



Yamhill Fire Protection District
275 S. Olive St
Yamhill OR, 97148
503-662-4653

REQUEST FOR PROPOSALS (RFP)

Accounting and Office Services

1. Introduction

The Yamhill Fire Protection District (YFPD) is requesting sealed proposals from qualified firms or individuals to provide accounting services including payroll administration, budgeting support, accounts payable, accounts receivable, bank reconciliation, and monthly financial reporting. The District seeks a team oriented and experienced provider to ensure all financial operations remain accurate, transparent, compliant, and supportive of the District's mission.

2. Scope of Work

The selected provider will perform ongoing accounting services for the District. Services may include, but are not limited to:

- Payroll Administration
 - Monthly payroll processing for part-time staff • Annual payroll processing for volunteer personnel • Payroll tax filings (state and federal) • PERS reporting and reconciliation • W-2 preparation and distribution • Maintenance of payroll records and timekeeping documentation • Secure handling of confidential personnel information
- Budget Development & Monitoring
 - Assist the District's Budget Officer with preparation of annual budget documents • Prepare worksheets, schedules, and supporting documentation for Budget Committee and Board review • Provide monthly budget-to-actual reports
- Accounts Payable
 - Process vendor invoices and issue payments • Maintain AP ledger and vendor files • Ensure compliance with District purchasing policies and Board-approved spending limits • Provide monthly AP summaries for Board meetings
- Accounts Receivable
 - Track incoming revenue including tax distributions, grants, reimbursements, and service fees • Prepare deposits and maintain AR ledger • Provide monthly revenue reports
- Financial Reporting

- Monthly financial statements for Board review • Quarterly budget updates • Annual audit preparation and coordination • GASB-compliant reporting practices
- Bank Reconciliation & Cash Management
 - Monthly bank reconciliations • Cash flow monitoring and transfer recommendations • Audit-ready documentation
- Internal Controls & Compliance
 - Maintain segregation of duties appropriate for a small fire district • Ensure transparent, audit-ready financial practices • Protect sensitive financial and personnel data • Comply with District policies, Oregon ethics laws, and applicable administrative rules
- Attendance
 - Special meetings as requested

3. Provider Qualifications

Proposers must demonstrate:

- Experience providing financial services to Oregon municipalities, special districts, or fire agencies • Knowledge of Oregon Local Budget Law, GAAP, and GASB • Familiarity with public-sector internal controls and audit requirements • Ability to work with District-selected financial software (QuickBooks) • Adequate insurance coverage • Ability to meet deadlines and maintain timely communication

4. Proposal Requirements

Proposals must include:

Company Information

- Legal name, address, and primary contact
- Years of experience
- Summary of relevant public-sector experience

Staff Qualifications

- Personnel assigned to the District
- training, and relevant experience

Service Plan

- Description of how each scope item will be performed
- Reporting schedule and communication plan
- Internal control practices
- Software capabilities

Cost Proposal

- Hourly rates or monthly service package pricing
- Optional service pricing

References

- Minimum of three (3) recent clients, preferably fire districts or public agencies

5. Contract Term

The District anticipates awarding a contract for one year, with the option to renew annually.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Public-sector financial service experience
- Staff qualifications and certifications
- Cost competitiveness
- Quality of internal controls and reporting capabilities
- References and past performance
- Completeness and clarity of proposal

7. Submission Instructions

Proposals must be submitted in a sealed envelope clearly labeled:

“RFP – Accounting Services”

Deliver to: Yamhill Fire Protection District Attn: Fire Chief Terry Lucich 275 S. Olive Street Yamhill, OR 97148

Submission Deadline: September 11th, 2026 at 1700. Late proposals will not be accepted.

Questions: All questions must be submitted in writing to: Fire Chief Terry Lucich

Email: Terry.Lucich@yamhillfiredistrict.gov

Questions must be received no later than: September 10th at 1700.

8. Reservation of Rights

The Yamhill Fire Protection District reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request additional information
- Award a contract in the best interest of the District