

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

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REQUEST FOR QUALIFICATIONS

Accounting Services

Submission Deadline: June 22, 2026 · 5:00 p.m. · kelly@northeastpda.com

Introduction

The Northeast Public Development Authority (NEPDA) invites qualified accountants and accounting firms to submit Statements of Qualifications (SOQ) in response to this Request for Qualifications.

The selected firm will play a critical role in ensuring the NEPDA maintains sound financial management practices consistent with Washington State BARS requirements and applicable state and federal law. This includes preparing monthly and annual financial reports, supporting the annual Washington State Auditor process, and providing guidance on compliance with Uniform Guidance (2 CFR Part 200) as the NEPDA's federally funded activity expands.

Qualified firms are encouraged to submit an SOQ in accordance with the requirements outlined in this document.

Contract Start	Anticipated July 2026
Initial Term	Through 2031
Submission Deadline	June 22, 2026 by 5:00 p.m.
Submission Format	PDF via email
Contact	Kelly McGinley Ashe, Administrative Manager — kelly@northeastpda.com

Organization Overview

The Northeast Public Development Authority is a municipal corporation formed under RCW 35.21.730–.757, created to provide focused economic development services to a 3,500-acre portion of northeast Spokane centered on the historic Hillyard neighborhood. NEPDA is not a chamber of commerce, a business improvement district, or a neighborhood association, it is a public development authority with the legal authority, funding mechanisms, and mission focus to catalyze meaningful, lasting change.

NEPDA is funded in part by incremental tax revenues generated by activity within the district. This means our financial health is directly tied to our economic outcomes: sound financial management, rigorous compliance, and clear reporting build the credibility and capacity we need

to attract investment and sustain our mission. Accounting here is not a back-office function; it is foundational to everything we do.

Scope of Work

The selected firm will serve as NEPDA's primary accounting partner, working closely with the Executive Director and Director of Public Finance to deliver the following services. This is an integrated engagement. The work areas described below are most effective when managed in a coordinated, relationship-based way, not as isolated tasks.

Financial Reporting & Budget Management

The accountant will work closely with the NEPDA's Director of Public Finance to prepare monthly budget compilations for both the operating and capital budgets, ensuring the Board has accurate and timely financial information ahead of its monthly meetings. On an annual basis, the selected firm will prepare financial statements for submittal to the Washington State Auditor, including all supporting documentation required for the audit process.

State Audit Support

The selected firm will represent the NEPDA throughout the annual audit process, participating in entrance and exit interviews, and responding to the State Auditor's inquiries in coordination with NEPDA staff. The firm will also work cooperatively with Spokane County and City of Spokane Planning and Public Works staff on matters involving financial management and NEPDA services.

Compliance & Internal Controls

A central expectation of this engagement is that the selected firm will ensure NEPDA's financial record-keeping system remains fully consistent with State BARS requirements and is structured to support effective cost accounting, grant management, and regulatory compliance. This includes the ability to track revenues and expenditures by project, funding source, and restriction category. The firm will ensure ongoing compliance with all applicable GASB accounting standards and will assist NEPDA in identifying and establishing sound internal control policies and procedures.

Advisory Services

The selected firm will provide guidance to the Director of Public Finance and the Board on financial compliance matters relevant to special purpose governments, advising proactively on emerging issues and best practices. This includes assisting with other financial accounting needs as they arise and ensuring NEPDA leadership has the information and guidance needed to make sound financial decisions.

Federal Grant Compliance

Given NEPDA's growing reliance on federal funding, the selected firm must bring demonstrated expertise in federal grant compliance under Uniform Guidance (2 CFR Part 200), including cost allowability, documentation standards, and reporting requirements. The firm will support NEPDA staff in establishing accounting practices and internal controls necessary to manage

federally funded projects effectively. As federal activity grows, the firm will also assist with preparation for potential Single Audit requirements, including coordination with external auditors, preparation of the Schedule of Expenditures of Federal Awards (SEFA), and advising on audit readiness.

Please note: the selected firm will support audit preparation and coordination but will not perform independent audit services. This scope is not exhaustive, and responding firms are encouraged to propose additional services based on their assessment of NEPDA's needs. The selected firm is expected to field a person or team capable of delivering all required and proposed services.

Expected Deliverables

The accountant is expected to work with the NEPDA Director of Public Finance to compile monthly financial reports for the Board. The Board meets monthly on the second Friday of the month from 10:30 a.m. – noon. Annual financial statements must be completed for review by the Executive Director prior to the annual May deadline for submittal to the State Auditor. Once reviewed, the accountant will submit the statements to the State Auditor in compliance with the Auditor's procedures.

Timeliness and accessibility are important aspects of this engagement. The lead accountant must be available to attend meetings in person or virtually and be reachable promptly by telephone. The NEPDA does not provide office space at a NEPDA location. The accountant may be asked to attend additional meetings as needed by the Board or Executive Director.

Statement of Qualifications Requirements

Statements of qualifications should be clear and direct. No more than ten single-sided pages, exclusive of resumes and references. Type face no smaller than 11 points. We are looking for evidence that you understand this work and have the experience and approach to execute it well. Please include the following:

Firm or Individual Overview

- Background, services offered, staff size, and office location(s)
- Point of contact name, phone number, and email address
- Copy of your firm's most recent peer review report, related letter of comments, and the firm's response

Minimum Qualifications

Respondents must demonstrate:

- Licensed Certified Public Accountant
- In-depth knowledge of Washington State BARS and applicable state and federal laws governing municipal financial activities

- In-depth knowledge of generally accepted accounting and auditing principles and financial analysis techniques
- In-depth experience preparing financial statements for special purpose districts or municipalities
- In-depth experience working with the Washington State Auditor on financial and accountability audits
- Demonstrated familiarity with accounting for organizations receiving state and/or federal grant funding, including Uniform Guidance (2 CFR Part 200)

Proposed Approach

- Your understanding of NEPDA's accounting needs and the unique environment of a public development authority
- How you would approach the full scope described above, including grant compliance and audit readiness
- Your communication and collaboration style with staff, Board, and regulators
- Description of accounting software used and familiarity with NEPDA financial management systems

Team & Continuity

- Identification of the partner, manager, and in-charge accountant assigned to this engagement, with biographies
- Disclosure of any complaints or corrective actions by the state board of accountancy or other regulatory authority
- Commitments to staff continuity, including staff turnover experience in the last three years
- Discussion of your firm's independence with respect to the NEPDA

Experience

- Detail your experience providing accounting services to special purpose governments, municipalities, or quasi-governmental entities
- Describe your experience with grant compliance, cost allocation, multi-source funding environments, and Single Audit preparation
- Demonstrated knowledge of and experience with New Markets Tax Credit (NMTC) program accounting requirements and applicable reporting obligations strongly preferred.
- List of three professional references with specific knowledge of work performed by the firm
- Identify the five largest clients lost in the past three years and the reasons; describe any unresolved auditing or accounting matters
- Disclosure of any pending litigation or judgments in matters relating to professional activities of the firm

Fee Proposal

- Total proposed cost for the engagement period July 2026 – 2031.
- Standard billing rates by class of professional personnel for each of the last three years

- Fee guarantees or projections for future years

Evaluation & Selection Process

All statements of qualifications received will be evaluated for responsiveness to this RFQ and ranked by NEPDA staff. Qualified firms may be invited for formal interviews with NEPDA Board representatives. NEPDA reserves the right to select the most qualified firm directly following written SOQ review, without conducting interviews. One firm will be selected for contract negotiation.

Evaluation Steps

- Step 1:** Statements of qualifications reviewed for compliance with RFQ requirements
- Step 2:** Compliant SOQs evaluated and scored by the Evaluation Committee (Executive Director and Director of Public Finance)
- Step 3:** Highest-scoring respondents interviewed by Board representatives
- Step 4:** Reference checks conducted for finalists; Executive Director notifies the winning respondent
- Step 5:** Contract negotiations commence with the selected firm
- Step 6:** If negotiations with the initially selected firm fail, NEPDA reserves the right to negotiate with other respondents
- Step 7:** The Board must vote on the final contract

Submission Details & Requirements

Deadline	June 22, 2026 by 5:00 p.m.
Format	PDF via email
Subject Line	2026 NEPDA Accounting RFQ Response — [Firm Name]
Submit To	Kelly McGinley Ashe, Administrative Manager — kelly@northeastpda.com
Validity	Proposals must remain valid for a minimum of 60 calendar days from the due date

Clarifications: Any requests for clarification must be submitted at least five business days prior to the deadline. Clarifications and modifications will be distributed electronically to all responding firms. All communications must be directed to Jesse Bank at the contact information above.

Late submittals may be deemed nonresponsive and rejected.

Certification: By submitting a statement of qualifications, the individual or firm certifies that (1) it has examined, read, and understands this RFQ; (2) it has taken steps reasonably necessary to ascertain the nature and location of the work and has satisfied itself as to general and local conditions that may affect the work; and (3) it meets all required business and licensing criteria, including active registration with the Washington Secretary of State, an active business license issued by the Washington State Department of Revenue, and an active Worker's Compensation account with the Washington State Department of Labor and Industries.

Contract Terms

The NEPDA anticipates an initial contract term of five (5) year with the possibility of and extension thereafter. A sample contract form is available upon request.

Note: The NEPDA expects all submitting firms or sole practitioners to consent to the NEPDA contract, terms and conditions. The NEPDA reserves the right to revise the stated contract terms and conditions prior to contract signature.

Public Records & Disclosure

Statements of qualifications submitted to NEPDA become the property of NEPDA and will not be returned. Pursuant to Chapter 42.56 RCW, submitted statements of qualifications are considered public records and may be available for public inspection and copying following the award of an agreement, except to the extent protected by state or federal law.

If a disclosure request is received, NEPDA will notify the submitting firm and allow five (5) business days to take protective action pursuant to RCW 42.56.540. To the extent NEPDA withholds materials at a firm's request, that firm agrees to fully indemnify, defend, and hold harmless NEPDA, the City and County of Spokane, their elected officials, agents, and employees from all damages, penalties, attorneys' fees, and costs related to withholding information from public disclosure.

NEPDA reserves the right, at its sole discretion, to reject any or all statements of qualifications, waive informalities, modify or cancel the RFQ, extend the submission deadline, request additional information, or award the contract in the best overall interest of NEPDA. By submitting a statement of qualifications, the firm consents to this process and shall have no claim against NEPDA because of any action or inaction taken. If negotiations fail, NEPDA reserves the right to negotiate with other respondents at its sole discretion.
