



**Request for Proposals
For
Professional Accounting Services**

I. General Information

A. Background on GYPA

The Greater Yuma Port Authority (“GYPA”) is a nonprofit corporation, created as a cooperative regional effort of government entities within the Yuma County region for the sole purpose of promoting and developing the new port district and to ensure the economic wellness of the Yuma County region.

The mission of the GYPA is: “The GYPA will develop a gateway for global trade and facilitate, promote, and support multi-modal transportation and trade opportunities to enhance economic development in the Greater Yuma area.”

B. Background and Request for Proposals

GYPA is requesting proposals from qualified firms of public accountants to complete compiled financial statements on a quarterly basis for the GYPA. These quarterly statements are to be performed in accordance with Arizona law, Federal law, and generally accepted accounting principles.

There are no expressed or implied obligations for GYPA to reimburse responding firms for any expense incurred in preparing proposals in response to this request.

Copies of a proposal must be received by Buna George, Executive Director for GYPA, by 4:00pm Mountain Standard Time on or before Friday October 2nd, 2020. GYPA reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the finance committee of the GYPA Board of Directors for that purpose.

During the evaluation process, GYPA reserves the right to request additional information or clarification from proposers or to allow corrections of errors or omissions. At the discretion of GYPA, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

GYPA reserves the right to retain all proposals submitted and to use ideas in a proposal regardless of whether the proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this



Request for Proposals unless clearly and specifically noted otherwise in the proposal submitted and confirmed in the contract between GYPA and the firm selected.

C. Terms of Engagement

Initial contract will be for one year with an option to extend the contract for 3 one-year contract periods.

D. Who May Respond

Only firms with certified public accountants who are currently licensed and in good standing to practice accountancy in Arizona are invited to submit proposals to respond to the Request for Proposals.

II: Scope of Services

Under the proposed contract, the selected firm will provide the following services:

1. Review the general ledger accounting system and the current accounting software to ensure both items support the regulatory and financial reporting needs of the organization.
2. Review the system of internal controls to ensure that appropriate controls exist to safeguard assets of the organization.
3. Prepare quarterly budget to actual summary and detail reports
4. Prepare quarterly statements of Income and Expense, Balance Sheet or other reports as necessary for Board or Committee Meetings.
5. Prepare year-end balance sheet, revenue and expenditures and funds flow reports for auditors
6. Prepare schedules requested by the auditors as well as any other audit process support requested
7. Develop and update recordkeeping, transaction, cash management, procurement, sponsorship/grants management policy and procedure in collaboration with the Executive Director.
8. Prepare federal and state returns as required for nonprofits including additional schedules necessary for preparation of the federal form 990 tax return.
9. Prepare quarterly and annual reports along with required supporting documentation for grant reimbursement
10. All work performed to be compliant with Arizona law, Federal law, and generally accepted accounting principles.
11. Work cooperatively with GYPA's Executive Director, Secretary Treasurer, auditor's, and legal counsel.
12. Attend any Board of Directors or Committee meetings as requested to be billed and paid at a previously agreed to hourly contract rate. Participate in conference calls as requested; and
13. Perform other review service and tasks, as requested by GYPA.



III: Instruction for Proposers

A. All proposals and questions must be submitted to:

Buna George, Executive Director
Greater Yuma Port Authority
PO Box 4601
Yuma, AZ 85366-4601
Phone: (928) 373-1179 or (928) 315-9070
Email: BGeorge@GYPA.org

B. Proposer's Representatives

Provide the legal name, title (if applicable), address, telephone and fax number, email address(es), and normal hours when you can be reached. Social Security or Federal Identification Number will be required if awarded.

C. Inquiry Procedures

It is anticipated that the selection of the firm will be completed by October 22nd, 2020. Following the notification of the firm selected, it is expected a contract will be executed between both parties by October 29th 2020. All questions must be made in writing and submitted by mail or email. Questions will not be accepted over the telephone. Anonymous questions will not be answered, and any answers or clarification given will be shared with all potential proposers.

D. Request for Proposal Timelines

The following timeline, up to and including the deadline for submitting proposals, shall be changed only by an amendment to this request for Proposals by GYPA.

Request for Proposal Released	Sunday August 23 rd 2020
Deadline to Submit Questions	Friday September 11 ^h 2020
Proposals Submission Deadline	Friday October 2 nd 2020
Anticipated Date to Notify Selected Firm	On or before October 22, 2020
Anticipated Date for Contract with Firm	On or before October 29 th 2020

E. Minimum Submission Requirements

At a minimum, the proposal must: (1) be submitted before the deadline; (2) provide information to satisfy the objectives listed under "Required information for Proposals;" and (3) be complete. Proposals that fail to meet these minimum submission requirements may be disqualified. The purpose of the proposal is to demonstrate the qualification, competence, and capacity of the



firms

seeking to work with GYPA. The proposal should demonstrate the qualifications of the firm and/or staff to be assigned to the engagement.

F. Pricing for services

Proposers shall submit a pricing schedule for identified professional accounting services. Pricing shall include all direct and indirect costs necessary for the performance of providing professional accounting services.

G. Evaluation of the Proposals

All proposals will be reviewed by the GYPA's Finance Committee, and a final selection will be based upon an evaluation and analysis of the information and materials required under this Request for Proposals. The Finance Committee will be comprised of at least three members of GYPA's board of directors.

H. Submission Requirements

The proposal must be signed by the proposer. Unsigned proposals will be disqualified. Proposals must be submitted in sealed envelopes or packages, and be addressed to the GYPA contact, Buna George. A signed original must be submitted along with (3) additional copies.

IV: Required Information for Proposals

All proposals must address all requirements listed. Failure to provide all the required information may result in disqualification of a proposal.

A. Qualifications and Experience

The proposal should state the state and the size of the firm's accounting staff, and the number and nature of the professional staff to be involved in this engagement. The firm should identify the qualifications and experience of the person(s) involved in this engagement that are registered/licensed to practice as a certified public accountant in Arizona.

The firm should provide information on the accounting experience the firm has, as well as the professional staff involved in this engagement. The firm should also list its recent experience similar to this engagement in representing other entities that are similar in nature to the GYPA.

B. Price

The proposer's pricing should specify information on the hourly billing rates of each certified public accountant or other staff who is expected to work on this engagement, as well as charges



for expenses, if any, such as copies, conference/telephone calls, written advice or reports and faxes.

C. References

The proposer should include the name and contact information for at least three references, preferably including clients similar to the GYPA.

V: Request for Proposals Conditions

1. All proposals submitted become the property of the GYPA. Proposers are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of the request for Proposals and to any applicable laws regarding freedom of information and privacy, as well as Open meeting laws.
2. Timing and sequence of the work resulting from the engagement will ultimately be determined by the GYPA.
3. Proposers agree that their proposals will remain valid for a period of 120 days after the deadline for the submission and may be extended beyond that time by mutual agreement.
4. GYPA may amend or cancel this Request for Proposals prior to the due date and time, if the GYPA deems it necessary, appropriate, or otherwise in its best interest. Failure to acknowledge receipt of Request for Proposals amendments, in accordance with any instructions contained in such amendments, may result in proposal not being considered.
5. No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the GYPA.