

REQUEST FOR PROPOSAL
Utility Accounting Services
Mountain Club Domestic Water Improvement District
Prescott, AZ

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A. PROPOSAL SUMMARY

The District is seeking proposals from qualified firms (“Accounting Providers”) to provide professional accounting and financial management services.

The selected Accounting Provider will coordinate with the District and its Water Operator and Billing Provider to ensure proper financial controls, accurate reporting, and regulatory financial compliance.

B. DISTRICT SUMMARY

The Mountain Club Domestic Water Improvement District (“District”) is a domestic water improvement district in Yavapai County, Arizona. When fully operational, it will provide water delivery to approximately 400 residential customers.

The District’s water delivery system is currently managed by the Mountain Club Community Association, with meter reading and billing performed by the City of Prescott. When the District is ready to begin operations, the system will be legally transferred from the Association to the District, which will take over all functions.

Location: Yavapai County, AZ (in the greater Prescott area)
Address of record: 910 W. Clubhouse Dr., Prescott, AZ 86303
Mailing address: PO Box 3879, Prescott, AZ 86302
Email address: info@mcdwid.org

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C. SUBMITTING A PROPOSAL

Please review and address all of the requirements of this Request for Proposal (RFP).

IMPORTANT: This is one of three RFPs issued by the District at this time (Certified Water Operator, Utility Billing and Customer Service, and Utility Accounting Services). If you are qualified/interested in more than one of these RFPs, please respond to each separately.

Where to send: Please email (or mail) your proposal to the email/ mailing address above to arrive on or before the deadline. For questions, email the address above or call Chris Witham at 805-279-0860.

Deadline: May 1, 2026

D. PROVIDER BASICS

Please include the following information about your company:

Submittal date	
Name/title of person submitting proposal	
Company name	
Main address (headquarters)	
Local address, if different	
Contact name	
Contact phone number	
Contact email address	
Date company established	
Principal accountant to be assigned to District	
Relevant certifications (CPA or other credentials)	
In the last 5 years, has the company or its principal: <ul style="list-style-type: none"> • Filed for bankruptcy? • Been In pending litigation? • Been convicted of a criminal offense? If Yes, please explain.	

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E. EXPERIENCE

Please outline your Utility Accounting experience, including:

- Experience providing accounting services to Arizona municipalities or special districts
- Familiarity with Arizona statutory reporting requirements applicable to special districts
- Experience coordinating with third-party utility billing providers
- Experience supporting public entity audits
- References from current or former public-sector clients

Please describe the following:

- Accounting software used
- District access (if any) to financial records
- Data export capabilities

Review the following list of required duties (section F) to ensure that your proposal addresses them all; provide additional information as needed, particularly any exclusions or variations to the stated requirements. Also address pricing and insurance details (sections G and H) and provide any additional information as needed.

F. ACCOUNTING SCOPE OF SERVICES

The Accounting Provider shall provide financial management and reporting services in coordination with the District in accordance with general accounting principles.

1. Core Required Services

- Establishment and maintenance of the District's general ledger
- Monthly reconciliation of all District bank accounts
- Verification and reconciliation of revenue reports received from the Billing Provider
- Accounts payable processing as authorized by the District and vendor payment tracking
- Preparation of monthly financial statements for Board review, including:
 - o Balance Sheet
 - o Statement of revenues and expenditures (budget-to-actual)
 - o Cash summary and bank reconciliation summary
 - o Accounts payable report

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- o Track assets and accumulated depreciation, annual expenses
- o Track loans and loan payments, including principal and interest
- o Financial reporting: profit and loss, balance sheet, supporting schedules
- Annual 1099s
- Budget preparation assistance, including coordination with the Water Operator for operational input
- Cash flow monitoring and reporting
- Assistance with preparation of financial information required for Arizona special district annual filings
- Sales tax calculations, verification, filing and payment, as well as other financial reports that may be required by county, federal, or any other governmental agency
- Audit support, including preparation of schedules and cooperation with independent auditors (if required)
- Maintenance of financial records in accordance with applicable public records requirements

2. Internal Controls and Financial Safeguards

- All District funds shall be maintained in District-controlled bank accounts.
- The Accounting Provider shall not commingle District funds with provider accounts.
- The Accounting Provider shall utilize District bank accounts only as authorized by the District.
- Segregation of duties shall be maintained between:
 - o Billing Provider (revenue processing), and
 - o Accounting Provider (financial reporting and reconciliation oversight)
- The Accounting Provider shall cooperate fully with any District audit process.
- The Accounting Provider shall coordinate with the District's Board members, Certified Operator, Utility Billing, vendors, and contractors, as well as public, county and state departments of regular, emergency and compliance requirements.

3. Optional Expanded Financial Advisory Services (If Proposed)

Proposers may include additional services such as:

- Long-range capital improvement financial planning

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- Reserve analysis and modeling
- Financial policy development
- Internal control assessments and recommendations
- Rate study support in coordination with the Water Operator and Billing Provider
- Grant financial application, processing, reporting assistance (e.g. WIFA, USDA RD-Apply, NACOG)
- Board-level financial advisory presentations

Optional services must be clearly identified and separately priced.

4. Explicit Exclusions

The Accounting Provider shall not be responsible for:

- Regulatory water quality reporting or ADEQ compliance submissions
- Preparation or submission of water monitoring reports
- Meter reading
- Customer billing statement production
- Customer collections activities
- Board governance functions, meeting notices, or records retention duties

G. PRICING ESTIMATE

Please provide:

- Start-up or transition fee (if any)
- Base monthly service fee for core services
- Hourly rates for additional services
- Pricing for optional advisory services
- Disclosure of any additional routine charges
- Overtime or premium service policies
- Minimum contract term
- Renewal terms
- Cancellation provisions

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H. INSURANCE AND LIABILITY

The Accounting Provider shall function as an independent contractor and maintain the following insurance policies:

- Commercial General Liability insurance
- Professional Liability (Errors & Omissions) insurance
- Commercial Crime and Cybercrime
- Workers' Compensation insurance in compliance with Arizona law

Proof of insurance shall be provided upon request.

I. CONTRACT TERM AND DISTRICT RESERVATIONS

- **Term:** Anticipated initial term: twelve (12) months, with options for renewal subject to Board approval.
- **Commencement of Services:** Services shall commence only upon written notice from the District.
- **Records Ownership:** All financial records, workpapers, reconciliations, reports, and related documentation prepared or maintained under the contract are the property of the District and shall be made available to the District at all times. Upon termination, all such records shall be delivered promptly in a usable format.
- **Termination:** The final contract is expected to include provisions for termination for convenience and termination for cause. Proposers should specify requested notice periods.
- **District Rights and Reservations:** The District reserves the right to:
 - o Reject any or all proposals;
 - o Waive informalities or minor irregularities;
 - o Request clarifications or additional information;
 - o Conduct interviews and request best and final offers;
 - o Negotiate scope and fees with the selected proposer;
 - o Modify the RFP schedule; and
 - o Select the proposal deemed to be in the best interest of the District.