



Town of Fredonia ARIZONA

TOWN OF FREDONIA, ARIZONA REQUEST FOR PROPOSALS (RFP) FOR MUNICIPAL ACCOUNTING SERVICES

The Town of Fredonia, Arizona, (the “Town”) invites qualified Certified Public Accounting (CPA) firms to submit proposals to provide comprehensive municipal accounting and financial services. The selected firm will provide ongoing accounting support and special project services as needed.

Responsive proposals should be prepared and submitted to the Town as described in this Request for Proposals. **Written proposals must be submitted by 4:00 p.m. on April 30, 2026**, to Tracy Stumpf, townclerk@fredoniaaz.gov or delivered to:

Town of Fredonia
ATTN: Tracy Stumpf
25 N. Main Street P.O.
Box 217
Fredonia, AZ 86022

The Town shall not be responsible for any expenses incurred in any form for preparation, submittal, or presentation of any proposal specific to this RFP. The Town reserves the right to reject any and all proposals and to select the accounting firm or individual CPA deemed, in the sole judgment of the Mayor and Town Council, to have submitted the proposal that serves the best interests of the Town of Fredonia. The Mayor and Town Council may request that respondents present their proposals and answer questions in an executive session scheduled by the Mayor and Town Council after reviewing the written responses. Selection of the firm or individual CPA shall be at the sole discretion of the Mayor and Town Council.

I. BACKGROUND

The Town of Fredonia is a small, rural incorporated municipality located about four miles south of the Utah-Arizona border in Coconino County, Arizona. The Town has a five-member Mayor and Town Council form of government, acting as the legislative body. Given the Town’s small population and limited resources, the Town has a Town Clerk, but no city manager

II. SCOPE OF WORK

It is anticipated that the duties of the CPA firm and/or individual CPA selected will include, but are not necessarily limited to, the following:

1. General Accounting Services
 - a. Monthly and annual general ledger maintenance and reconciliation.
 - b. Preparation of financial statements in accordance with GAAP and GASB.
 - c. Cash management and investment accounting support.
 - d. Fixed asset accounting and depreciation schedules.
 - e. Budget preparation assistance and long-term financial forecasting.
2. Audit and Financial Reporting Support
 - a. Preparation of schedules and work papers for annual independent audit.
 - b. Assistance with Single Audit requirements, if applicable.
3. Compliance and Regulatory Reporting
 - a. State of Arizona financial reporting and filings.
 - b. Sales tax, utility tax, and other statutory reporting.
 - c. Assistance with bond, grant, and special revenue reporting.
4. Internal Controls and Advisory
 - a. Review and recommendation of internal controls.
 - b. Financial policy development and updates.
 - c. Special projects and financial consulting as requested by Town Council.

III. PROPOSAL CONTENT REQUIREMENTS

1. Firm Information
 - a. Legal name, address, and primary contact.
 - b. Arizona CPA licensure and years in governmental accounting practice.
2. Key Personnel
 - a. Identification of engagement partner and key staff.
 - b. Resumes and governmental accounting experience.
3. Municipal Experience
 - a. Experience with cities, towns and government clients.
4. Service Approach
 - a. Accounting methodology and quality control.
 - b. Communication and reporting protocols.
5. Fee Schedule
 - a. Hourly rates by classification.
 - b. Fixed fees for routing services, if proposed.
 - c. Audit support and special project rates.
 - d. Billing practices and cost controls.
6. Conflicts of Interest
 - a. Disclosure of any potential or actual conflicts of interest.
7. References

- a. Three references (preferably municipal or other governmental clients).

IV. EVALUATION CRITERIA

Proposals will be evaluated by the Mayor and Town Council based on demonstrated governmental accounting and GASB expertise; experience with small municipalities and other governmental entities; qualifications of assigned personnel; responsiveness and availability; fee reasonableness and overall value; and references and past performance.

V. ARIZONA PROCUREMENT AND LEGAL COMPLIANCE

This RFP is issued in accordance with all applicable laws, including the Arizona Procurement Code and administrative rules, the Arizona Public Records Law, and applicable financial reporting statutes and rules. The Town reserves the right to reject any or all proposals, waive informalities, negotiate with the highest-ranked proposer, to cancel this RFP at any time, and award in the best interest of the Town. All proposals become public records subject to public records requests, unless properly classified as protected under Arizona law and clearly marked as such.

VI. TERM

The selected firm will need to be prepared to enter into a two (2) year professional services agreement that will automatically renew for (3) additional (1) year periods unless notice of nonrenewal is given by either party at least sixty (60) days in advance of the expiration of the initial term or any renewal term thereafter. At all times the selected CPA firm will serve at the pleasure of the Mayor and Town Council, thus they are subject to termination in compliance with the terms and conditions set forth in any written professional services agreement.

VII. SUBMISSION INSTRUCTIONS

Written proposals must be submitted by 4:00 p.m. on April 17, 2026, to Tracy Stumpf, townclerk@fredoniaaz.gov or delivered to:

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25 N. Main Street P.O.
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Fredonia, AZ 86022

The RFP shall be clearly marked “Statement of Qualifications of _____ [name of individual and/or firm] to Provide Municipal Accounting Services.” The RFP should not exceed ten (10) pages (excluding any cost/price submittal, addenda, resumes/curricula vitae and other supporting information). The Town may conduct interviews and request best and final offers.

VIII. PROPOSED TIMELINE

1. RFP announced and circulated on **April 3, 2026.**
2. RFP complete responses to the Town are **due by 4:00 p.m. on April 17, 2026.** All dates and times are subject to change based on the discretion of the Town.
3. If desired, and as requested by the Mayor and Town Council, selected respondents may be invited to present their proposals and answer questions. A Decision and Notice of

Award will be announced as soon as possible after the response deadline, desirably at the next regularly scheduled Town Council meeting.