a list of clients that you believe are comparable to our organization in structure, size, mission, and complexity.
 - Include a list of three governmental or non-for-profit clients where your firm has provided accounting services within the past three years, and at least two references with contact names, email addresses and telephone numbers.
- Include your understanding of the scope of the services to be provided and the reports and documents required.
- Please provide an hourly rate in your quote. The contract will be based on an hourly rate. Previous efforts have been accomplished on an average basis of no more than four hours per week.

- Please provide information on how the engagement will be staffed. Please provide an overview of all personnel who will be assigned.
- Describe any existing or potential relationships between your firm and our organization and any employee or officer of Senior Fund Board that could affect your independence and objectivity because of an actual or perceived conflict of interest.

6. PROPOSAL SUBMISSION

Please submit your proposal no later than 4:30 P.M. on February 12, 2025 addressed to:
Ms. Nicole Brueggeman
Executive Director – St. Louis City Senior Fund
info@stlseniorfund.org

Late proposals will not be considered. Amendments to proposals will be considered only if received by the deadline above.

7. SELECTION CRITERIA

The Senior Fund reserves the right to select the firm that it feels will best support its accounting needs. Considerations will include but not be limited to:

1. The extent to which services requested can be provided.
2. Proven track record of providing services to similar entities.
3. Staff experience.
4. Cost per hourly rate.
5. Response from references.
6. MBE/WBE status

8. RIGHT TO REJECT PROPOSALS

The Senior Fund reserves the right to waive any information or irregularities in any proposal and to reject any or all proposals in its sole discretion.