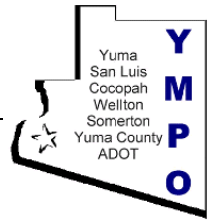


Yuma Metropolitan Planning Organization

502 S. Orange Ave.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674



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Citizens Working Together*

Request for Qualifications

It is the intent of the Yuma Metropolitan Planning Organization (“YMPO”) to solicit Qualification Statements from Respondents that have expertise in the provision of Governmental Accounting Services beginning for the year July 1, 2012. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform the following services.

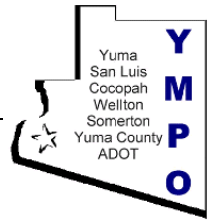
Scope of Services:

- a. General accounting services as requested by the YMPO, including direction, oversight and assistance in QuickBooks:
 - (i) Accounts payable and receivable
 - (ii) Cash receipting and deposits
 - (iii) Payroll/Time keeping set up and reconciliation in QuickBooks
 - (iv) Compensated absences payable
 - (v) General ledger maintenance
 - (vi) Bank reconciliations, reconciliations to Yuma County and grant reconciliations.
 - (vii) In-kind match
 - (viii) Indirect
 - (ix) Funding matrix
 - (x) Depreciation schedules
 - (xi) Month end and yearend financial statements
 - (xii) Grant balance real time tracking in QuickBooks/ledger
 - (xiii) Invoices created for FTA /FHWA indirect costs and in-kind match
 - (xiv) Fringe Benefit and labor costing allocations
 - (xv) Fixed Assets Tracking
 - (xvi) Insurance on Fixed Assets/Claims
 - (xvii) Training staff as work is completed
 - (xviii) OMB Circular 87 and other FTA/FHWA guidance knowledge
 - (xix) Other accounting functions as necessary per audit requirements and issues

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Proposal Criteria:

Responses to this Request for Qualifications should not exceed ten (10) pages in 12 point type on standard letter-sized paper, excluding the resumes indicated below, and must include, at a minimum, the following information:

1. Standard of Qualifications:

Experience of Firm – Provide a summary statement of the firm's/individual's experience with similar related projects during the past four (4) years and transactions and, to the extent you can do so without violating client confidences, a list of clients for which the firm has provided these services and the dates such services were provided.

Experience/Qualifications of Assigned Professional(s) – Provide a resume for the individual employees who may be assigned to this project and designate who will have primary responsibility for this assignment. Also indicate the specific role the proposed individual(s) had in the above referenced transactions.

2. Current Assignments:

Provide a statement concerning your firm's ability to devote sufficient time and resources to this type of work in relation to existing assignments the firm and the above-named individual(s) are currently involved with or will become involved with on an ongoing basis.

3. Disclosure of Potential Conflict of Interest:

Provide a statement regarding any potential conflict of interest issues the firm or person(s) assigned to this project might have or encounter.

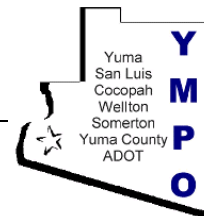
4. Proposed Fee/Expenses:

If based on an hourly rate, provide the hourly rates to be charged for each individual to this project. Provide an explanation if fees will be calculated on any other basis. Itemize the type and estimate the amount of expenses for which your firm would seek reimbursement. If you feel a retainer is required, indicate the amount and frequency.

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Proposal Submissions:

Complete proposals must be delivered to the YMPO, Attention Charlene FitzGerald, Executive Director, 502 S. Orange Ave., Yuma, Arizona 85364, no later than 1:00 p.m. on July 28, 2011. Hand delivery is encouraged. No late submissions, facsimile, or electronic submissions will be accepted. Submittals received after the stated time will not be considered. The cover letter must be signed by a party authorized to bind the entity submitting the RFQ. You may call YMPO to confirm receipt.

All material submitted in response to this solicitation becomes the property of YMPO and will not be returned. After contract award, the RFQ's shall be open for public inspection except to the extent that the withholding of information is permitted or required by law.

A selection committee composed of members of the YMPO Staff and other persons will review all proposals and rate and rank each submission in accordance with the evaluation criteria described below. All participating firms will be notified of the result and the top rated firm will be contacted to begin fee negotiations. The selection committee reserves the right to conduct interviews with the top rated firms if the committee deems it necessary. In such case, selection will be made following interviews.

No verbal agreement or selection is binding or considered final until approved by the Yuma Metropolitan Planning Organization. The YMPO reserves the right to reject any or all proposals, and to conduct new professional services selection procedures. If there are any questions concerning any aspect of this solicitation or the scope of work, please submit them in writing or via email prior to 1:00 p.m. on July 8th, 2011. The question and response will be transmitted to all known interested firms.

Proposal Evaluation:

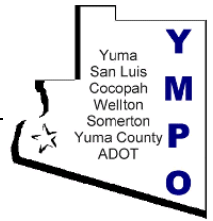
Proposals for accounting services will be evaluated based on the following criteria:

- Qualifications of the individuals/firm and experience dealing with local, state and federal government tax law and regulations. (25 Points)
- Availability of the firm/designated individuals to respond to routine and urgent requirements for accounting services. (25 Points)
- Cost of services in relations to scope. (25 Points)
- Responsiveness to the Request for Qualifications. (25 Points)

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The YMPO reserves the right to establish further criteria for evaluation of proposals, to require additional submissions, to waive any informality in submissions, to reject any or all submissions and to negotiate with successful proposers. This contract will be for a term of 3 years , beginning August 1, 2011 through June 30, 2014 with the option of two additional years.

Inquiries:

Please direct all inquiries concerning this Request for Qualifications in writing to:

Charlene FitzGerald, Executive Director
Yuma Metropolitan Planning Organization
502 S. Orange Ave.
Yuma, AZ 85364
Phone: 928-783-8911
Fax: 928-328-1674

Sincerely,

A handwritten signature in cursive script that reads 'Charlene FitzGerald'.

Charlene FitzGerald
Executive Director, YMPO