

INTERLOCAL SOLID WASTE AUTHORITY (ISWA)

REQUEST FOR STATEMENT OF QUALIFICATIONS

**ACCOUNTING AND BOOKKEEPING SERVICES RELATED TO A TENNESSEE
SOLID WASTE AUTHORITY'S MUNICIPAL SOLID WASTE AND RECYCLABLE
MATERIALS HANDLING, TRANSFER STATION OPERATIONS, MATERIALS
TRANSPORTATION, AND DISPOSAL SERVICES**

Due by 4:00 p.m. CST on January 6, 2023.

**Send or Deliver Submittals to:
Interlocal Solid Waste Authority (ISWA)
419 Joyce Lane, Winchester, TN 37398
ATTN: Mr. Eric Pierce**

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1.0 OVERVIEW

1.1 Introduction and Goal

The ISWA is seeking statements of qualifications and cost proposals from qualified professionals, particularly accounting and bookkeeping firms capable of managing and providing services related to the accounts and associated activities for ISWA’s materials and waste handling, recycling, transfer stations, operations, transportation and disposal services, all of which are related to the ISWA region's municipal solid waste and recyclable materials.

The goal of this Request for Statement of Qualifications and Cost Proposal (“RFQ”) is to qualify a firm to provide such accounting and bookkeeping services related to ISWA’s handling, recycling, transfer stations, operations, transportation and disposal services to the ISWA at an affordable expense. It is anticipated that the ISWA will enter into a contract with a qualified firm for a two (2) year period with the option of up to three (3) one (1) year extensions, with other individual tasks assigned and negotiated on “as needed and as requested” basis during the term of the contract.

A more comprehensive Scope of Services is described in the RFQ. Furthermore, the ISWA may identify other specific tasks within these categories for services it seeks to be provided by the qualified firm. To be deemed qualified to contract with the ISWA, the firm needs to demonstrate qualifications in as many categories and specific tasks (see Scope of Services) as possible; however, qualifications in all categories or all tasks in a category are not required.

1.2 Background.

The Interlocal Solid Waste Authority (ISWA) initially was established pursuant to the Solid Waste Authority Act of 1991, Tennessee Code Annotated § 68-211-901, *et seq.* The ISWA presently includes Bedford, Franklin, Lincoln, and Moore Counties and the City of Tullahoma, City of Shelbyville, and other cities or towns within the four (4) counties that may choose to participate in the ISWA.

Currently, there are two (2) transfer stations where the municipal solid waste and other materials that are generated in Franklin County, Lincoln County, Moore County, the City of Tullahoma, and several participating entities is delivered for handling, transportation and disposal. Bedford County and the City of Shelbyville presently deliver solid waste generated in Bedford County and the City of Shelbyville directly to a designated landfill. The ISWA operates the two (2) transfer station locations through the use of a Vendor.

Considering the changing landscape surrounding municipal solid waste handling, recycling, operations, transportation and disposal, ISWA is seeking qualifications from a strategic team that also could assist and coordinate efforts to identify long term strategic goals, budgets, and actions, in a collaborative process to achieve the targeted project

objectives on time and under budget in a manner that successfully accomplishes top-tier services for the communities that ISWA serves.

1.3 Inquiries.

All questions related to this Request for Proposals must be submitted, **in writing**, to the **ISWA's designated contact person, Mr. Eric Pierce**. Send all such questions by email, mail, or overnight delivery to:

By Email: epierce@tullahomatn.gov

By U.S. Mail:
Interlocal Solid Waste Authority
c/o **Mr. Eric Pierce**
419 Joyce Lane
Winchester, TN 37398

By FedEx/Overnight Mail:
Interlocal Solid Waste Authority
c/o **Mr. Eric Pierce**
419 Joyce Lane
Winchester, TN 37398

The preferred method for receiving written inquiries is by email. The question asked, along with any written response made thereto by the ISWA, may be distributed as an addendum to the Request for Qualifications; however, the ISWA is not obligated to respond to any question asked and the ISWA's failure to respond to any such question will not relieve one from any obligations or conditions imposed by this RFQ.

Should it become necessary to clarify or revise any part of the RFQ or otherwise provide additional information, an addendum will be issued and furnished to Persons that ISWA, in its sole and unencumbered discretion, identifies as having demonstrated in writing a cognizable intent and interest in making a qualified submittal to ISWA in response to the RFQ.

1.4 Due Date and Submission of Proposals.

Qualification submittals must be sealed and received no later than 4:00 p.m. CST on Friday, January 6, 2023. Such submittals not received on or before the deadline will not be opened or reviewed. The ISWA reserves the right to reject any or all submittals or to waive any irregularities. This is a request for qualifications, not a competitive sealed bidding process. **Submitted qualification proposals will be valid for ninety (90) days from the Qualifications Due Date. All Proposals must contain a statement to this effect. (See Attachment A, hereto.)** Proposals shall be sealed, clearly marked and delivered (no faxes; no emails) in accordance with the terms in this RFQ before the deadline to:

By U.S. Mail:
Interlocal Solid Waste Authority
c/o Mr. Eric Pierce
419 Joyce Lane
Winchester, TN 37398

or

By FedEx/Overnight Mail or Hand Delivery
Interlocal Solid Waste Authority
c/o Mr. Eric Pierce
419 Joyce Lane
Winchester, TN 37398

2.0 Project Description

The project will involve the Accounting and bookkeeping consulting services related to ISWA's handling, recycling, transfer stations, operations, transportation and disposal of the ISWA region's municipal solid waste and recyclable materials.

Three general categories of services are identified as:

- 1) General accounting services and bookkeeping for governmental bodies or quasi-governmental solid waste entities and recyclable materials management locations, including some check preparation or reimbursements and *per diems*;
- 2) Accounting and bookkeeping services relating to audit support and/or limited grant(s) funding, including A/R, A/P, check registers or revenue and payments tracking, in support of required reporting; and
- 3) Regulatory compliance, monitoring and/or reporting services for funds related to ISWA or Tennessee solid waste authorities to comply with ISWA or State of Tennessee policies, rules, regulations and procedures.

Specific features of project to consider:

- Maintenance of the written Budget Report and/or Accounting and Bookkeeping Services and recommendations for the ISWA's board members to consider and evaluate
- Accounting Services and report to the ISWA Board monthly
- Meetings or work sessions with ISWA members and Firm's representatives (if nec.)
- Accounting and Regulatory Costs and Reporting considerations

Project Timing and Schedule :

The ISWA anticipates training to commence immediately in the Winter of 2023 with collaborative meetings beginning in January with the ISWA Treasurer Eric Pierce and the ISWA's retiring Finance Director Pat Williams. Accounting, Reports and Analysis are expected to commence in January 2023 and be furnished thereafter by the selected Firm, with the assistance and involvement of ISWA's officers or representatives. **One or more representatives of the Vendor should be present for the ISWA Board Meeting scheduled for 6:00 p.m. (CDT) on January 11, 2023 at the City of Fayetteville, TN Municipal Building Auditorium, at which the RFQ will be scheduled to be discussed.**

3.0 Proposed Design Services and Scope of Work

ISWA is seeking a qualified firm and/or individuals to provide Accounting and Bookkeeping services in connection with the management and operation of a Tennessee Solid Waste Authority. The Firm or individual(s) should have extensive knowledge and background in accounting and bookkeeping services field and/or the role of governmental accounting, public entity accounting, or public finance director/accounting supervisor as to a county or municipality in the State of

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Professional Accounting and
Bookkeeping Services (2022)**

Tennessee. These services could potentially include, but are not limited to, the following that have been rendered at various times:

- Maintain record of all files relative to ISWA accounting and finance, licensing, bonding,
- Prepare payroll for at least one employee as well as maintain all leave records; prepare monthly checks for less than ten (10) Board Members.
- Process all payroll related items (*i.e.* payroll tax deposits, quarterly 941 and UI reports, W2's and 1099's)
- Prepare and mail all A/P payments and enter into accounting software.
- Issue all Purchase Orders as requested and reconcile with invoices.
- Prepare and mail to (less than twenty) ISWA entities all billings for monthly solid waste disposal.
- Deposit all revenues or payments and record into accounting software.
- Reconcile ISWA bank statements each month and prepare monthly reports for the Board.
- Monitor receipt of insurance certificates and bonds from Vendors; ensure they are current.
- Pay annual lease payments for ISWA transfer stations (presently 2 locations).
- Complete and maintain insurance applications with ISWA Treasurer and submit to Public Entity Partners for renewal. for all operating insurance policies for ISWA.
- Prepare annual audit contract and submit to State of Tennessee. Record all year-end financial entries in preparation for the audit. Prepare all audit schedules for the auditor for the annual audit. Schedule dates for the audit field work and participate on the days they are present.
- Prepare annual budget for the current year and amended budget for the prior year. Enter current and amended budgets in the accounting system.
- Review interest rates and purchase Certificates of Deposits with ISWA Treasurer when rates are favorable.
- Make on-line bank transfers from depository account to checking account to cover checks.
- Maintain grant awards and files, file reimbursement requests and complete quarterly reports.
- Work with ISWA attorneys on contract-related issues, as needed.
- Reconcile travel vouchers and prepare reimbursement checks.

4.0 Submission Contents

The Firm shall demonstrate its capabilities and competence in providing the contemplated Accounting and Bookkeeping Services and data management for a public solid waste authority or similar entity. The items below in this Section 4.0 must be used or followed in the Firm's preparation and submittal of the response to this RFQ. Information as to the following categories are required and should demonstrate the Firm or team's capabilities both individually and as a cohesive unit. All submittals must contain some form of the responsive information. Failure to comply with the RFQ requirements may result in the response being considered non-responsive and the rejection of the submission.

Company Description (separate descriptions or resumes for each team member may be included as an attachment or appendix).

- Provide a brief history of your firm/team addressing:
 - Current organization and ownership
 - Current scope and services provided and affirmative representation that the Firm maintains all required licenses and authorizations to presently conduct business in the State of Tennessee and is not de-barred from working with a Tennessee governmental body
 - Business philosophy and strategy
 - Disclosure of any real or perceived financial or other interests, whether professional or personal in nature, that could present or be identified as a possible conflict of interest with ISWA or any of its members and participating entities, the ISWA Board Members, or the ISWA Planning Board members

Project Experience

- Describe your Firm's/team's professional qualifications and technical experience in Accounting or Bookkeeping Services for facilities of this type or similar governmental or private entities, such as:
 - Comprehensive governmental or solid waste accounting and bookkeeping
 - Local, State of Tennessee, and Federal regulatory compliance
 - Report planning, timely submittals and evaluation for greater efficiencies
 - Accounting records and program management and assistance
 - Public meeting appearances and presentations to or for governmental bodies
 - Information/communication services to quasi-government Boards
 - Budgetary and financial enterprise fund tracking, management, and administration

References

- Provide at least two references for the Project Experience described immediately above, including, if possible, at least one (1) in the last five (5) years in Tennessee.
- Please include the project name, project location, project term, client contact name, address and telephone number, and a brief description of the project. Clients listed as references must be for present or completed Accounting or Bookkeeping Services on governmental, quasi-

governmental, public, solid waste management, or projects that are similar to those identified in this RFQ solicitation. Financial records maintenance, audits, and regulatory reporting tasks that were included for a referenced project also are encouraged to be specified if similar to the services sought in this request.

Project Approach

- Describe your Firm's approach to providing monthly and annual Accounting and Bookkeeping services. Specifically address the areas of project team leadership, client communication, cost control, schedule, and quality standards. Please specifically reference the Firm's adherence to Generally Accepted Accounting Principles (GAAP).

Staffing and Technology

- Name a designated Certified Public Accountant as the single contact person for all correspondence and notifications, with emphasis on timely response/availability to communications.
- Provide the Firm's facility and capability in handling technical data, including: technology platforms; Excel spreadsheets; accounting software experience (particularly with DataQuest or NextGen) related to municipalities or counties; experiences and resumes of key personnel (including any subVendors or consultants likely to be team members).
- Supply names of the individual team members proposed for this project and the key personnel's experience with similar projects and governmental entities, including interfaces with enterprise funds or Comptroller reporting requirements. Inclusion of detailed resumes of key staff members proposed for this Project is encouraged.

Fees

- Fees and scope of work will be negotiated as a part of the contract negotiation process after a Qualified Firm/Proposer is selected. Provide cost estimates, historical costs understandings and/or hourly rate sheets for your entity's partners, members, associates, staff and any expenses you regularly schedule and charge clients of for which you usually seek reimbursement (overnight couriers, copy costs, postage, etc.).

- **Executive Summary for Accounting and Bookkeeping Services**

Provide at some point in your response a very brief summary addressing:

- Your understanding of ISWA's needs, as indicated in Section 3.0 above or otherwise, and how your Firm can deliver against those needs.
- Clarify or reference your Firm's and team's experience in providing services for government agencies and institutions, regulatory compliance reporting, and involvement with municipal solid waste planning boards or authorities in Tennessee and/or other facilities of this type or similar entities for whom your Firm provides the requested services.

- Provide your hourly rate schedule for government clients or estimated/proposed monthly and annual costs or expenses your Firm anticipates charging ISWA.
- Acknowledge you have completed the Ethics Disclosure / No Conflicts Certification Form(s) and other forms required by ISWA and furnished an insurance certificate

5.0 Requirements for Submittal / Format

Written submittals shall be made on 8 1/2" x 11" paper, side bound with Table of Contents and reference tables for key sections numbered 1 through 4, plus Appendices or Attachments. The package submitted shall not exceed thirty (30) double sided sheets. Front and back covers, Table of Contents, Appendices or Attachments, Form Rate Schedules, and Tab pages are excluded from the sheet totals.

The responsive material **must** contain an attachment/appendix with the vendor's certification as to conflicts of interest/no collusion; an insurance certificate outlining professional liability coverage and policy limits, as well as any outstanding claims that may impact the amount of coverage available to ISWA; and a Schedule of Rates/Costs routinely charged for the professional services sought by ISWA, as described herein.

Please be certain to provide a primary point of contact including cell number and email addresses. Submittals will be accepted pursuant to Section 1.4 herein and all other terms of this RFQ. It is the sole responsibility of the applicant that submittals are received timely.

6.0 Special Conditions

- **One or more representatives of the Vendor should be present for the ISWA Board Meeting scheduled for 6:00 p.m. (CDT) on January 11, 2023 at the City of Fayetteville, TN Municipal Building Auditorium.**
- Questions shall not be submitted to ISWA board members or employees, other than those identified herein.
- Any response submittal to this RFQ, including rate schedules, will remain in effect for ninety (90) days after the date received.
- Any submittal in response to this RFQ may, at some point, be classified as or determined to be a public record pursuant to the Tennessee Open Records Act. To the extent a Firm believes it has supplied proprietary or confidential information, such information or data shall be so labelled as **PROPRIETARY** and shall be accompanied by a request that the data be returned by ISWA to the respondent. Any response accompanied by a blanket statement or limitation prohibiting public inspection will be considered as non-responsive, since the RFQ has been designed to eliminate or minimize the use of proprietary or confidential information in the response.
- The respondent shall not collude in any manner or engage in any practices with any other respondent(s) that may restrict or eliminate competition or otherwise restrain trade.

Violation of this instruction will cause the ISWA to reject the vendor’s submittal. This prohibition is not intended to preclude joint ventures or subcontracts.

7.0 Methods of Solicitation.

The ISWA may use at least one, or more, of the following process to solicit responses in a fair and uniform manner and in an effort to receive responses of Qualified Firms and Individuals to select from whom are experienced in the professional services ISWA seeks. The RFQ will be posted on the ISWA website.

ISWA intends to: send notice of the RFQ via e-mail to select entities known by ISWA to perform the services sought; to seek to publish notice of the RFQ once in select newspapers that provide coverage in the ISWA footprint; post the RFQ in county courthouses for Bedford, Franklin, Moore, and Lincoln County, as well as select government office buildings within the ISWA footprint during the RFQ response period.

8.0 Evaluation Process; Evaluation Criteria/Weighting.

Failure to include the requested information in the RFQ response package will result in a score of zero for the section in which the information applies. Responses to this RFQ will be evaluated by ISWA’s Board or its designated project Committee. The ISWA or its Committee members will review using a scoring program that is detailed below. Once all submissions have been evaluated, a “short list” may be determined, and those Firms/individuals may be invited for in-person presentation or interview. ISWA or its Committee reserve the discretion to determine the number of firms that will be on any short list. ISWA may engage in individual discussions with two or more offerors deemed fully qualified, responsible, and suitable on the basis of the initial RFQ responses and with emphasis on professional competence to provide the required services. Interviews are not anticipated; however, the Committee may schedule interviews in the selection process. The purpose of such discussions would be to assure full understanding of and responsiveness to the RFQ requirements. After completion, the chosen candidate Firm may be recommended to the ISWA Board. Depending upon the number of responses, the ISWA Board may establish a Procurement Committee ("Committee") to evaluate responses to the Request for Qualifications and determine the most qualified Firm(s) or applicant(s).

No.	Criteria Considered	Weight
1	Professional Qualifications	35%
2	Approach / Project Experience	15%
3	References	20%
4	Projected Rates / Costs	20%
5	Responsiveness	10%
	Total	100 %

9.0 Indemnity.

ISWA will require the selected Firm/individual to be properly insured and to indemnify and hold harmless the ISWA, its officers, Members, Participating Entities, Governmental

Bodies, appointed and elected officials, attorneys, agents, servants, employees, volunteers, consultants, and Vendors (collectively “Indemnitees”) from and against any and all losses, liabilities, obligations, interest, fines, penalties, judgments, suits, causes of action, legal proceedings, allegations, claims, demands, damages, costs, and/or expenses, including, but not limited to, any cost of defense, attorneys' fees, and consultant fees, (“Claims”) arising from, in connection with or associated with performance of the contemplated Accounting and Bookkeeping services and/or Contract, or otherwise and in any way resulting from or relating to: (i) a negligent act or omission of the services provider, its affiliates, its officers, directors, partners, associates, agents, servants, employees, vendors, and assigns (“Vendor Parties”); or (ii) a violation of any federal, state, or local ordinance, statute, law, rule, or regulation by any Vendor Parties; or (iii) a breach of the contract or any related agreement by Vendor Parties; or (iv) the gross negligence, recklessness, or willful misconduct of any Vendor Parties. Indemnification shall survive the end of the term of any Contract.

10.0 General Conditions.

By submitting a proposal, the professional services vendors acknowledge that:

ISWA reserves the right to reject any or all proposals for any reason. ISWA reserves the right to reconsider any proposal submitted at any phase of the procurement. ISWA reserves the right to meet with select respondents to this RFQ at any time to seek or gather additional clarifications or information. Nothing in this RFQ shall be construed to commit ISWA to engage or contract for any requested professional services.

Proposals will be received by ISWA at the time and place noted on the cover page of this document and Section 1.4. At that point, ISWA will close the receipt of proposals and begin its evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, unless or until a contract is awarded.

Vendors shall examine all information and specific requirements contained in this RFQ along with its attachments. Failure to do so shall be at the Proposer’s risk. All proposals, submitted documents, inquiries, or correspondence relating to or in reference to this RFQ shall become the property of the ISWA when received. Selection or rejection of any submittal does not affect this right. The proposals or a register of the proposals prepared by ISWA will be open for public inspection after a notice of the award of contract (if any) is given.

The Professional Services Vendor’s name, RFQ number, and proposal closing time and date must be marked clearly on the proposal submission. The time of receipt shall be determined by the time clock located in the ISWA office. ISWA will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Vendor’s responsibility to: (1) ascertain that they have provided all required and necessary information, documents, or addenda prior to submitting a response; (2) ensure that the response is received at the

correct location and time. Late responses, regardless of delivery means, will not be accepted. Proposals transmitted by telephone, telegraph, or facsimile shall not be accepted.

By submission of a response, the Vendor agrees that at the time of submittal it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Vendor's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by ISWA. Vendors shall identify any interests and the individuals involved on separate paper with the response and shall understand that the ISWA, in consultation with legal counsel, may reject their proposal.

ISWA assumes no responsibility for confidentiality of information offered in a proposal. The RFQ does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until after the contract award. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by Tennessee law, will not be made available for public inspection. In the event a request for inspection is made under public records law, the Vendor will be notified of the request and may participate in any subsequent civil action seeking to compel disclosure of confidential information.

ISWA reserves the right to share any information submitted in response to this RFQ with any person(s) or firm(s) involved in the review and evaluation process.

Any cost incurred by respondents in preparing or submitting a response to the RFQ shall be the respondent's sole responsibility.

Vendor shall acknowledge within their cover letter the receipt of all Addendums (if any are issued) from ISWA.

ISWA reserves the right to approve all personnel working on ISWA-related projects. Key professional staff may not be removed, reassigned, or replaced without prior consultation with ISWA and approval from ISWA to accept proposed qualified replacement(s) to provide the Accounting and Bookkeeping Services.

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APPENDICES TO BE PROVIDED WITH RESPONSE

**Appendix A – FORM Vendor/Proposer Certification as
to No Conflicts of Interest/No Collusion**

Appendix B – Vendor Insurance Certificate

Appendix C – Vendor Schedule of Hourly Rates/Costs