



HOOPER WATER IMPROVEMENT DISTRICT

P.O. BOX 217 • 5555 W. 5500 S. • Hooper, Utah 84315 • (801) 985-1991

REQUEST FOR PROPOSALS

Accounting Services

Hooper Water Improvement District

Hooper, Utah

1. Introduction

Hooper Water Improvement District ("District") is a Utah special district organized under Utah Code Title 17B. The District is requesting proposals from qualified Certified Public Accountants or accounting firms to provide professional accounting services on a fee basis.

The purpose of this Request for Proposals (RFP) is to solicit proposals from firms with experience providing accounting services to Utah local governments and special districts.

2. Scope of Services

The selected firm will provide accounting services as requested by the District, which may include, but are not limited to, the following:

- Monthly or periodic bookkeeping and general ledger maintenance
- Reconciliation of bank and investment accounts
- Financial reporting in accordance with GAAP and GASB standards
- Preparation of year-end financial statements
- Assistance with audit preparation and coordination with the District's independent auditor
- Preparation and filing of required reports with the Utah State Auditor, Utah State Tax Commission, and other regulatory agencies
- Ongoing consultation regarding accounting standards, internal controls, and financial best practices

Proposers should clearly identify any services that are excluded from their base fee and describe optional or additional services.

3. District Information

- Legal Entity: Utah Special District (Title 17B)
- Fiscal Year End: December 31
- Approximate Annual Budget: \$5 Million
- Number of Funds: 1
- Number of Employees: 10

4. Minimum Qualifications

Proposals will be accepted only from firms that meet the following minimum qualifications:

- Licensed Certified Public Accountant(s) in the State of Utah
- Demonstrated experience providing accounting services to Utah local governments or special districts
- Knowledge of Utah State Auditor reporting requirements and GASB standards
- Ability to meet required deadlines and reporting timelines

5. Proposal Requirements

Proposals should include the following information:

1. Firm Profile

- Firm name, address, and contact information
- Years in business and size of firm
- Description of governmental accounting experience

2. Proposed Staffing

- Identification of personnel who will be assigned to the District
- Relevant qualifications and experience

3. Approach and Work Plan

- Description of the firm's approach to providing accounting services
- Estimated frequency of services and communication

4. Fee Proposal

- Detailed fee structure (hourly rates, monthly retainer, or other pricing model)
- Identification of any additional or optional fees



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5. References

- At least three references from Utah governmental entities or special districts

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience with Utah special districts and governmental accounting
- Qualifications of assigned personnel
- Understanding of the District's needs and proposed approach
- Fee structure and overall value
- References

The District reserves the right to interview finalists prior to selection.

7. Term of Engagement

The initial term of the engagement will be for one year, with the option to renew annually upon mutual agreement and approval by the District's Board.

8. Submission Instructions

Proposals must be received no later than:

Date: March 2, 2026

Time: 4:30 p.m.

Proposals should be submitted to:

Cole Allen – General Manager

Hooper Water Improvement District

Mail: PO BOX 217 Hooper, UT 84315 In-Person: 5555 W 5500 S Hooper, UT 84315

colea@hooperwater.net & info@hooperwater.net

Electronic submissions are acceptable.

9. Reservation of Rights

The District reserves the right to reject any or all proposals, waive informalities, request additional information, and select the proposal that is in the best interest of the District.