



WHITE CITY, UTAH

REQUEST FOR PROPOSALS (RFP)

MUNICIPAL ACCOUNTING SERVICES

RFP No.: WC-ACCT-2026-01

Issue Date: January 28, 2026

Proposal Due Date: February 27, 2026

Time: 5:00 p.m.

1. INVITATION

White City, Utah (the “City”), a municipal corporation organized under the laws of the State of Utah, 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.

The City is governed by a five-member City Council and serves a population of approximately 5,500 residents. The City has no direct employees and receives administrative and operational services through the Greater Salt Lake Municipal Services District (the “District”). The selected accounting firm must coordinate and work collaboratively with the District in the provision of financial services and reporting.

2. BACKGROUND

White City operates under Utah law and relies on the Greater Salt Lake Municipal Services District for management, staffing, and operational support. Accounting services must support: - The City Council in its fiduciary and policy-making role; - Interlocal cooperation with the District; - Compliance with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and all applicable Utah statutes.

3. SCOPE OF SERVICES

A. General Accounting Services

- Monthly and annual general ledger maintenance and reconciliation.
- Preparation of financial statements in accordance with GAAP and GASB.
- Cash management and investment accounting support.
- Fixed asset accounting and depreciation schedules.
- Budget preparation assistance and long-term financial forecasting.

B. Audit and Financial Reporting Support

- Preparation of schedules and workpapers for annual independent audit.
- Assistance with Single Audit requirements, if applicable.

C. Interlocal and District Coordination

- Coordination with the Greater Salt Lake Municipal Services District regarding:
 - Interlocal financial arrangements;
 - Cost allocation and reimbursement;
 - Fund accounting and reporting.

D. Compliance and Regulatory Reporting

- State of Utah financial reporting and filings.
- Sales tax, utility tax, and other statutory reporting.
- Assistance with bond, grant, and special revenue reporting.

E. Internal Controls and Advisory

- Review and recommendation of internal controls.
- Financial policy development and updates.
- Special projects and financial consulting as requested by the City Council.

4. PROPOSAL CONTENT REQUIREMENTS

1. Firm Information
 - Legal name, address, and primary contact.
 - Utah CPA licensure and years in governmental accounting practice.
2. Key Personnel
 - Identification of engagement partner and key staff.
 - Resumes and governmental accounting experience.
3. Municipal Experience
 - Experience with Utah cities and special districts.
 - Experience with shared-service and interlocal models.
4. Service Approach
 - Accounting methodology and quality control.
 - Communication and reporting protocols.
 - Coordination process with the Greater Salt Lake Municipal Services District.
5. Fee Schedule
 - Hourly rates by classification.
 - Fixed fees for routine services, if proposed.
 - Audit support and special project rates.

- Billing practices and cost controls.
- 6. Conflicts of Interest
 - Disclosure of any potential or actual conflicts.
- 7. References
 - At least three Utah municipal or district clients.

5. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Demonstrated governmental accounting and GASB expertise;
- Experience with small municipalities and interlocal service models;
- Qualifications of assigned personnel;
- Responsiveness and availability;
- Fee reasonableness and overall value;
- References and past performance.

6. UTAH PROCUREMENT AND LEGAL COMPLIANCE

This RFP is issued in accordance with:

- Utah Procurement Code, Utah Code Title 63G, Chapter 6a;
- Utah Government Records Access and Management Act (GRAMA);
- Utah Interlocal Cooperation Act; - Applicable State of Utah financial reporting statutes and rules.

The City reserves the right to:

- Reject any or all proposals;
- Waive informalities;
- Negotiate with the highest-ranked proposer;
- Cancel this RFP at any time;
- Award in the best interest of the City.

All proposals become public records subject to GRAMA after award, unless properly classified as protected under Utah Code §63G-2-305 and clearly marked.

7. TERM

Initial contract term: [Insert, e.g., Two (2) Years] with renewal options by mutual agreement and City Council approval.

8. SUBMISSION INSTRUCTIONS

Submit proposals to:

Rori L. Andreason
White City Administrator
White City, Utah
randreason@whitecity.utah.gov
801-834-2577

Deadline: February 27, 2026, by 5:00 p.m.

9. INTERVIEWS AND SELECTION

The City may conduct interviews and request best and final offers. Final selection shall be made by the White City Council.

10. SIGNATURE BLOCKS

Issued By:

Rori L. Andreason

City Administrator
White City, Utah
Date: January 22, 2026

Approved For Release:



Mayor
White City, Utah
Date: 1/22/2026

PROPOSER CERTIFICATION

The undersigned certifies that the information contained in this proposal is accurate and that the proposer is authorized to submit this proposal and, if selected, to enter into a contract with White City, Utah.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____