

# Request for Proposal

## Assistance with yearend Finance Projects and for Finance/Accounting Policies and Procedures Development



Burleigh County

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*RFP responses are due by 5:00pm on Friday, February 11<sup>th</sup>, 2026*

**Email Submittal:** Submit one electronic file (.pdf) of response, no larger than 25 MB, via email to [pjbinder@nd.gov](mailto:pjbinder@nd.gov) Subject Line: Burleigh County Assistance with yearend Finance Projects and Finance/Accounting Policies and Procedures Development

RFP Submittal – [Vendor Name]

**Unbound Hardcopy Submittal:** Submit four (4) unbound, hard copies of response, Sealed proposals must be clearly marked on the outside of the envelope with the following description: Burleigh County Assistance with yearend Finance Projects and Finance/Accounting Policies and Procedures Development

RFP Submittal – [Vendor Name]

RFP can be found at: <https://www.burleigh.gov/government/public-notices/>

## **Project Description**

Burleigh County is one of 53 counties in the State of North Dakota, located in the south-central area of the State. The latest US Census shows the population of Burleigh County as 104,730 with nearly 75% of the population coming from the Capital City of Bismarck (77,772). This makes Burleigh County the second largest county in North Dakota.

Due to the retirement of our long-time County Auditor and the retirement of our long-time Finance Director, Burleigh County has been left with a non-tenured staff. With the absence of historical knowledge, and the lack of up-to-date written policies and procedures within the Finance/Treasurer department, it has become apparent that assistance is needed in order to provide the best practices and latest regulatory compliance to ensure the department is prepared for the current financial needs and also for any future growth needs of Burleigh County.

Therefore, Burleigh County is seeking the services of an experienced CPA Consultant to undertake two types of projects. First, will be assistance needed with certain yearend financial reports and certain adjusting entry recommendations. Also, assistance is needed with the 2027 Budget process for Burleigh County. The next project is a comprehensive review (assessment) and development of our Finance/Accounting Policies and Procedures. The specific objectives of the assignment include:

1. Completion of the yearend financial reports; as well as; the yearend adjusting entries along with the completion of an Annual Comprehensive Financial Report.
2. Assistance with the format and processes for the 2027 budget and assistance with the setup of the funding portion of the budget process for the 2027 budget.
3. Review of the existing Finance/Accounting Policies and Procedures in terms of applicability, scope, relevance, adequacy, and compliance to ensure that they are robust, up-to-date and capture best practice standards for local government in North Dakota.
4. Review background documents and liaise with relevant Burleigh County staff to ensure a participatory process in coming up with the revised Finance/Accounting Policies and Procedures.
5. Advise on the Finance/Accounting policies and procedures in line with Burleigh County's existing structure and services.
6. Review the structure, layout and content of Burleigh County's current management accounts, and other key reports and benchmark these to other comparable North Dakota counties.
7. Propose amendments, updates, and improvements and make appropriate recommendations following the above review and assessment.

8. Update the Finance/Accounting Policies and Procedures based on gaps identified in the assessment and coordinate the discussions and agreements with the Finance Committee and the Burleigh County Commission.

### **Expected Deliverables**

The expected deliverables of this exercise are as follows:

1. To deliver appropriate reports that shall reflect clear comprehension of the tasks, the methods of execution, and plan of work to ensure the outcome is in line with Burleigh County's expectations.
2. To provide the Financial Reports and the yearend adjusting entries in a format that can be used as a template for future years.
3. To provide the Annual Comprehensive Financial Report in the form of a template that can be used for future years.
4. To provide assistance with the setup of the 2027 budget and provide a format for the budget that can be used as a template or guide for future years.
5. To submit draft, revised Finance/Accounting Policies and Procedures that shall incorporate the proposed and agreed changes in line with government best practices and in context of all Burleigh County processes and operations.
6. To submit integrated Finance/Accounting Policies and Procedures that shall incorporate the latest local government accounting standards.

### **Expected Competencies and Experience**

The selected Consultant will be responsible for the completion of the yearend finance reporting projects, the 2027 budgeting process project, and the overall planning and implementation of the review, assessment, the production and presentation of the final report, and timely presentation of all policies and procedures along with the other deliverables.

The Consultant's profile should meet the following requirements:

1. Have a Master's degree in Accounting, Finance, or related disciplines.
2. Be a Certified Public Accountant (CPA).
3. Have a current and up to date knowledge of Government Accounting Reporting Standards.
4. Have a working knowledge of Accounting Policies, and Procedures, including internal controls.

5. Have a minimum of 10 years' experience in auditing and the review of accounting systems and policies and procedures, or in the designing and updating of accounting systems and policies and procedures.
6. Have a proven track record and experience of similar assignments with local government agencies such as counties, cities, townships, etc.

### **Contents of Proposal**

The proposal should include, but is not limited to the following:

1. An understanding of Burleigh County requirements as listed in the Project Description section above.
2. Methodology for the completion for the required Financial Reports and yearend adjusting entries needed to close the 2025 accounting year.
3. Methodology for the 2027 Budget process format and funding.
4. Methodology and work plan for performing the assessment.
5. Project delivery plans and methodology.
6. Detailed reference list indicating the scope and magnitude of similar assignments.
7. Relevant services undertaken in the past three (3) years.
8. Team composition and task assignment (There should be as limited a change as possible in the team during the assignment unless with prior agreement)
9. CVs or Biographies of the task team.

### **Format of Proposal**

The Burleigh County Finance Committee will evaluate vendor experience, qualifications, and capabilities for developing and implementing our financial reports, yearend adjusting entries and the 2027 budgeting and budget funding process, as well as; our new Finance/Accounting Policies and Procedures. Responses should be formatted to address all items outlined below as well as the required features questions:

#### ***Executive Summary***

The Executive Summary should include a brief overview of the Proposal. It should be prepared in such a manner as to make it understandable.

#### ***Company Background***

The Company Background should provide vendor information including, but not limited to:

- Company headquarters information
- Complete list of products provided by the vendor that pertain to this project
- Financial history
- Percentage of public sector clients
- Company awards and merits
- Number of years in public sector consulting
- Total number of clients
- Total number of employees; as well as; employees in the following areas:
  - Financial Services
  - Accounting
  - Auditing Services

### ***Client References***

The vendor must supply at least (3) local entities that are currently using their finance/accounting/auditing services. At least (1) of the references has to be a government entity. Be sure to include the total population served by the services. **This reference list is mandatory.**

### ***Included Items***

*Project One:* The Vendor must include a logical outline for the purposeful approach for the assistance with the following financial reports:

- Standard required Financial Reports
- Yearend adjusting entries that will close the 2025 accounting year.
- The Annual Comprehensive Financial Report.
- The 2027 Budget and Budget Funding process.

*Project Two:* The Vendor must include a logical outline for the purposeful approach to the assessment and development of Burleigh County Finance/Accounting Policies and Procedures.

Key Policies that need to be included in the initial assessment will include:

- Accounting and Financial Reporting
- Accounts Receivable and Collections
- Budget Management
- Budget Reserves
- Capital Assets

- Capital Improvement Program
- Cash Management and Handling
- Conflict of Interest
- Debt Management
- Fund Balance
- Grant Management
- Inventory Management
- Long-Term Financial Planning
- Pension and OPEB Liability Management
- Procurement
- Purchasing Cards
- Risk Management
- Travel & Meeting
- Unclaimed Funds
- User Fees & Charges
- Mill Levy Calculation

Key Procedures that need to be included in the initial assessment will include:

- Accounting Coding and Invoice Processing
- Accounts Receivable
- Grant Management (to align with policy)
- Procurement (to align with policy)
- Travel & Meeting (to align with policy)
- Purchasing Cards (to align with policy)

We would also like desk procedures created for the following:

- Accounting
- Accounts Payable
- Accounts Receivable
- Budget
- Procurement

#### Project Management Tasks Needed:

- Perform Assessment (Regulatory and Best Practices)
  - Perform Policy Gap Analysis
  - Create Finance/Accounting Policies as stated above.
  - Create Finance/Accounting Procedures as stated above.
  - Create Finance/Accounting Desk Procedures as stated above.
  - Provide Implementation Support
  - Provide assistance in meetings with both the Finance Committee and the Burleigh County Commission for overall approval
- Timelines
  - Provide a sample timeline for the duration of both projects.
- Vendor/County Responsibilities
  - What is the county responsible for during implementation?
  - What assistance will the vendor give?
- Change Management

#### ***Costs and Fees***

*Project One:* Please provide a list of itemized cost for each financial report requested:

- Standard Required Financial Reports
- Yearend adjusting entries to close the 2025 accounting year.
- Annual Comprehensive Financial Report
- 2027 Budgeting Process and Funding Report.
- Costs and fees related to the implementation and meetings with the Finance Committee and Burleigh County Commission
- Also include your Standard Rate Schedule along with any adjustments to the Standard Rate Schedule

*Project Two:* Please provide a list of itemized costs for each stage of the process:

- Assessment (Regulatory and Best Practices Review)
- Gap Analysis
- Creation of Finance/Accounting Policies
- Creation of Finance/Accounting Procedures
- Creation of Finance/Accounting Desk Procedures

- Costs and fees related to the implementation and meetings with the Finance Committee and Burleigh County Commission
- Also include your Standard Rate Schedule along with any adjustments to the Standard Rate Schedule

Burleigh County is a government entity and as such is exempt from paying North Dakota State taxes.

### **Schedule for the RFP**

- RFP distributed January 21st, 2026,
- Responses to RFP due February 11th, 2026
- Review and analysis of submitted RFPs, February 12<sup>th</sup> through February 13<sup>th</sup>
- Provide final recommendations for approval to the Burleigh County Commission on February 17th, 2026 at the Commission meeting.
- Award contract to approved vendor for implementation in February 2026.

### **Scope of Services – Rights and Responsibilities Public Entity**

Each vendor, by submission of signed proposal, agrees to each and every term and condition set forth within this RFP and to be bound thereby.

Burleigh County reserves the right to amend these requirements, accept or reject any or all changes to the contract, make counter proposals and/or engage in negotiations with any or all vendors, waive any requirements or otherwise amend this RFP, and is not bound to accept the lowest total proposal or any proposal. Burleigh County reserves the right to award the contract to multiple vendors, by line item, as a whole, or not at all.

It is the intent of Burleigh County that, after the successful vendor has been selected, Burleigh County and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed services. Any acceptance of a proposal is contingent upon the execution of a written contract and Burleigh County shall not be contractually bound to any bidder prior to the execution of such properly signed written contractual agreement. Before signing a contract with the successful vendor, Burleigh County requires satisfactory proof that the vendor has adequate insurance coverage for the work to be performed under the contract.

The contract shall contain a provision that states that the Contract shall not be altered, changed, or amended except by an instrument in writing executed by both of the parties.

The contract shall contain a provision that states that no waiver of any breach of the contract or any of its terms or conditions shall be a waiver of any other or subsequent breach; a waiver shall not be valid unless it is in writing and signed by the party granting the waiver.

Except as otherwise explicitly agreed to in writing by Burleigh County, each vendor submitting proposals shall provide and pay for all materials, labor, transportation, charges, levies, taxes, fees, or expenses incurred, including all costs to prepare a response to this RFP, travel and presentation costs, and all other



services and facilities of every nature whatsoever necessary for the preparation of the RFP. It is neither Burleigh County's responsibility nor practice acknowledging receipt of any proposal resulting in the selection of a proposal resulting from the RFP process. It is the vendor's responsibility to ensure that a proposal is delivered and received in a timely manner.

No member of the Burleigh County Commission, or any officer, employee, or agent of Burleigh County who exercises any control over the functions or responsibilities in the selection of a proposal shall have any personal interest, direct or indirect, in the vendors that submit a proposal. Any true conflicts of interest will be disclosed and absolved prior to the signing of a contract with the vendor.

Burleigh County recognizes that in responding to this RFP, the vendor may desire to provide proprietary information to clarify and enhance their response. To the extent permitted by law, Burleigh County will keep confidential such information provided that:

1. The information submitted is arguably proprietary, and
2. The proprietary information, according to the submittal instructions of this RFP. Only information in the sealed portions may render a submittal ineligible.

Responders should note that Burleigh County is a government entity. As such, its files are available for public review pursuant to the North Dakota Constitution Article XI, Section 6 and NDCC Chapter 44-04-18.

Any questions related to this Request for Proposal (RFP) shall be directed to Pamela J. Binder, HR Director using the contact information listed on the cover of this RFP.