

REQUEST FOR PROPOSALS (RFP)

Annual Auditing and Financial Statement Preparation Services

Colorado River Sewage System Joint Venture (CRSSJV)

Parker, Arizona

Date Issued: 10/31/2025

I. INTRODUCTION

The Colorado River Sewage System Joint Venture (“the Utility System”) is soliciting proposals from qualified independent certified public accounting firms (“Auditor” or “Firm”) to provide annual auditing services and financial statement preparation in accordance with applicable accounting and auditing standards. The selected firm will be expected to audit the Utility System’s financial statements for the fiscal year ending June 30, 2023 and June 30, 2024, with the option to renew annually for up to three years, subject to satisfactory performance and annual review.

II. BACKGROUND INFORMATION

The Colorado River Sewage System Joint Venture (CRSSJV) operates as a public wastewater treatment operations and maintenance enterprise fund as a Joint Venture for the Town of Parker and Colorado River Indian Tribes and is responsible for providing wastewater utility services to approximately 1500 customers. The Utility System’s financial records are maintained using Sage 50 Premium Accounting. The most recent audited financial statements are available upon request.

III. SCOPE OF WORK

1. Annual Financial Audit: Conduct an independent audit of the Utility System’s financial statements in accordance with Generally Accepted Auditing Standards (GAAS), Generally Accepted Accounting Principles (GAAP), and Government Auditing Standards (Yellow Book), and, if applicable, the Single Audit Act and Uniform Guidance.
2. Financial Statement Preparation: Prepare complete audited financial statements, including all necessary notes, schedules, and management discussion and analysis (MD&A).
3. Reporting and Deliverables: Provide draft reports for management review prior to finalization. Deliver final audit report and financial statements no later than [date]. Present findings to the Utility System Board/Council, at a public meeting and provide a separate management letter concerning internal control.
4. Other Requirements: Assist with any adjusting journal entries identified during the audit and provide recommendations for process improvements or internal controls.

IV. PROPOSAL REQUIREMENTS

- Cover Letter – Brief statement of the firm’s understanding of the services requested and confirmation of eligibility.
- Firm Profile – Background of the firm, including size, structure, and areas of expertise.

- Experience – Relevant experience auditing public utilities, municipalities, or similar entities.
- Key Personnel – Names, titles, and qualifications of staff assigned to the engagement.
- References – At least three (3) references from comparable clients.
- Audit Approach – Description of methodology, anticipated timeline, and communication process.
- Cost Proposal – A detailed fee schedule for audit and financial statement preparation, including any additional costs or hourly rates.
- Certification – Statement of independence, licensing, and compliance with applicable standards.
- Provide a certificate of professional liability insurance with a minimum coverage of \$1,000,000 per claim.
- Submit evidence of licensure to practice in Arizona.
- Describe the firm’s data security and confidentiality protocols.

V. PROPOSAL SUBMISSION

Submission Deadline: November 30, 2025, by 5:00 PM (MST)

Delivery Method: Email Proposal to crssjvsara.om@gmail.com

Label/Subject Line: “RFP – Auditing and Financial Statement Services”

Late or incomplete proposals will not be considered.

VI. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Relevant Experience and Qualifications – 30%
- Audit Approach and Understanding – 25%
- References and Past Performance – 20%
- Cost Proposal – 20%
- Local/Community Engagement (if applicable) – 5%

The Utility System reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous.

VII. ANTICIPATED TIMELINE

RFP Issued: November 1, 2025

Questions Due: November 20, 2025

Proposals Due: November 30, 2025, by 5:00 PM (MST)

Interviews (if applicable): November 30- December 5, 2025

Selection Announcement: December 10, 2025

Contract Start Date: December 15, 2025

VIII. CONTACT INFORMATION

All inquiries or requests for clarification must be directed to:

Sara Landero- Executive Administrator
Colorado River Sewage System Joint Venture
1316 Joshua Ave
Parker, Arizona, 85344
Phone: 928-669-9821
Email: crssjvsara.om@gmail.com

IX. TERMS AND CONDITIONS

- The Utility System reserves the right to accept or reject any and all proposals.
- All materials submitted become the property of the CRSSJV.
- Costs incurred in the preparation of a proposal are the sole responsibility of the proposer.
- The selected firm will be required to enter into a professional services agreement.
- Arizona law governs this contract, except as preempted by tribal law or sovereignty.

X. ADDITIONAL TERMS AND PROVISIONS

Tribal Sovereignty Clause: Nothing in this RFP or in any contract resulting from it shall be construed as a waiver of the sovereign immunity of the Colorado River Sewage System Joint Venture (CRSSJV) or the Colorado River Indian Tribes.

Conflict of Interest: Proposals must include the firm's policy and procedure for addressing conflict of interest issues and disclosure of any potential conflicts related to this engagement.
Records and Ownership: All reports, work papers, and data developed under this engagement shall remain the property of CRSSJV. The Auditor shall maintain confidentiality of all proprietary and financial information obtained during the course of the audit.

Confidentiality: The Auditor agrees not to disclose any information related to the services performed for CRSSJV without prior written consent, except as required by law.

XI. PROPOSAL SUBMISSION CHECKLIST

- Cover Letter
- Statement of Qualifications
- Proposed Audit Approach and Timeline
- Cost Proposal with Fee Schedule
- References (minimum of 3)
- Conflict of Interest Disclosure
- Certification of Independence and Licensing