

YAMPA VALLEY REGIONAL TRANSPORTATION AUTHORITY

REQUEST FOR PROPOSALS: ACCOUNTING SERVICES

ARTICLE I. INTRODUCTION AND BACKGROUND

In accordance with its Procurement Policy, the Yampa Valley Regional Transportation Authority (the “**Authority**”) is issuing this request for proposals (“**RFP**”) to solicit proposals from qualified firms or consultants (“**Proposers**”) to provide accounting services for Authority operations. The Authority is a regional transportation authority created pursuant to Title 43, Article 4, Part 6 of the Colorado Revised Statutes, as amended (the “**RTA Act**”) and an Intergovernmental Agreement (“**IGA**”) between its constituent members: Routt County, Town of Hayden, Town of Yampa, City of Craig, Town of Oak Creek, and City of Steamboat Springs. The Authority is governed by a 6-member board of directors (the “**Authority Board**”) consisting of the following Authority Board officers: Chair, Vice Chair, Treasurer, and Secretary.

ARTICLE II. PURPOSE

The purpose of this RFP is to identify a part-time contractual accountant (“**Accountant**”) that will manage the Authority’s financial records, contracts, and reporting to support the work of the Authority and the Authority Board through the following functions, including as further outlined in the scope of services attached as Appendix A (the “**Scope of Work**”).

- Prepare financial infrastructure including the compilation of past financial documents;
- Determine appropriate accounting tools;
- Define and establish accounting standards, including code of accounts, operational processes, and compliance checks; and
- Meet all applicable rules and regulations regarding public funds and PDPA requirements for holding public funds and investing associated with public funds.

ARTICLE III. MINIMUM QUALIFICATIONS

To oversee the basic accounting functions of the Authority and ensure compliance with applicable law and Authority policies, Proposers must demonstrate the minimum qualifications to perform the functions in the Scope of Work, including without limitation: proven experience serving governmental entities, background working with grants and contracts, and experience with accounting software (e.g. QuickBooks and other similar applications) to support compliance with the RTA Act and any other applicable law.

ARTICLE IV. PROCEDURE FOR SUBMISSION OF RFP COMMENTS

Proposers may submit written comments, questions, and/or requests for clarification relating to the RFP (collectively, “**RFP Comments**”) via email to the individual designated herein (the “**Procurement Contact**”) at any time prior to the RFP Comment Deadline set forth below. Proposers are responsible for ensuring the receipt of their RFP Comments by the Procurement Contact through the use of automated receipt and read message confirmations. Proposers should assume that the Authority will not consider any RFP Comments that are submitted after the RFP Comment Deadline, except reasonable logistical questions received after such deadline, the response to which may be necessary to facilitate timely and compliant delivery of Proposals.

ARTICLE V. PROCUREMENT CONTACT

Any questions about the RFP should be directed (in writing) to the following individual designated for such communications, the Procurement Contact.

- **Procurement Contact:** Mathew Mendisco, Authority Secretary
- **Email:** mathew.mendisco@haydencolorado.org

ARTICLE VI. PROCUREMENT SCHEDULE

The Authority anticipates carrying out the procurement process in accordance with the following indicative schedule (the "**Procurement Schedule**"). This Procurement Schedule is subject to modification at the discretion of the Authority. Proposers will be notified of any change by an Addendum to this RFP.

Milestone	Date/Time
Issuance of RFP	22 May 2026
RFP Comment Due Date	12 June 2026 (no later than 12PM MST)
Issuance of Authority Response to RFP Comments	17 June 2026
Proposal Due Date	22 June 2026 (no later than 12PM MST)
Proposer Interviews (if any)	7-10 July 2026
Selection of Preferred Proposer and Contract Award	14 July 2026

ARTICLE VII. SUBMISSION REQUIREMENTS

Each Proposer should submit its proposal and statement of qualifications (its "**Proposal**") in accordance with the following requirements.

Section 7.01. Submission Format and Manner of Delivery

Electronic PDF submission is required. Proposals must be submitted via email to the Procurement Contact. Late Proposals will not be accepted.

Section 7.02. Submission Contents and Organization

Proposers must organize their Proposals in the order outlined below for ease of Authority Board review.

- (A) **Proposal Letter:** a cover letter to the Proposal that includes an acknowledgment of the receipt of any Addenda, Proposer assurances to comply with all RFP requirements, and identification of the Proposer's single point of contact for the procurement (the "**Official Representative**").
- (B) **Company Information and Required Disclosures:** general company information regarding the Proposer along with required disclosures in the form of a completed Company Information and Required Disclosures Form, attached in Appendix B.

- (C) **Prior Experience Form:** information detailing Proposer’s past performance, industry experience, and references in the form of a completed Prior Experience Form, attached in Appendix B.
- (D) **Narrative Regarding Approach to Scope of Work:** a narrative description of how the Proposer will address each of the functions in the Scope of Work, including by designating which functions are included as standard, optional, or subject to additional fees and identifying the key personnel that will be responsible for executing Accountant responsibilities.
- (E) **Total Contract Amount Proposal:** a “not-to-exceed” total contract amount for a period of one (1) year, including an estimate of the number of hours planned for the completion of this contract.

ARTICLE VIII. EVALUATION AND SELECTION PROCESS

Section 8.01. Evaluation Process and Criteria

The Authority anticipates conducting the evaluation of Proposals as set forth herein and reserves the right to request any supplementary information it deems necessary to evaluate the Proposer's experience and qualifications or to clarify or substantiate any information contained in any Proposal. Proposals will be evaluated based on the offer most advantageous to the Authority, including: quality and range of services; strength of fraud prevention, monitoring, alerting, and response capabilities; security, stability, and Public Deposit Protection Act (PDPA) compliance; technology, reporting, and ease of use; fees, pricing transparency, and overall value; and experience with public entities and quality of references. The Authority anticipates using the following criteria to evaluate and rank Proposals:

EVALUATION CRITERIA		MAXIMUM POINTS
1	Proposer’s Past Performance, Industry Experience, and Competency	200
2	Proposer’s Approach to the Scope of Work and Range of Service Offerings	100
3	Proposer’s Not-to-Exceed Contract Amount	150
TOTAL		450

Proposers should note that any component of a Proposal may be used for the evaluation of more than one of the evaluation criteria.

Section 8.02. Selection Process

An advisory committee of the Authority Board will review and score all Proposals submitted by the Proposal Due Date. The highest-scoring Proposal will be presented to the Authority Board for final selection. Once the final selection is made, an offer of contract (“**Notice of Intent to Award**”) will be tendered to the selected Proposer (the “**Preferred Proposer**”). Final award of the contract will be

approved by the Authority Board in an open meeting. Prior to award, the Preferred Proposer may be required to enter into discussions with the Authority to resolve any contractual differences. These discussions are to be finalized, and all exceptions resolved within one (1) week from tender of the Notice of Intent to Award. If no resolution is reached, the selected Proposal may be rejected, and discussions will be initiated with the next highest-scoring Proposer(s). After a contract is fully executed by the Authority and the Preferred Proposer, the non-selected Proposers will be notified.

ARTICLE IX. CONTRACT AWARD AND FINALIZATION

The contract between the Authority and the Preferred Proposer will follow the format specified by the Authority and contain the terms and conditions set forth in the form of “**Professional Services Agreement**,” attached as Appendix C. The Authority reserves the right to negotiate provisions in addition to those contained in this RFP with the Preferred Proposer. The Authority may, in its discretion, terminate such negotiations at any time by providing notice to the Preferred Proposer that it has been unable to reach agreement to enter into the Professional Services Agreement on terms acceptable to the Authority, at which time the Authority shall have no further obligations to the initially-identified Preferred Proposer.

ARTICLE X. GENERAL PROCUREMENT TERMS AND ETHICAL STANDARDS

Section 10.01. Authority Reservation of Rights

The Authority reserves any and all of the rights available to it under applicable law, including without limitation: modifying the procurement process described in this RFP, rejecting any or all Proposals; waiving deficiencies, nonconformities, irregularities, and apparent clerical mistakes in a Proposal; selecting the Proposal that best serves the Authority’s interests; and/or canceling the procurement.

Section 10.02. Addenda

The Authority may elect to amend this RFP by issuing an Addendum to this RFP. All Addenda will be posted to the applicable bidding websites on which the RFP is initially issued. It is the responsibility of the Proposer to view, obtain, or download all Addenda issued by the Authority for this RFP. Proposers are cautioned that in no event shall failure to familiarize themselves with the requirements of this solicitation or to resolve ambiguous or inconsistent terms or conditions in this RFP constitute grounds for a claim of any kind after contract award. Proposers are encouraged to carefully and completely read the RFP and raise any questions, clarifications, and requested changes as RFP Comments.

Section 10.03. Ownership of RFP Submissions

The Authority will retain full title to and ownership of all Proposals and Proposer submissions made pursuant to this RFP. Such documents will not be returned to Proposers.

Section 10.04. Compliance with Public Records Law

The Proposer acknowledges that any materials or documents provided to the Authority may be “public records” and subject to disclosure under the Colorado Open Records Act (the “**Public Records Law**”). Proposers are encouraged to familiarize themselves with the Public Records Law.

Section 10.05. Costs

This RFP does not commit or bind the Authority to enter into a contract, to proceed with the procurement described in this RFP, or to take any other definite course of action. The Authority does

not assume any obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFP or any subsequent RFP and all such costs will be borne solely by each Proposer.

Section 10.06. Ethics and Prohibited Communications

Proposers must disclose any actual or perceived conflicts of interest, including relationships with Authority Board members. The Authority prohibits any gratuities or kickbacks in connection with this solicitation. Furthermore, other than with written consent from the Procurement Contact, all Proposers, including any persons affiliated with a Proposer, are strictly prohibited from contacting any members of the Authority Board or any Authority Board personnel on any matter having to do with any aspect of this RFP during the procurement. All communications with respect to this RFP must be made through the Procurement Contact.

Section 10.07. Proposal Validity Period

Any Proposal submitted will constitute an irrevocable offer, for a period of 180 Days, to sell to the Authority the services set forth therein (such period, the “**Proposal Validity Period**”). No Proposal may be withdrawn for a period of 180 Days after the Proposal Due Date. Each Proposal will remain valid for acceptance by the Authority for the duration of the Proposal Validity Period.

APPENDIX A: SCOPE OF WORK

The Accountant will provide the following scope of services indicated below. All work items will be carried out with Authority Board direction, input, and review.

SCOPE OF SERVICES REQUESTED

The Accountant shall manage the Authority's financial records, contracts, and reporting; handle day to day tasks and strategic financial oversight, ensuring accuracy, timeliness, and compliance with Authority policies as well as relevant State of Colorado and federal laws. Additionally, the Accountant will coordinate with the Treasurer and the Authority Board to ensure the timely expenditure of funds and oversee any program review or audit conducted.

DESCRIPTION OF SERVICES

The Accountant must be able to perform the tasks listed to ensure that the Authority financial programs comply with State of Colorado requirements and any additional requirements associated with the sources of funding and grants that may apply. The Accountant shall maintain the utmost accuracy in documentation and filing system that meets or exceeds the requirement of the funding source and the State of Colorado.

- **General Accounting:**
 - Daily/weekly recording of income and expenses, accounts payable, and accounts receivable
 - Monthly accounts payable and invoicing
 - Monthly general ledger transactions and reconciliation
 - Monthly reporting to the Authority Board
 - Monthly to Quarterly financial reports for Authority Board meetings
 - Annual Authority member municipality invoicing
 - Support Treasurer and Chair
- **Grants and Contracts:**
 - Authority member municipality project invoicing
 - Grant management and tracking for small state and local grants
 - Monthly or quarterly grant invoicing and reporting
- **Budgeting and Audits:**
 - Prepare for annual audit in accordance with applicable law
 - Prepare draft annual budget in accordance with applicable law
 - Mid-year budget amendments, as needed

SPECIAL CONDITIONS

The Accountant will be expected to work remotely, utilizing their own computer and office equipment.

APPENDIX B: REQUIRED FORMS

- **Company Information and Required Disclosures Form**
 - *See separately provided fillable form.*
- **Prior Experience Form**
 - *See separately provided fillable form.*

APPENDIX C: PROFESSIONAL SERVICES AGREEMENT

Remainder of page intentionally left blank. Professional Services Agreement follows on next page.