



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><u>RFP COORDINATOR:</u> Juliet Sinisterra, CEO, UDDA, info@spokaneudistrict.org</p> <p><u>OPTIONAL PRE-PROPOSAL INFORMATION SESSION:</u> Thursday, March 12, 2026, at 2 PM Pacific via Zoom (see email for link)</p>	<p><u>QUESTION DEADLINE:</u> Tuesday, March 17, 2026, by 1 PM Pacific</p> <p>PROPOSAL DUE DATE: Monday, March 30, 2026, by 1 PM Pacific</p> <p><u>PROPOSAL SUBMITTAL:</u> All Proposals shall be submitted via email to info@spokaneudistrict.org</p>
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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 **April 27, 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



“Attachment 1 - Terms and Conditions” - Updated

UNIVERSITY DISTRICT PUBLIC DEVELOPMENT AUTHORITY (UDPDA) TERMS AND CONDITIONS

1. **Scope of Services.** Unless otherwise stated, the Firm shall furnish all labor, supervision, materials, and other items related to the work and expend the costs necessary to complete the specified Work.
2. **Completion Time.** Services shall be completed by the date in the executed Contract.
3. **Liquidated Damages.** If the Service is not completed within the stated contractual time, the Consultant agrees to pay the UDPDA liquidated damages in the amount specified in the Contract for every calendar day the Service remains uncompleted.
4. **Intent of Specifications.** The apparent silence or omission in the specifications as to any detail of the Service(s).
5. **Subcontractors.** The Consultant shall not award any portion of the work to any subcontractor without the UDPDA’s prior approval. The Consultant shall be fully responsible to the UDPDA for the acts, errors, and omissions of its subcontractors. No contractual relationship shall be created between any subcontractor and the UDPDA.
6. **Non-Collusion.** The Consultant certifies that his/her firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase, or reduce the prices or competition regarding item(s) covered by the contract.
7. **Mandatory Disclaimer.** The University District Public Development Authority is a public authority organized pursuant to the laws of the State of Washington, RCW 35.21.730 through RCW 35.21.757. RCW 35.21.750 provides as follows: [A]ll liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission, or authority, and no creditor or other person shall have any right of action against the city, town, or county creating such corporation, commission or authority on account of any debts, obligations, or liabilities of such public corporation, commission, or authority.
8. **Authorship.** Proposers must identify any assistance provided by agencies or individuals outside the proposer's Firm in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.
9. **Proprietary Information and Public Disclosure.** All materials submitted to the UDPDA in response to this competitive procurement shall become the property of the UDPDA. All materials received by the UDPDA are public records and are subject to being released pursuant to a valid public records request. Washington state law mandates that all documents used, received, or produced by a governmental entity are presumptively public records, and there are few exemptions. Chapter 41.56 RCW. When responding to this competitive procurement, please consider that what you submit will be a public record. If you believe that some part of your response constitutes legally protected proprietary information, you MUST submit those portions of your response as a separate part of your response, and you MUST label it as “PROPRIETARY INFORMATION.” If a valid public records request is then received by the UDPDA for this information, you will be given notice and put in touch with the requesting party to inquire if they wish to revise their request. If not, you will have a 10-day opportunity to go to court to obtain an injunction to prevent the UDPDA from releasing this part of your response. If no injunction is obtained, the UDPDA is legally required to release the records as is. The UDPDA will neither look for nor honor any claims of “proprietary information” that are not within the separate part of your response.
10. **Costs to Propose.** The UDPDA will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this IRFP, in conduct of a presentation, or any other activities related to responding to this IRFP.
11. **Debriefing of Unsuccessful Proposers.** Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The discussion will be limited to a critique of the requesting Firm’s Proposal.

Comparisons between Proposals or evaluations of the other Proposals will not be allowed. Debriefing conferences may be conducted on the telephone, via Zoom, or in-person as appropriate.

12. **Minority and Women-Owned Business Participation.** The UDPDA encourages participation in all of its contracts by Firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at (360)753-9693 to obtain information on certified Firms.
13. **Nondiscrimination.** No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this work because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Firm agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Firm.
14. **Indemnification.** The Consultant/Contractor/Company shall defend, indemnify, and hold the UDPDA and its officers and employees harmless from all claims, demands, or suits at law or equity-asserted by third parties for bodily injury (including death) and/or property damage which arise from the Consultant's/Contractor's/Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Consultant/Contractor/Company to indemnify the UDPDA against and hold harmless the UDPDA from claims, demands or suits based solely upon the negligence of the UDPDA, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Consultant's/Contractor's/Company's agents or employees and the UDPDA, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Consultant/Contractor/Company, its agents, or employees. The Consultant/Contractor/Company specifically assumes liability and agrees to defend, indemnify, and hold the UDPDA harmless for actions brought by the Consultant's/Contractor's/Company's own employees against the UDPDA and, solely for the purpose of this indemnification and defense, the Consultant/Contractor/Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Consultant/Contractor/Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the UDPDA harmless provided for in this section shall survive any termination or expiration of this agreement.
15. **Business Registration Requirement.** Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the UDPDA without first having obtained and currently being the holder of a valid annual business registration or temporary business registration as provided in this chapter. The Firm shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Firm does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at 509-625-6070 to request an exemption status determination.
16. **Anti-Kickback.** No officer or employee of the UDPDA, having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted, or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.
17. **Disputes.** This contract shall be performed under the laws of Washington State. Any litigation to enforce this contract or any of its provisions shall be brought in Spokane County, Washington.
18. **Termination.**
 - A. **For Cause:** The UDPDA or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
 - B. **For Reasons Beyond Control of Parties:** Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil

commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

- C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.
- D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all sub-consultants for all profits, costs, expenses, losses, liabilities, damages, taxes, and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.
- E. Upon termination, the Consultant shall provide the UDPDA with the most current design documents, contract documents, writings, and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The UDPDA shall have the same rights to use these materials as if termination had not occurred; provided however, that the UDPDA shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the UDPDA to the Consultant's work product.

19. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.** A certification form will accompany the contract to be signed confirming that, to the best of its knowledge and belief, Firm and its principals;

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- B. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
- C. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
- D. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

20. **Liability.** The Firm shall indemnify, defend, and hold harmless the UDPDA, its officers and employees from all claims, demands, or suits in law or equity arising from the Firm's negligence or breach or its obligations under the contract. The Firm's duty to indemnify shall not apply to liability caused by the sole negligence of the UDPDA, its officers and employees. The Firm's duty to indemnify for liability arising from the concurrent negligence of the UDPDA, its officers and employees and the Firm, its officers and employees shall apply only to the extent of the negligence of the Firm, its officers, and employees. The Firm's duty to indemnify shall survive termination or expiration of the contract. The Firm waives, with respect to the UDPDA only, its immunity under RCW Title 51, Industrial Insurance.

21. **Insurance.** During the term of the Contract, the Consultant shall maintain in force at its own expense, each insurance coverage noted below:

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000; and
- B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the UDPDA, its officers and employees are additional insureds, but only with respect to the Firm's services to be provided under this contract; and

- C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.
- D. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident, or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least three (3) years after the contract is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without forty-five (45) days written notice from the Firm or its insurer(s) to the UDPDA.

As evidence of the insurance coverage required by this contract, the Firm shall furnish acceptable insurance certificates to the UDPDA at the time it returns the signed contract. The certificate shall specify all of the parties who are additional insured, and include applicable policy endorsements, and the deductible or retention level, as well as policy limits. Insuring companies or entities are subject to UDPDA acceptance and must have a rating of A- or higher by Best. Copies of all applicable endorsements shall be provided. The Firm shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.