



REQUEST FOR PROPOSALS (RFP)

Released March 2, 2026

<p>RFP TITLE: Books Management and State Municipal Record Keeping Administration for the University District Public Development Authority (UDPDA) and the University District Development Association (UDDA)</p> <p>RFP COORDINATOR: Juliet Sinisterra, CEO, UDDA, info@spokaneudistrict.org</p> <p>OPTIONAL PRE-PROPOSAL INFORMATION SESSION: Thursday, March 12, 2026, at 2 PM Pacific via Zoom (see email for link)</p>	<p>QUESTION DEADLINE: Tuesday, March 17, 2026, by 1 PM Pacific</p> <p>PROPOSAL DUE DATE: Monday, March 30, 2026, by 1 PM Pacific</p> <p>PROPOSAL SUBMITTAL: All Proposals shall be submitted via email to info@spokaneudistrict.org</p>
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Table of Contents

1. GENERAL INFORMATION	2
1.1 COMMUNICATION	2
1.2 PROJECT OVERVIEW	2
1.3 DISTRICT BACKGROUND	2
1.6 ADDENDA	2
1.7 TERMS AND CONDITIONS	2
1.8 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES	2
1.9 DEFINITIONS	3
2. SCOPE OF SERVICES	3
2.1 SCOPE OF SERVICES	3
3. PROPOSAL CONTENT	4
3.1 PREPARATION OF PROPOSAL	4
3.2 LETTER OF SUBMITTAL	4
3.3 MANAGEMENT PROPOSAL	4
3.4 QUALIFICATIONS PROPOSAL	4
3.5 COST PROPOSAL	4
4. PROPOSAL SUBMISSION AND EVALUATION	5
4.1 SUBMISSION OF PROPOSALS	5
4.2 EVALUATION PROCEDURE	5
4.3 EVALUATION SCORING	5
4.4 AWARD/REJECTION OF PROPOSAL/CONTRACT	5
5. RFP ATTACHMENTS	5

1. GENERAL INFORMATION

1.1 COMMUNICATION

All communication between the Proposer and the University District Development Association and the University District Public Development Authority (hereinafter “UD”) shall be with the above RFP Coordinator. Any communication directed to other parties is prohibited.

1.2 PROJECT OVERVIEW

The UD is inviting proposals from an experienced Proposer to provide comprehensive financial and records management services. See Section 2 for Scope of Services.

1.3 DISTRICT BACKGROUND

Spokane’s University District (www.spokaneudistrict.org) is unique: A live/learn/work/play confluence of innovation, discovery, entrepreneurship, scholarship, and neighborhood revitalization. The District is home to five major universities (Eastern Washington University, Gonzaga University, University of Washington, Washington State University Health Sciences Spokane, and Whitworth University), two medical schools, and administrative offices for Spokane’s community colleges. The District is just east of downtown Spokane and north of the extensive medical/hospital complex on Spokane’s South Hill.

The University District is a place where business and education grow together to create a collaborative, healthy, and prosperous region. The University District uses its unique connectivity to create shared community wellness, equity, environmental health, and vibrancy by developing the infrastructure and programming that enable a globally recognized hub of education, innovation, research, and health care.

The University District (UD) consists of two organizations: the University District Development Association, a Washington non-profit corporation and the University District Public Development Authority a Washington quasi-municipal corporation. They share a common mission, core values, and strategic goals, achieved through complementary and interconnected purposes and roles. Please visit www.spokaneudistrict.org for additional information.

1.4 MINIMUM QUALIFICATIONS

The UD requires a Proposer with expertise and a proven track record in these areas:

- Financial administration and bookkeeping using the QuickBooks Online platform
- Municipal records management

1.5 CONTRACT PERIOD

The contract period is approximately 36 months, starting in early May 2026. The contract is renewable upon mutual agreement.

1.6 ADDENDA

Proposers are responsible for checking the UD’s website [Publications page](#) for Addenda or other additional information that may be posted regarding this RFP.

1.7 TERMS AND CONDITIONS

Terms and Conditions applicable to this RFP and contracting with the UD are included by reference and attached to this RFP as Attachment 1.

1.8 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Optional RFP Information Session via Zoom	Thursday, March 12, 2026, at 2 PM Pacific
Question Deadline (submitted via email to info@spokaneudistrict.org)	Tuesday, March 17, 2026, by 1 PM Pacific
Proposals Due	Monday, March 30, 2026, by 1 PM Pacific

Proposal Evaluation, Negotiation, and Contract Award	April 2026
Begin Contract Work	Early May 2026

1.9 DEFINITIONS

Definitions for this RFP include:

UD – The University District Public Development Authority—a Washington state quasi-municipal corporation—and the University District Development Association—a Washington 501 (c) (3) organization.

Proposal – A formal offer submitted in response to this solicitation.

Proposer – Individual or Firm submitting a Proposal to attain a contract with the UD.

2. SCOPE OF SERVICES

2.1 SCOPE OF SERVICES

The anticipated scope of services to be performed includes, but is not limited to, the following activities:

- Transact the **day-to-day and monthly fiscal operations of both organizations via the QuickBooks Online platform**: AR (estimated UDPDA annual revenue \$590,000 – no staff; estimated UDDA annual revenue \$484,035), AP, payroll and payroll taxes, bank deposits and reconciliations, and credit card reconciliations.
- Record and file transactions in compliance with the required elements prescribed in the *Budgeting, Accounting and Reporting System (BARS) Manual* [\(3.8.11\)](#) and the established UD Fiscal Policies and Procedures Manuals.
- Prepare (electronic and paper) **monthly reconciliation portfolios**, voucher certification, and financial summary reports for the CEO and board treasurer to review before monthly committee and board meetings.
- Prepare and file all **payroll taxes and forms** and year-end **1099 forms**.
- Facilitate the annual UDDA **non-profit tax return** with the accountant of record.
- Prepare and file the UDPDA **Annual Report on the State Auditor’s Office (SAO)** website.
- Prepare and file the annual **federal census** for the UDPDA.
- Prepare and submit UDDA **business license renewals** with the Washington State Department of Revenue and Corporations and Charities renewals with the Secretary of State.
- Act as the **point of contact for audits**. Manage all communication and work associated with SAO tri-annual UDPDA audits.
- Manage **annual board contribution** solicitation. Track payments, send confirmation letters.
- Coordinate needed **banking changes** for new staff and applicable board members.
- Work with the CEO to maintain **compliance with and implementation of standard operating policies and procedures manuals** that follow city, state, and/or GAAP requirements.
- Versed in [SAO state fraud reporting](#) requirements and implement safeguards to prevent fraud.
- **Prepare expense reports** as needed.
- Support the CEO in **annual pro forma budget development** and tracking.
- Oversee all **organizational files and records** in the office. Manage file retention and destruction schedules in accordance with state [Public Records Act](#) guidelines.

3. PROPOSAL CONTENT

3.1 PREPARATION OF PROPOSAL

Proposals must be submitted as a single PDF document and must not exceed eight pages, including the Letter of Submittal. Proposals should be clear, concise, and in order, and sections should be titled Letter of Submittal, Management Proposal, Relevant Experience, and Cost Proposal.

3.2 LETTER OF SUBMITTAL

The Letter of Submittal shall be signed and dated by a person authorized to enter the contractual relationship legally. Include the following information:

- Introduction to the Proposal;
- Name, address, principal place of business, telephone number, and e-mail address of the legal entity or individual with whom the contract would be written;
- The legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the Proposer would operate;
- List current or former employees employed by or serving on the Proposer's governing board, if any, as of the date of the Proposal or during the previous twelve (12) months; and
- Acknowledgment that the Proposer will comply with all terms and conditions outlined in the RFP unless otherwise agreed to.

3.3 MANAGEMENT PROPOSAL

Proposal content for this section shall include an understanding of the UD's requirements, noting any approach details, recommended changes or additions, and justifications. Provide details describing the project team and point of contact for the work as described in the Scope of Services section. Include how the project team will work with and support UD staff.

3.4 QUALIFICATIONS PROPOSAL

Proposal content for this section shall include experience, capabilities, qualifications, and application of resources to convey the ability to perform the scope of services.

- A. Indicate the experience the Proposer, staff, and any sub-consultants have that is relevant to the scope of services. Provide name, title, and a brief description of duties, responsibilities, qualifications, and years of pertinent experience. Indicate the availability of each staff member assigned to the project and the percentage of time each will be assigned to it. The Proposer shall commit to having the staff identified in its Proposal perform the assigned work. Any staff substitution must have the UD's prior approval. Please list if you are a minority and/or woman-owned business.
- B. Include a list of contracts the Proposer has had during the last three (3) years, up to a maximum of four (4) contracts that relate to the Proposer's ability to perform the services needed under this RFP. Provide contract period, contact names, phone numbers, and e-mail addresses. Do not include UD staff as references. The Proposer grants the UD permission to contact the list provided.
- C. If the Proposer has had a contract terminated for default in the last five (5) years, describe the incident. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance, and if the issue of performance was either (a) not litigated due to inaction on the part of the Proposer or (b) litigated and such litigation determined that the Proposer was in default. Provide the other party's name, address, phone number, and email address. If the Proposer has experienced no such termination for default in the past five (5) years, so indicate.

3.5 COST PROPOSAL

The Cost Proposal shall identify all costs, including any expenses necessary to accomplish the tasks and produce the deliverables under the contract. Include hourly rates for bookkeeping and other work, as well as how services are billed. Proposers are required to collect and pay WA state sales tax, if applicable. Do not include WA state sales tax in the Proposal.

4. PROPOSAL SUBMISSION AND EVALUATION

4.1 SUBMISSION OF PROPOSALS

Proposals shall be submitted in PDF format via email to info@spokaneudistrict.org no later than **March 30, 2026, at 1:00 PM Pacific**. Paper or faxed copies will not be accepted. Late proposals will not be accepted. Please note that all proposals are public records and may be released in response to a valid public records request.

4.2 EVALUATION PROCEDURE

Responsive Proposals will be evaluated in accordance with the requirements stated in this RFP and any addenda issued. The UD, at its sole discretion, may select the top-scoring Proposer(s) as finalists for an oral presentation and evaluation. Commitments made by the Proposer at the oral interview will be considered binding. The RFP Coordinator or authorized staff may contact the Proposer for clarification of any portion of the Proposal.

4.3 EVALUATION SCORING

The Proposal will be evaluated as follows:

LETTER OF SUBMITTAL – 10%	20 points
MANAGEMENT PROPOSAL – 30%	60 points
QUALIFICATIONS PROPOSAL – 30%	60 points
COST PROPOSAL – 30%	60 points
GRAND TOTAL FOR PROPOSAL	200 POINTS

4.4 AWARD/REJECTION OF PROPOSAL/CONTRACT

This RFP does not oblige the UD to award a contract. Any contract awarded under this RFP is contingent upon funding availability. The UD reserves the option to grant this contract in any manner most advantageous to the UD. Failure to comply with any part of the RFP may result in the Proposal being rejected as non-responsive. At its sole discretion, the UD reserves the right to waive minor irregularities, reject any Proposals received without penalty, and not issue a contract from this RFP. More than one contract may be awarded. Contract negotiations may incorporate some or all of the Proposal. Award of contract, when and if made, will be given to the proposer whose Proposal is the most favorable to the UD, including consideration of the evaluation criteria. Where applicable, interlocal agreements accessing other agency contracts may be considered a Proposal.

5. RFP ATTACHMENTS

Attached to this RFP and incorporated herein by reference are the following background document(s):

- **Attachment 1** – General UD Terms and Conditions