

REQUEST FOR PROPOSALS For Treasurer/Bookkeeping Services

The Urban Renewal Agency of the City of Pocatello, also known as Pocatello Development Authority (“Agency”), is requesting proposals from individual accountants and/or accounting firms for treasurer/bookkeeping services to be provided the Agency. It is the intent of the Agency to award this contract within 30 days after receipt of proposals. The term of this agreement is expected to be through the end of the current fiscal year ending September 30, 2026, with the opportunity to renew. Agency may terminate the agreement(s) at any time.

SCOPE OF WORK

Agency has a need for Treasurer/Bookkeeping/Clerical services. The scope of work could include:

- Timely deposit of checks received
- Documenting transaction details for multiple revenue allocation areas
- Recording financial transactions for multiple revenue allocation areas
- Preparation and presentation of monthly financial reports for board meetings
- Preparation of revenue projections
- Determining borrowing/cash flow capacity for eligible projects
- Fact-checking accounting data
- Cash flow management
- Submission of bills to Agency Board for approval
- Payment of bills following Board approval
- Preparation of annual budget, any related notices for publication, and submission to the City Clerk
- Retain and provide necessary information to the auditors
- Make payments on Agency contractual obligations
- Retain Agency records and documents as directed by the Agency’s Executive Director
- Assist in the preparation and filing of the Agency’s annual report and other annually required reporting information

Agency seeks professionals in the following disciplines:

1. Treasurer
2. General Bookkeeping

GENERAL

The selection process is qualifications-based, and rates and other compensation will be negotiated.

SUBMISSION REQUIREMENTS

RFP response submissions must be received at the address below by 3:00 p.m. MDT, July 3, 2026. Only one (1) original submission is required.

Pocatello Development Authority
ATTN: BRENT MCLANE
911 N 7th Ave
Pocatello ID 83201

To be considered each RFP response must include the following minimum information:

1. Cover letter; including name, address, telephone, and e-mail contact.
2. Resume.
3. List of relevant experience.
4. Proposed methodology for accomplishing the Scope of Services described in the RFP above.
5. Cost for services.
6. References.

Agency may, at its own discretion, accept such submissions as it deems to be in the best public interest and in furtherance of the purposes of Idaho Law, or it may proceed with further selection processes, or it may reject any and all submissions. Agency reserves the right to, in its discretion, waive any immaterial defects in any submissions, reissue the request for statements of qualifications, and invite additional respondents to submit proposals. Agency reserves the right to reject any submissions based on real or apparent conflict of interest, to reject any submission containing inaccurate or misleading information, and to request additional data and information from any and all respondents. All submissions will be considered public documents under applicable state law except to the extent portions of the submissions are otherwise protected under state law. Respondents should segregate any proprietary or confidential material and provide an explanation as to why such information should not be deemed a public record, citing the applicable portion of the Idaho Public Records Act.

SELECTION CRITERIA

Selection will be based on the submitted proposals. Final selection is made by the Agency's Board of Commissioners, which has the right to waive or alter submission requirements or to reject any or all submissions.

The issuance of the RFP and the receipt and evaluation of submissions do not obligate Agency to award a contract. Agency will not pay costs incurred in responding to this RFQ. Agency may in its discretion cancel this process at any time prior to the execution of a contract without liability.

Proposals will be evaluated according to completeness, content, experience with similar projects, and cost. Award of a contract to one party responding to this RFP does not mean the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to be most advantageous to the Agency.

QUESTIONS

Direct any questions to: Brent McLane at bmclane@pocatello.gov or 208.234.6184.

RESPONSE

By submitting this proposal, the potential parties responding to this RFP certify the following:

1. This proposal is signed by the individual submitting the RFP.
2. The party responding to this RFP has read and understands the terms, conditions, and specifications set forth in this RFP.
3. Any exceptions to the terms, conditions, and/or specifications are specified in the proposal submitted by the parties responding to this RFP.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if their proposal is accepted within 30 days from the date of the opening, to negotiate a contract to furnish the subject services as outlined in this request.

BUSINESS NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____