



WISCONSIN GOVERNMENTAL FINANCE OFFICERS ASSOCIATION

REQUEST FOR PROPOSAL

FOR

GOVERNMENTAL ACCOUNTING WORKSHOPS

DUE BY: DECEMBER 21, 2018

ADMINISTRATIVE INFORMATION

1.0 Introduction and Background

The Wisconsin Governmental Finance Officers Association (WGFOA) annually holds governmental accounting training sessions. These are referred to as the WGFOA's Summer Accounting Workshops. WGFOA'S current contract with a provider has expired. Therefore, it is the WGFOA's intent to enter into a relationship with a provider to conduct/instruct these summer workshops annually beginning the summer **of 2019, 2020, 2021 with optional renewal years for 2022, and 2023.**

The workshops have been held four times a year in four separate locations: Brookfield, Menasha/Appleton, Eau Claire, and Madison. The workshops have had four separate sections with each section covering different government accounting concepts. Each of these separate sections run approximately four hours in length. Therefore, with four sections, each workshop would be held over a consecutive two day period at each location.

Registrants are allowed to sign up for any one or all four sections or any combination thereof. Each section has a fee associated with it and the registrants only pay for the sections they sign up to attend. No refunds are granted for registrants that do not show/attend; however registrants or another employer designee are offered to attend the missed workshop(s) at the same or an alternate location (space permitting).

The following is a general description of the four separate sections:

- I) Introduction to Governmental Financial Statements
- II) Applications of Governmental Accounting Principles
- III) Advanced Governmental Accounting
- IV) Governmental Accounting Update

Each of these sections are described further in section 2.0.

WGFOA currently contracts all conference registrations for events via a third party provider (UW-Green Bay). UW-Green Bay staff will provide links on the WGFOA website advertising the locations and workshop agendas, and will send multiple email reminders to WGFOA members notifying them that registration is open.

The provider selected through this RFP process, will conduct the workshops, will provide any required materials, will process registrations, will collect registration fees from registrants (via credit card or check), and will report all revenues/expenses to the WGFOA Past President and Treasurer for record keeping (preferably via Microsoft Excel).

Registration and Cancellation Policy: Registrations are accepted on a first-in, first registered basis. Payments are made via credit card or mailed in advance or made at the door. Substitutions may be made with advanced notice. WGFOA reserves the right to modify the agenda and/or speakers, cancel the training due to low enrollment, or to close registration if full.

The number of registrants has varied from 10 to 30 per session for each of the locations for prior year sessions. The total registrants for all of the locations has ranged from 40 to 100 annually.

2.0 **Scope of Services**

The provider shall conduct the workshops for the required four sections as described below and is responsible for registration, collection, and reporting:

I) **Introduction to Governmental Financial Statements**

Day One - A 4-hour workshop from 8:00am – Noon

Intended Audience: All persons who have a need to understand the financial statements of a governmental unit. These individuals include preparers of governmental financial statements, elected officials, and anyone else in regular contact with those statements.

Description: This session provides participants with an understanding of the financial statements prepared by governmental units and the underlying accounting principles upon which those statements are based. Emphasis will be directed to the financial statements and related items required by the Governmental Accounting Standards Board, and any other regulations impacting the financial statements.

Learning Objectives:

Fundamental governmental accounting concepts

Fund structure

Nature of revenues and expenditures

Financial reporting by governmental units

Fund financial statements

Business type activities

Government-wide financial statements

II) **Applications of Governmental Accounting Principles**

Day One - A 4-hour workshop from 1:00pm - 5:00pm

Intended Audience: Preparers and auditors of governmental financial statements and individuals who have completed Introduction to Governmental Financial Statements. Some prior accounting knowledge is helpful, but not required. This session is intended primarily for those without college coursework in governmental accounting, although the course may serve as a “refresher” for those who have been away from governmental accounting for an extended period.

Description: This technical session introduces participants to applications of the governmental accounting principles described in the introductory course, while focusing on the assets, liabilities, fund equity, revenue and expenditures/expenses reflected on the financial statements. Primary focus is upon governmental funds.

Learning Objectives:

- Measurement focus/basis of accounting
- Conversion and elimination entries
- Governmental funds
- Common transactions
- Purposes of "budgetary" entries
- Recording interfund transactions
- Revenue and expenditure recognition
- Capital assets and long-term debt
- Proprietary funds
- Long-term debt and fixed assets
- Accounting for grants and contributed capital

III) Advanced Governmental Accounting

Day Two - A 4-hour workshop from 8:00am – Noon

Intended Audience: Governmental finance officers, comptrollers, internal auditors and related personnel as well as auditors from public accounting firms. Experience in governmental accounting or completion of Applications of Governmental Accounting Principles is recommended.

Description: This workshop acquaints preparers, auditors, and users of governmental financial reports with more advanced applications of governmental accounting principles for both government-wide and fund-based statements, as well as selected disclosures required in the notes to the financial statements.

Learning Objectives:

- Debt Issuances including advance refundings (includes consolidation procedures)
- Budgetary reporting
- Accounting for TIF Districts
- Preparation of cash flow statements
- Lease Accounting
- CAFR Preparation
- Financial reporting entity
- Risk financing
- Investments/Treasury Management

IV) Governmental Accounting Update

Day Two - A 4-hour workshop from 1:00pm - 5:00pm

Intended Audience: Governmental finance officers, comptrollers, internal auditors and related personnel as well as auditors from public accounting firms.

Experience in governmental accounting or completion of Advanced Governmental Accounting is recommended.

Description: This session will acquaint preparers and auditors of governmental financial reports with recent developments/regulations in governmental accounting.

Learning Objectives:

New standards released by GASB that are to be implemented in the current year as well as any to be implemented in the near future

Arbitrage and other related post issuance compliance

Abatement of Taxes

TIF Reporting Deadlines

Updates for newly required footnote disclosures

Pension and Other Post Employment Benefit Accounting

Exposure drafts issued by GASB

Updates on preparing CAFR's

WGFOA is open to a provider proposing a different approach to the services to be performed. If you are proposing a different approach or scope of services, please fully describe how you would complete that approach and what scope of services you would complete within your RFP response.

3.0 Revenue/Cost Information

In the past, the previous provider proposed that the WGFOA retained all net profits generated from these workshops. WGFOA generally reimburses the provider at an hourly rate for the preparation of the materials for the workshops, and for direct reimbursable expenses (hotels, meals, printing, etc.). The net profits have been calculated based on the gross fees generated from workshops registrants less the direct reimbursable expenses and hourly fees for preparation of the workshops.

WGFOA will reimburse the provider for reasonable expenses and preparation work. The provider completes the calculation for final profit sharing upon receipt of all expenses and revenues from the registrants (less any required refundable fees to registrants referred to in section 1.0), and sends the final profit sharing report and amount to the WGFOA's Past President and Treasurer for approval and deposit. (Deadline September 15th annually, or in time for the WGFOA Fall Board Meeting).

WGFOA assumes the same profit sharing arrangement will continue annually; however, the WGFOA is open to a different revenue/cost sharing arrangement. If you are proposing a different revenue/cost sharing arrangement, please fully describe and provide an example of the computation within your proposal response.

If a provider chooses to propose on the registration process, those costs will be considered independent of the revenue/cost sharing arrangement noted above.

4.0 **Insurance and Indemnification and other terms and conditions of this RFP and agreement.**

This RFP and any related addendums and the proposer's response to this RFP will serve as the terms and conditions of this agreement.

Effective for the 2019 Summer Workshops, the initial term of this agreement will be for a three year period. The agreement can be extended for two additional one year terms upon mutual agreement. There shall be an "opt out" for both parties. The "opt out" shall be issued in writing and shall be evoked prior to January 31st of each year prior to the subsequent year's workshops.

The Proposer shall maintain the following Automobile Liability Insurance – Owned, Non-Owned, Hired

- a) Bodily Injury and Property Damage Combined - \$1,000,000 for bodily injury and property damage per occurrence limit covering all vehicles to be used in connection with the performance of Contractor's/Vendor's obligations under this Agreement.
- b) Coverage for commercial automobile liability insurance shall be at least as broad as Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

5.0 **Proposal Submittal**

You will be required to submit a copy of your proposal via email to pmcdermott@cityofmadison.com. Failure to provide all requested information may result in the rejection of your proposal. The document shall consist of one electronic or pdf file. Your proposal **must** include the following:

- Cover Letter (not more than one page),
- Executive Summary (summarize your proposal in not more than one page),
- Section A Qualifications: Indicate you or your firm's particular abilities and qualifications related to this project. Include resumes of key personnel who will perform the project. Indicate related experience for each team member
- Section B Similar Projects: Describe projects of similar size and program, which you or your firm has completed or has in progress. Provide a name and phone number of a contact person for each project. Include a minimum of five and a maximum of eight contracts or projects,
- Section C Scope of Services: Present a detailed scope of services to be completed, list of assumptions for each task, and list of any possible task items not included in the scope. If you are proposing a different scope of services or workshops that is different than what has been completed in the past, please describe in detail your approach and what services will be completed,

You must include what technology and tools will be utilized to perform these workshops.

- Section D Schedule/Workshops dates prior to February 15 of each year: Indicate through a positive confirmation statement that the proposal includes the presentation of four workshops to be completed by July 31 annually beginning in 2019,
- Section E Revenue/Expenses: State the estimated expenses for preparation of materials and estimated direct reimburseable expenses related to this project for the original three year term and the three optional years. State whether you or your firm accepts the revenue/expense sharing arrangement as described in section 3.0 above or whether you are proposing a new revenue/expense sharing arrangement. Please describe in detail you or your firms new cost sharing arrangement. Reimbursable expenses will be limited to reasonable and customary charges for hotels (state government rate), and meals for the area that they are incurred in based on the federal CONUS rates. You will be required to provide supporting documentation for all reimbursable expenses,
- Section F Unique Capabilities: Explain why you or your firm is uniquely positioned to be the selected provider for this project (not more than one page),
- Section G General Information: Indicate your or your firm's name, address, contact person, telephone and fax numbers, and email address of the contact person. Provide the same information for the back-up person, who can speak for the firm if you are part of a firms proposal,
- Section H: Provide a confirmation statement that this RFP and any related addendums and the proposers response to this RFP will serve as the terms and conditions of this agreement,
- Section I: Indicate if you or your firm will be proposing to handle the registrations for each of the workshops and how you propose in detail to complete this process. Also indicate what separate fees would be proposed to complete the registration portion of the workshops. Please note this process is an optional alternative and you are not required to propose on this portion of the RFP.

6.0 **Contact Information**

Please contact the following if assistance is needed:

City of Madison Finance Department
Patricia A. McDermott, CPA
608-266-4478 or email at
pmcdermott@cityofmadison.com

7.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer may request from the WGFOA contact person additional information or clarification by November 20, 2018. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error. The request must contain the Proposer's name, address, phone number, facsimile number; RFP title and the name of contact person(s).

Mail to Patricia A. McDermott, CPA, at 210 Martin King Jr. Blvd. Finance Department-RM 406, Madison, WI 53705, or email at pmcdermott@cityofmadison.com and indicate "WGFOA Summer Workshops" in the subject line.

Proposers should only rely on the representations, statements or explanations that are contained in this RFP and any written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

8.0 **WGFOA Reservation**

WGFOA openly solicits the best possible value on all of its "Requests for Proposals". The WGFOA reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of WGFOA.

- a. This proposal request does not commit WGFOA to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of WGFOA's files without any obligation on WGFOA's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of WGFOA for any purpose.
- e. WGFOA has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. WGFOA reserves the right to request clarifications for any proposal.
- g. WGFOA reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of WGFOA.
- h. While the current workshops are completed in four separate locations, WGFOA reserves the right to change the locations and/or eliminate or add locations as needed based upon the demand for the workshops.

9.0 **Other Items**

The responses to the RFP will be evaluated by a subcommittee of the WGFOA Board. The proposals will be evaluated in accordance with the evaluation items listed in section 5.0 of this RFP. It is anticipated that a decision will be made by **January 23, 2019**, and the selected provider will be notified shortly after that selection is made.

10.0 **Closing Date**

Proposals will be received up to 2:00 pm Central Standard Time by December 21, 2018

11.0 **Proposal Submittal**

Email or Hard-copy proposals will be accepted. Fax proposals will NOT be accepted as an official proposal. **The document shall consist of one electronic or pdf file.**

12.0 **Taxes**

WGFOA is exempt from Federal Excise Tax.

13.0 **Method of Procurement**

The method for this procurement is competitive proposal. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

14.0 **Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in the State of Wisconsin.

15.0 **Status of Proposal**

Upon award, proposals will be considered public record and details may be posted online. Information on status can be obtained from the WGFOA's website when available.

WISCONSING GOVERNMENT WORKSHOPS PROPOSAL FORM

Proposals Due: December 21, 2018-- 2:00 pm Central Standard Time

REQUIRED EMAIL Proposals To: pmcdermott@cityofmadison.com

The document shall consist of one electronic or pdf file.

Include all information as requested in Section 5.0

Individual or Firms Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____

WGFOA Accounting Workshop - UW Fox Valley - June 13-14, 2018

Wednesday June 13, 2018 8:00 AM - Thursday June 14, 2018 5:00 PM

The Wisconsin Government Finance Officers Association presents the 2018 Accounting Workshops.

June 13-14, 2018

[UW Fox Valley](#)

1478 Midway Road
Menasha, WI 54952

Educational Sessions being offered are:

- Introduction to Governmental Financial Statements - Day 1, 8:00am - Noon
- Applications of Governmental Accounting Principles - Day 1, 1:00pm - 5:00pm
- Advanced Governmental Accounting - Day 2, 8:00am - Noon
- Governmental Accounting Update - Day 2, 1:00pm - 5:00pm

For a description of sessions: [click here](#)

Instructor: xxxxxxxxxxxxxxxx Insert Name, & Title,

FEES-Students are \$40.00 per session	Employees of Governmental Units	Non- Governmental Employees
Introduction to Governmental Financial Statements	\$50	\$75
Applications of Governmental Accounting Principles	\$50	\$75
Advanced Governmental Accounting	\$50	\$75
Governmental Accounting Update	\$50	\$75

Lunch is on your own for both days.

[REGISTRATION - UW Fox Valley - June 13-14, 2018](#)

For additional information contact:

WGFOA PAST PRESIDENT

Patricia A. McDermott, CPA

210 Martin Luther King Jr Blvd,

Finance Department-RM 406

Madison, WI 53703

Phone: (608) 266-4478

Fax: (608) 267-8705