

# City of Brookfield, Missouri

## Request for Proposals (RFP) – Certified Public Accounting (CPA) Services

**Issue Date:** October 7<sup>th</sup>, 2025

**Proposal Due Date:** October 27<sup>th</sup>, 2025, by 5:00 PM CST

**Submission Location:** City Clerk, 116 W. Brooks Street, Brookfield, MO 64628

### I. Introduction

The City of Brookfield, Missouri, is soliciting proposals from qualified Certified Public Accounting (CPA) firms to provide professional financial accounting support services. The purpose of this RFP is to maintain high-quality financial practices through a transparent and competitive process in accordance with governmental accounting standards and Missouri law.

### **THIS CONTRACT IS NOT FOR AUDIT SERVICES.**

The initial contract period will commence on October 1, 2025, and terminate on September 30, 2026, with up to two one-year renewal options available, subject to mutual agreement.

### II. Background

Brookfield is a Missouri third-class statutory city with a population of approximately 4,100. The City operates under a council-manager form of government. The governing body consists of a five-member City Council, one of whom is elected by the Council to serve as Mayor. The Mayor presides over meetings and represents the City at various events.

The City Council appoints a City Manager, who is responsible for the day-to-day management of all administrative and operational activities of the City.

The City of Brookfield closed Fiscal Year 2024 in a strong financial position, with total revenues of \$8,539,488 and expenditures of \$7,762,496 across the General, Transportation, Water, Wastewater, Capital Improvement, and Street Improvement funds. Financial reporting is prepared on a modified cash basis, and the City participates in the Missouri Local Government Employees Retirement System (LAGERS). As of year-end, the City's government-wide assets exceeded liabilities by approximately \$24.7 million, reflecting long-term financial stability and capacity for continued investment in essential services and infrastructure.

### III. Scope of Services

The selected firm will provide, at a minimum:

**Immediate Year-End Close-Out (FY 2024–2025):** Assist the City in completing the close-out of Fiscal Year 2024–2025, including reconciliations, adjusting journal entries, preparation of closing schedules, and coordination with the City's external auditor. Target completion by December 31, 2025.

**Monthly Bank Reconciliations (Short-Term):** Assist with monthly bank reconciliations until City staff are fully trained and proficient (expected within the first 6 months of engagement).

**Financial Reports/Statements:** Support preparation of financial reports/statements in compliance with GAAP and GASB; guide staff to assume responsibility for routine reporting.

**Year-End Audit & Tax Support:** Prepare year-end schedules, support external audit, and assist with required tax reporting (e.g., 1099s, payroll reconciliations).

**Grant & Special Fund Reporting:** Provide technical support for compliance and reporting related to grant funds and other restricted accounts.

**Policy & Procedure Recommendations:** Recommend improvements to strengthen financial controls, efficiency, and compliance.

**Staff Transition Assistance:** Provide short-term training and transition support for the incoming Accounts Payable/Collector to ensure continuity of operations. Assistance should focus on bank reconciliations, AP workflows, budget entry, and documentation of procedures.

**On-Call Support (Limited):** Provide on-call accounting support to City staff as needed, not to exceed 10 hours per month unless authorized by the City Manager.

### IV. Minimum Qualifications

- Licensed CPA in Missouri
- At least five (5) years' experience with municipalities or government entities
- Familiarity with Missouri municipal finance practices and compliance
- Insurance coverage (professional liability required)
- Authorized to operate in Missouri and compliant with state/federal regulations

### V. Proposal Requirements

Each proposal must include:

- Firm overview and qualifications
- Relevant municipal/government experience
- Resumes of key personnel

- Proposed approach and methodology
- Fee proposal (hourly rates, annual billing estimate)
- References (minimum 3, preferably 4, municipal clients)
- Documentation of insurance coverage
- Completed Appendix A – Qualifications Form and Appendix B – Proposal Form

Three (3) copies (one original) must be submitted in a sealed envelope clearly marked:  
"RFP – CPA Services"

## **VI. Evaluation Criteria**

Criteria	Weight
Relevant municipal/government experience	30%
Qualifications of staff	20%
Understanding of scope & methodology	20%
Fee proposal	20%
References/reputation	10%

## **VII. Contract Terms**

- One-year contract beginning October 1, 2025
- Up to two optional one-year extensions upon mutual agreement
- The firm will report to the City Administrator/City Manager
- All work must comply with professional standards, laws, and City policies

## **VIII. General Conditions**

- The City is not responsible for costs incurred in proposal preparation
- All materials submitted are subject to the Missouri Sunshine Law
- The City may accept/reject any proposal and negotiate terms

The selected firm must be able to work cooperatively with City staff both onsite and remotely. The City will provide secure, limited access to financial platforms and records as necessary to complete assigned tasks, in accordance with City policies.

## **IX. Contact Information**

Questions should be directed to:

Brandon S. Roberts  
City Manager  
broberts@brookfieldcity.com | (660) 258-3377

## Appendix A – Qualifications Request Form

### Firm Information

- Firm Name: \_\_\_\_\_
- Contact Person / Title: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Missouri CPA License #: \_\_\_\_\_
- Year Firm Established: \_\_\_\_\_

### Experience

1. Years providing CPA services to municipalities or governmental entities: \_\_\_\_\_
2. List of three to five municipal/government clients currently or previously served (include size and scope of engagement):
  - Client Name / Contact / Services Provided: \_\_\_\_\_
  - Client Name / Contact / Services Provided: \_\_\_\_\_
  - Client Name / Contact / Services Provided: \_\_\_\_\_

### Staffing & Expertise

- Number of CPAs on staff: \_\_\_\_\_
- Number of support/accounting staff: \_\_\_\_\_
- Key personnel proposed for this engagement (attach resumes):
  - Name / Title / Years of Experience / Role

### Professional Associations

- ☐ Missouri Society of CPAs (MOCPA)
- ☐ AICPA – Governmental Audit Quality Center
- ☐ Other: \_\_\_\_\_

### Insurance Coverage

- Professional Liability Carrier: \_\_\_\_\_
- Coverage Amount: \$ \_\_\_\_\_

**Certification**

The undersigned certifies that all information provided above is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B – Proposal Form****Firm Information**

- Firm Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Contact Person / Title: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Federal Tax ID: \_\_\_\_\_

**Fee Proposal**

- Hourly Rates:
  - Partner/Principal: \$\_\_\_\_\_
  - Manager: \$\_\_\_\_\_
  - Staff Accountant: \$\_\_\_\_\_
  - Support Staff: \$\_\_\_\_\_
- Estimated Annual Hours: \_\_\_\_\_
- Estimated Annual Cost: \$\_\_\_\_\_

**Optional Fixed-Fee or Retainer Proposal (if applicable):**

\_\_\_\_\_

**References**

Provide at least three municipal/government references:

1. Client Name / Contact / Phone / Email
2. Client Name / Contact / Phone / Email
3. Client Name / Contact / Phone / Email

**Pending Matters**

- Are there any pending claims, litigation, or regulatory matters against the firm?

☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

**Acknowledgment**

The undersigned affirms that this proposal is made in full understanding of the City of Brookfield's RFP for CPA Services and agrees to the conditions set forth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_