



CITY OF FULTON

REQUEST FOR PROPOSALS

CPA SERVICES

REQUEST FOR PROPOSAL (RFP)

Project Name: Financial Records Cleanup and Reconciliation

Date of Issuance: 06/16/2026

Proposal Submission Deadline: 07/17/2026

1. Company Overview

The City of Fulton is a Government Entity operating in the Fulton, NY, area. We are in the. Our goal is to secure a qualified Certified Public Accountant (CPA) or accounting firm to conduct a comprehensive historical cleanup of our books, reconcile our banking and ledger accounts, and establish a foundation for accurate financial reporting in preparation for the filing of our AFR.

2. Project Scope of Work

The selected CPA firm will be required to execute the following scope of work:

- Review 2022 and 2023 Adjusting Journal Entries to ensure accuracy, and make any necessary adjustments.
- Officially close out 2023 Fiscal Year.
- Historical Records Cleanup: Review and organize existing financial records for the following Fiscal Years
January 1, 2024 -December 31, 2024
January 1, 2025- December 31, 2025
- Bank and Account Reconciliation: Perform complete bank reconciliations for all bank accounts. Identify all outstanding checks, deposits in transit, and unrecorded fees.
- Identify, correct, and reclassify miscategorized expenses, duplicate entries, and missing transactions.
- Perform any necessary adjustments to bank and book balances.
- General Ledger (GL) Reconciliation: Reconcile all primary balance sheet accounts (including Accounts Payable, Accounts Receivable, and Payroll liabilities) against independent source documents to verify a complete and accurate trial balance.
- Review Capital projects to establish appropriate records.
- Close out old Capital Project records and address recommendations from the City's 2021 Capital Project audit and 2025 Capital Project Audit Follow up.
- Ensure that balance sheets are accurate and supported and make any necessary entries to correct.
- Assist in creating a balance sheet report to present to the Common Council.
- Assist with training to ensure the system can be continued upon completion.

4. Proposal Requirements

Interested CPA firms must submit a proposal that includes the following elements:

- Firm Overview: A brief history of the firm and its experience in providing historical bookkeeping clean-up and reconciliation services for a local Government of our size.
- Proposed Methodology: A brief description of how your team will approach the data collection, reconciliation, and ledger reconstruction process.
- Pricing Structure: A flat-fee or estimated time-and-materials cost breakdown with expected hourly rates.
- Ledger Software KVS ENTERPRISE
- Performance Guarantee

COST PROPOSAL PAGE

City of Fulton

Firm Name: _____
Address: _____

Fiscal Year Ending 2024 \$ _____

Fiscal Year Ending 2025 \$ _____

Total \$ _____

**Option 1- Fiscal Year 2024
Only** \$ _____

Additional Services \$ _____

SIGNED _____

City of Fulton
City Clerk/Chamberlain's Office
141 South First Street
Fulton, New York 13069
Phone (315) 592-4340 Fax (315) 592-3412

The City of Fulton is requesting proposals for the provision of professional CPA services.

The purpose of this RFP is to inform the private sector and any not-for-profit organizations of a potential business opportunity to provide professional services for the City of Fulton.

The City intends that this Request for Proposal will result in the selection of a provider of professional services.

The City will consider the following criteria in evaluating the RFP for audit services.

- *Professional reputation
- *Pricing
- *Experience with this type of project
- *Quality of proposal

Complete copies of each proposal must be received by 2:00 PM, Local time on Friday July 17, 2026. The Services will be awarded in August.

City of Fulton
City Clerk/Chamberlain's Office
Attn: Misty DeGroat
141 South First Street
Fulton, New York 13069

Prices are to be in U.S. dollars. The City of Fulton is exempt from all sales and use taxes.

Prices quoted in the proposals shall be firm for at least sixty (60) days after the submission deadline.

Inquiries may be made verbally to the City Clerk/Chamberlain at mdegroat@cityoffulton.com
Information obtained from any other source is not official and may be inaccurate.

Please Return the Receipt Confirmation Page within 2 working days.
Failure to return this form may result in no further communication regarding this RFP.

TERMS AND CONDITIONS

NOTIFICATION OF CHANGES

All recipients of this request for proposal who have returned the Receipt Confirmation form will be notified regarding any changes made to this document.

CHANGES TO WORDING

No changes to wording of the proposal will be accepted after submission unless requested by the City.

EXPENSES

Any expenses in preparations and subsequent negotiations with the City of Fulton are the sole responsibility of the bidder. The City is not responsible for any expenses in submitting or preparing a proposal.

OWNERSHIP OF PROPOSALS

Upon submission, all responses to this request for proposal will become the property of the City of Fulton.

FUNDING

All City expenditures are subject to appropriation of funds. The City reserves the right to discontinue the RFP process if appropriate funding is not available. The City reserves the right to award a contract in part or in full, or not at all, on the basis of responses received.

ACCEPTANCE OF PROPOSALS

This RFP should not be construed as a contract to purchase goods or services. The City of Fulton is not bound to accept the lowest price or any of the proposals submitted. In addition, the City of Fulton reserves the right to consider quotes from the marketplace and from suppliers other than those invited to respond to this RFP. Any or all proposals shall not necessarily be accepted. The City of Fulton shall not be obligated in any manner to any bidder whatsoever, until a written agreement has been duly executed relating to an approved proposal. The City of Fulton reserves the right to modify the terms of the RFP at any time in its sole discretion.

LIABILITY OF ERRORS

The City of Fulton has used considerable efforts to ensure an accurate and fair representation of information in this RFP, however, all prospective bidders are urged to conduct their own investigations into the material facts. The City of Fulton, its officers and employees shall not be held liable or accountable for any error or omission in whole or in part, of this RFP.

FINANCIAL STABILITY

The City reserves the right to conduct independent background checks to determine the financial strength of any and all bidders submitting proposals. In addition the City reserves the right to contact any references to establish ability to meet the needs of the City.

CONTRACT NEGOTIATIONS

If any contract cannot be negotiated within 10 days of notification to the designated bidder, the City may terminate negotiations with that bidder and negotiate a contract with another bidder of its choice.

DEBRIEFING

Upon written request from an unsuccessful bidder, the City will arrange for a debriefing session. The debriefing is not to be seen as an opportunity to challenge the decision. At the end of the debriefing, the RFP process is considered finished and the RFP will not be discussed further with the bidder at any time.

DEFINITION OF CONTRACT

The City of Fulton may, at its option, notify a bidder in writing that its bid has been accepted and such acceptance shall at the City's option constitute the making of a formal contract for the services outlined in the proposal. Alternatively, the subsequent full execution of a written contract shall constitute the making of a contract for services, and no bidder shall acquire any legal or equitable rights or privileges whatever relative to the services until the City has delivered either a signed notice in writing to the bidder or a fully executed written agreement to the bidder.

COMPLIANCE WITH LAWS

The contractor shall give all notices and obtain all the licenses and permits required to perform the work. The contractor shall comply with all the laws applicable to the work or the performance of the contract. This RFP and any contract entered into between the bidder and the City shall be governed by and in accordance with the laws of the State of New York and the United States of America.

ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are deemed to be accepted by the bidders and incorporated in its proposal, except those conditions and provisions which are expressly excluded by the proposal.

CONFIDENTIALITY AND SECURITY

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Suppliers should be aware that pertinent facts relating to their proposal, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful supplier.

The City of Fulton is subject to New York State's Freedom of Information Law. (FOIL).

Should your submission to this RFP contain "trade secrets", or other information in which the disclosure of, could reasonably be expected to be harmful to business interest, you must ensure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as **confidential third party information**. Should marked information be the subject of a FOIL request, you may be requested either to consent to the request, or make a representation explaining why the information should not be disclosed.

Neither acceptance of a proposal nor execution of an agreement shall constitute approval of any activity or development contemplated in any proposal that requires an approval, permit or license pursuant to any federal or municipal statute, regulation or by-law.

Receipt Confirmation Form

Company/Firm Name: _____

Address: _____

Phone _____ Fax _____

Email _____

Contact _____

We have received a copy of the attached RFP for auditing services and:

_____ We intend to submit a proposal by the stated date.

_____ We **do not** wish to submit a proposal for this RFP
(however please contact us again when RFP's for this
are requested)

_____ We **do not** wish to submit a proposal and please remove us
from your contact list.

Signed _____

Please complete and return this form within 2 business days to:

**City of Fulton
City Clerk/Chamberlain's Office
Attn: Misty L. DeGroat
141 South First Street
Fulton, New York 13069**

Failure to return this form may result in no further communication regarding this Request for Proposal for Auditing Services.