

**Request for Proposal (RFP) for Accounting Services
on behalf of the
Moffat Economic Development Authority**

RFP Number:	2026-2	Description:
		Accounting Services
Issue Date:	4-1-2026	
Deadline for submitting questions:	4-22-2026	
Submission Deadline:	5-1-2026 (12pm)	

The Moffat Economic Development Authority (MEDA) will be accepting proposals from certified public accountants experienced in governmental accounting interested in providing accounting services to MEDA for the next four years, with possibility of extension. Proposals may be submitted electronically to Jeff Comstock, Moffat County Natural Resources Director, at jcomstock@moffatcounty.net **no later than 12:00 p.m. Mountain Time on May 1, 2026**

RFP documents and specifications, including proposal's required content and format, are available online at www.publicpurchase.com and can be requested from the Moffat County Natural Resources Office at jcomstock@moffatcounty.net or (970)826-3400.

QUESTIONS:

All questions pertaining to this RFP must be submitted electronically **by 12:00 p.m. Mountain Time on April 22, 2026**, to Jeff Comstock at the email address indicated above.

Contact with any other MEDA staff, or member of the Board of Directors of MEDA regarding this Request for Proposals is not permitted and will result in disqualification.

ADDITIONAL NOTES:

MEDA reserves the right (a) to reject any and all proposals, (b) to issue a subsequent request or to cancel this RFP, (c) to waive any irregularity or informality in any proposal, (d) to enter into discussions with applicants before the submission of the final proposals, and (e) to select a proposal whether or not such proposal results in the lowest cost to MEDA.

RFP #2026-2

Request for Proposal for Accounting Services
on behalf of the

Moffat Economic Development Authority

April 1, 2026

Responses Due: May 1, 2026

GENERAL INFORMATION

Colorado Open Records Act Notification. The Moffat Economic Development Authority (the “Authority”) is subject to §§ 24-72-201 *et seq.* of the Colorado Revised Statutes, (the “Colorado Open Records Act”). If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, all such alleged pages must be clearly marked confidential when submitted as outlined below in the Proposal Contents and Format section. If you fail to mark the documents as confidential and fail to include the explanation, any objection to the release of any such information may be deemed waived by the Authority. Please note that your objection will be considered but is not binding on the Authority. The Authority is required to make a determination under the Colorado Open Records Act and may only withhold documents that are confidential under the Colorado Open Records Act and other applicable law. If the Authority releases documents marked as confidential in compliance with the Colorado Open Records Act, the Applicant waives any claims for liability or damages.

Introduction & Background. The Authority is a political subdivision and public corporation of the State of Colorado created pursuant to an Establishment Agreement entered in accordance to C.R.S. §§ 29-1-203 & 203.5 between the City of Craig, Colorado (the “City”) and Moffat County, Colorado (the “County”) for the purpose of managing and investing certain settlement funds granted to the City and the County to offset the closure of a coal power generation station, and other funds which may from time to time be received by the Authority, and deploying the returns of those funds for economic development initiatives benefitting the communities of the City and the County and to cover the operational costs of the Authority. The Authority is governed by a volunteer board of directors (the “Board”) appointed by the Craig City Council, the Moffat County Board of County Commissioners, and the Moffat County School District RE 1. Currently, the Authority is supported by its consultants and the staff of the City and the County.

Services Requested. The Authority is requesting proposals from certified public accountants experienced in governmental accounting (“Applicants” or “Applicant”) interested in providing accounting services to the Authority for the next four years, with possibility of extension. The accounting services being requested include, but are not limited to, the following:

- General bookkeeping, including the preparation of financial statements and other financial reports.
- Preparation of the annual budget and its filing with the state .
- Assist with annual audits and auditor selection.
- Filing of audit exemption applications, when applicable.
- Attend board and staff meetings in which financial matters are discussed.

APPLICANT QUALIFICATIONS & EXPERIENCE REQUIREMENTS

Mandatory Minimum Qualifications.

- Applicants must be certified public accountants experienced in governmental accounting.

Organizational Experience. The Authority will evaluate the Applicant's relevant experience pertaining to the following:

- Experience in providing accounting services for public entities, particularly public entities of a size similar to the Authority.
- Experience in providing accounting services for entities with an active investment strategy, including accounting for distributions generated by investments, investment valuation, and any other event that may impact the entity's balance sheet and PnL.
- Familiarity with the legal and regulatory frameworks governing the management of public funds, including annual budgeting and auditing requirements and filing deadlines.

PROPOSAL CONTENTS AND FORMAT

The proposal should be complete yet concise and contain only the elements shown below. Please avoid submission of extraneous and unnecessary information. The Authority reserves the right to reject any proposal that contains extraneous or unnecessary information.

Cover Letter. A one-page cover letter shall be provided that expresses the Applicant's interest to be considered and identifies the primary contact person for the proposal and their telephone number, email address, and physical office location. The cover letter shall be signed by a person who has contractual authority to bind the Applicant.

Relevant General Accounting Experience. Describe the Applicant's experience and capabilities in providing accounting services to public or private entities of similar size to the Authority that follow an active investment strategy.

Fee Schedule. Provide the fee schedule, if any, associated with the proposed services. The Authority will take the fees proposed into account when making its selection determination. If a fee proposal is conditional on certain parameters, such conditions must be clearly described in the fee schedule.

References. The Applicant must include as a supplement to its proposal a list of three references, including points of contact (name, address, email address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted by the Authority.

Independence. Any currently existing or anticipated conflicts of interest should be clearly disclosed in the proposal.

SUBMISSION DEADLINE AND QUESTIONS

Submission Deadline. *Proposals must be submitted electronically to Jeff Comstock, Moffat County Natural Resources Director, at jcomstock@moffatcounty.net, no later than 12:00 p.m. Mountain Time on May 1, 2026.*

Questions. *Questions regarding this proposal must be submitted electronically to Jeff Comstock, Moffat County Natural Resources Director, at jcomstock@moffatcounty.net or (970) 826-3400 no later than 12:00 p.m. Mountain Time on April 22, 2026. The Authority will endeavor to provide a list of questions received, and all responses provided, to Applicants who have submitted timely responses to this request for proposals. **OTHER CONTACT WITH AUTHORITY STAFF OR BOARD MEMBERS REGARDING THIS REQUEST FOR PROPOSALS IS NOT PERMITTED AND WILL BE GROUNDS FOR DISQUALIFICATION.***

Authority's Rights. The Authority reserves the right (a) to reject any and all proposals, (b) to issue a subsequent request or to cancel this RFP, (c) to waive any irregularity or informality in any proposal, (d) to enter into discussions with Applicants before the submission of the final proposals, and (e) to select a proposal whether or not such proposal results in the lowest cost to the Authority.