

REQUEST FOR PROPOSALS

Accounting Services

The Coon Creek Watershed District will be accepting proposals for accounting services until **12:00 pm (Noon) Tuesday, November 11, 2025**. All proposals must be received electronically in PDF format and submitted to Julie Peterson at jpeterson@cooncreekwd.org.

Organizational Background:

The Coon Creek Watershed District (District) is a special purpose unit of government with taxing authority. The District was established in 1959 by public petition to address flood and water resource related issues. The District is managed by a 5-member Board of Managers, currently employs 14 full-time employees, contracts with consultants for engineering, legal, geographic information system, some administration services, and contracts with contractors for forestry, excavation, and construction services.

The District employs a District Administrator, Financial Management Coordinator, and Administrative Services Coordinator who provide for planning, budgeting, financial management, accounts payable/receivable, employee relations, and human resources among other responsibilities.

Scope of Work:

The District seeks to contract with a firm or certified professional to provide accounting services. Day-to-day communication will be with the District Administrator and Financial Management Coordinator.

Deliverables:

Ongoing Accounting

- Accounts Payable review 1099s; approx. 35 bills/month
- Bank Reconciliations; 2 accounts
- Journal entries and general ledger review
- Review of cash receipts; approx. 48 deposits/yr, 21 receipts/month
- Audit preparation and reporting; including actuarial services

Evaluation Criteria:

The District will consider the following criteria when evaluating proposals:

- Qualifications of the firm & staff assigned to the project
- Demonstrated experience with governmental financial accounting
- Ability to meet the Scope of Work & any services beyond the scope of work
- Ability to maintain continuity during the transition period between service contracts
- Project costs
- References

Proposal Requirements:

Cover sheet with the following information

- Name of consultant or firm
- Contact person and title
- Mailing address
- Telephone number
- Email address

Please provide the following as part of the proposal:

- Overview of qualifications:
 - Firm or professional history and scope of practice
- Statement of work:
 - Proposal to fulfill the Scope of Work and deliverables noted above
 - Time commitment and supervision required
- Project management and fees:
 - Process for managing projects, including communications with the main point of contact
 - Proposed budget necessary to fulfill the Scope of Work and deliverables
 - Budget narrative and justification, including hourly rates for employees
- References:
 - A list of clients for whom the firm has provided similar services

Additional Terms:

- Confidentiality. Each applicant agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary, and trade secret information in all technical areas.
- Reservation of Rights. This RFP does not commit the District to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The District reserves the right to accept or reject any or all proposals received as a result of this request, waive any minor irregularities, informalities or discrepancies, to negotiate with any qualified consultant or firm, or to cancel the RFP.