



CITY OF LA CROSSE  
REQUEST FOR PROPOSAL (RFP)  
REVIEW OF THE CITY OF LA CROSSE'S CASH HANDLING PROCESSES  
OCTOBER 2018

### PROJECT OBJECTIVES

The primary goal of this project is to review the City's current cash handling and associated policies and procedures for City operating departments. The end product would be a report of recommendations to the Director of Finance detailing if and how these policies and procedures should be improved.

### GENERAL DESCRIPTION AND BACKGROUND

The City has cashiering stations within City Hall and also receives cash and payments at multiple off-site locations. A consistent process may or may not exist across the various cash handling areas as to how cash is counted, deposits are prepared, cash is transferred to the bank and how those responsible for receiving payments are trained.

### SCOPE OF SERVICES

The following scope is conceptual and outlines the services the City anticipates would be necessary to achieve the project objectives. Consultants should feel free to suggest other methods or approaches that meet the project objectives and produce project deliverables. The final agreement and scope may include some or all of these services:

1. Review cash handling procedures and practices in City departments, including off-site locations, through random cash audits or a similar review process. This would include staff interviews, observing cash transaction handling, cash counts at end of day, balancing procedures, and timing of deposits and transport of funds to the bank or to the City Hall Treasury department.
2. Review the accountability for the various cash drawers within City Hall and at off-site City facilities.
3. Evaluate policies and procedures for deposits and cash counts made by off-site City facilities.
4. Review current safeguards and processes for how materials are kept prior to deposit.
5. Evaluate appropriate segregation of duties for off-site facilities in relation to effective internal controls.

### PROJECT DELIVERABLES

Anticipated project deliverables include:

1. Final report of recommendations to the Director of Finance related to the scope of services identified above. The report should detail if and how the City's policies and procedures should be improved and provide a recommended implementation plan including draft policies and procedures that can be adopted by the Common Council.
2. Recommendations for evaluation of other areas as a result of the study of the cash handling processes.

## QUALIFICATIONS OF CONSULTANT

The consultant must have the following qualifications to be considered for this project:

1. Experience in governmental accounting and internal auditing.
2. Experience in evaluating internal financial controls and developing recommendations for improvements.
3. Successful completion of similar projects involving review of cash handling procedures, preferably for a public agency.
4. Familiarity with local government operations and the Mayor/Council form of government.
5. Experience preparing documents for use in public agency formats is desirable but not necessary.

## RIGHT TO REJECT

The City reserves the right to reject any and all proposals submitted and to request additional information from all respondents. Any project contract award will be made to the service provider who, based on evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to perform this service.

## PROPOSAL SUBMISSION REQUIREMENTS

Format:

The proposal from consultant candidates should clearly address and provide:

1. Their ability to support the responsibilities outlined in the scope of service
2. Rate per employee who will provide scope of the service and estimated number of hours required.
3. Experience in this service area, including length of time in business
4. Three client references for projects of a similar service need

Timing:

Responses shall be submitted not later than 4:00 P.M., CDT, on Tuesday, October 23, 2018:

City of La Crosse

ATTN: Valerie Fenske, Director of Finance & Human Resources

400 La Crosse Street

La Crosse, WI 54601

Or via e-mail at: [fenskev@cityoflacrosse.org](mailto:fenskev@cityoflacrosse.org)

## SELECTION CRITERIA AND TIMEFRAME

Selection will be based upon the respondent's ability to address all items noted in this RFP and the provision of a competitive fee structure that can meet the City's budgetary requirements.

For additional information or answers to questions please contact Valerie Fenske, Director of Finance & Human Resources at 608-789-7576 or via email [fenskev@cityoflacrosse.org](mailto:fenskev@cityoflacrosse.org)