

Klamath Project Drought Response Agency
PO Box 1944
Klamath Falls, OR 97603

2026 REQUEST FOR PROPOSALS TO PROVIDE ACCOUNTING SERVICES

Including Draft Accounting Services Agreement

The Klamath Project Drought Response Agency ("KPDRA") was formed by intergovernmental agreement to carry out programs and activities related to water supply management, drought response, and related financial assistance and compliance activities in the Klamath Reclamation Project.

KPDRA invites written proposals from qualified firms and individuals to provide accounting services to KPDRA. The selected contractor will serve as KPDRA's general accountant and will support KPDRA's financial operations, grant administration, and audit coordination.

The KPDRA has designated accounting services of the type described in this Request for Proposals as personal services under ORS 279A.055 and applicable KPDRA public contracting authority. This procurement will be conducted as a competitive sealed proposal process consistent with ORS 279B.060.

SCOPE OF SERVICES

1. Maintain the check register and other accounting records for KPDRA.
2. Reconcile monthly bank statements and maintain appropriate supporting documentation.
3. Prepare disbursement checks and related payment documentation for Board review and signature after Board approval.
4. Prepare and issue IRS Forms 1099 and other routine tax reporting associated with KPDRA payments.
5. Provide monthly financial statements and other financial reports reasonably requested by the Board.
6. Provide information to, and coordinate with, the independent certified public accounting firm retained for municipal audits and Federal Single Audits.
7. Operate and maintain a financial management system that separately identifies each Federal award; allows accurate and complete reporting; maintains supporting documentation for expenditures; accounts for funds, property, and assets; tracks budgets; and supports written procedures for payment and allowability determinations.
8. Assist KPDRA in applying for, administering, accounting for, and complying with grants and grant conditions.
9. Provide detailed monthly invoices describing work performed, personnel involved, dates, time, rates, charges, reimbursable expenses, and year-to-date totals.
10. Perform other necessary and appropriate accounting functions in a timely and professional manner.

TERM OF CONTRACT

KPDRA anticipates awarding a contract for an initial three-year term beginning June 1, 2026 and ending May 31, 2029. By mutual written agreement, the parties may extend the agreement for up to two additional one-year periods, but no extension is automatic.

REQUESTED INFORMATION

1. Description of proposer, legal status, office location, and history providing accounting services to Oregon public agencies or grant-funded entities.
2. Qualifications and experience of the individuals who would perform the services, including experience with governmental accounting, grants, audits, and public-entity reporting.
3. Description of systems, internal controls, and procedures the proposer would use to provide the required services.
4. Experience with similar projects or clients, including performance history, ability to meet schedules, and coordination with auditors and governing boards.
5. Availability, responsiveness, and ability to attend KPDRA meetings or consultations as needed.
6. Schedule of rates, retainer proposal if any, reimbursable expense policy, and any assumptions regarding scope.
7. At least three references familiar with the proposer's work product and process.

EVALUATION CRITERIA

1. Qualifications and relevant governmental accounting and grant experience (35 points).
2. Project approach, systems, internal controls, and understanding of KPDRA's needs (25 points).
3. Responsiveness, availability, and capacity to perform the work (15 points).
4. Past performance and references (15 points).
5. Compensation proposal and overall value to KPDRA (10 points).

PROPOSAL SUBMISSION AND REVIEW

Proposals must be submitted in electronic form only, by email to nathan@parksandratliff.com, with a copy to cherice@parksandratliff.com. The deadline for submission of proposals is 3:00 p.m. PT on May 8, 2026.

Proposals will be opened and reviewed by the KPDRA Board of Directors on May 13, 2026, at 11:00 a.m. in the Klamath Water Users Association conference room, 2312 South Sixth Street, Suite A, Klamath Falls, Oregon. The Board may review proposals in public session, may request clarifications, may conduct interviews, and may establish a competitive range if doing so will assist in selecting the proposal most advantageous to KPDRA.

After evaluation of proposals, KPDRA intends to issue a written notice of intent to award to the highest-ranked proposer and then proceed to negotiate final contract terms, including cost and scope of work, with that proposer.

Any proposer adversely affected or aggrieved by the selection of the competitive range, if one is established, or by the notice of intent to award may submit a written protest to KPDRA. A protest

must be delivered to the contact identified in this RFP within seven (7) calendar days after KPDRA issues the applicable written notice, must identify the legal and factual grounds for the protest, and must identify the relief requested. KPDRA will not execute the contract until it has resolved any timely protest.

KPDRA reserves the right to reject any or all proposals, to request additional information concerning any proposal, to accept or negotiate modifications to any proposal, to interview any proposer, and to waive minor irregularities in any proposal when KPDRA determines it is in the public interest to do so. Proposers are solely responsible for their proposal costs.

ATTACHMENT A

CERTIFICATE OF NON-DISCRIMINATION

Pursuant to ORS 279A.110, discrimination in subcontracting is prohibited. Any contractor that contracts with a public contracting agency shall not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman-owned business, veteran-owned business, or emerging small business certified under Oregon law.

By signature of the authorized representative of the proposer, the proposer hereby certifies to the Klamath Project Drought Response Agency that the proposer has not discriminated against subcontractors in obtaining any subcontracts and, if awarded a contract, will not so discriminate.

Date: _____

Signature: _____

Printed Name and Title: _____

ATTACHMENT B

INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT

[as required by OAR 125-020-0410(1)(a)]

In order to comply with ORS 670.600, an individual or business entity performing labor or services for remuneration shall be considered to perform the labor or services as an independent contractor if the applicable statutory standards are met.

1. The individual or business entity is free from direction and control over the means and manner of providing the labor or services, subject only to the right of the contracting agency to specify the desired results.
2. The individual or business entity is responsible for obtaining any business registrations or professional licenses required by law.
3. The individual or business entity furnishes the tools or equipment necessary for performance of the services, except to the extent otherwise described in the contract.
4. The individual or business entity has authority to hire and fire employees to perform the services, if employees are used.
5. Payment is made upon completion of specific portions of the work or on a retainer, hourly, periodic, or other professional-services basis consistent with the contract.

I hereby certify that the contracted work or intended contracted work meets these standards.

Contract Administrator: _____ Date: _____

(ACCOUNTANT/PROPOSED ACCOUNTANT IS TO COMPLETE THE FOLLOWING)

To establish status as an independent contractor as defined in ORS 670.600, certain additional standards must be met by the individual or business entity performing the work.

The undersigned certifies that the undersigned meets the applicable standards of ORS 670.600, including the following:

1. If required, the individual or business entity is properly registered under ORS chapter 701 or other applicable licensing laws.
2. If the individual or business entity performed services as an independent contractor in the previous year, federal and state income tax returns were filed as required.
3. The individual or business entity represents to the public that the labor or services are to be provided by an independently established business.

Signature: _____ Date: _____

Printed Name: _____ Federal Tax I.D. No.: _____

ATTACHMENT C
ACCOUNTING SERVICES AGREEMENT

This Agreement for Services (Agreement) is between the Klamath Project Drought Response Agency (KPDRA) and _____ (Accountant).

AGREEMENT

1. SCOPE OF ACCOUNTANT SERVICES

Accountant shall serve as accountant to provide services to KPDRA subject to the direction of KPDRA's Board of Directors. The services may include, but are not limited to, the following:

- a. Maintain the check register and other accounting records for KPDRA.
- b. Reconcile monthly bank statements and accounting records.
- c. Generate disbursement checks and payment documentation as directed by KPDRA after approval by the Board of Directors.
- d. Prepare and issue IRS Forms 1099 and other routine tax reporting forms required in connection with KPDRA operations.
- e. Provide monthly financial statements and other financial reports requested by the Board of Directors.
- f. Provide information to and coordinate with the independent certified public accounting firm retained by KPDRA for municipal audits and related reporting.
- g. Assist KPDRA in applying for, administering, and complying with grants, including financial tracking, reimbursement support, and grant-related accounting documentation.
- h. Provide monthly billing statements describing in reasonable detail the accounting services performed during the prior month, including time spent by task and reimbursable expenses, if any.
- i. Perform all other necessary and appropriate accounting functions in a timely manner consistent with the needs of KPDRA.

2. COMPENSATION AND BILLING AND PAYMENT PROCEDURE

KPDRA shall pay Accountant for work performed under this Agreement as set forth in Exhibit A or other compensation terms approved by the Board of Directors. Payment shall be full compensation for services rendered and for all labor, materials, supplies, travel, overhead, and incidentals necessary to perform the work, unless expressly stated otherwise in the compensation schedule.

Each billing statement shall provide a detailed description of charges and services provided. KPDRA may request additional documentation reasonably necessary to verify the work performed and expenses billed.

3. EFFECTIVE AND TERMINATION DATES

This Agreement shall be effective as of June 1, 2026 and shall terminate on May 31, 2029, unless sooner terminated or extended in writing by the parties. By mutual written agreement, the parties may extend this Agreement for up to two (2) additional one-year periods, not to exceed May 31, 2031.

4. EARLY TERMINATION OF AGREEMENT

Either party may terminate this Agreement at any time upon written notice to the other. Unless KPDRA directs otherwise, Accountant shall cease work promptly upon receipt of notice of termination and shall cooperate in orderly transition of records and services.

5. PAYMENT ON EARLY TERMINATION

In the event of early termination, KPDRA shall pay Accountant for authorized services performed and reimbursable expenses properly incurred to the date of termination.

6. STANDARD OF CARE

Accountant shall perform all professional accounting services using the degree of care, skill, and diligence ordinarily used by accountants performing similar services under similar circumstances.

7. PROFESSIONAL LIABILITY INSURANCE

Accountant shall maintain professional liability insurance in commercially reasonable amounts appropriate to the services provided and shall furnish proof of coverage upon request.

8. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

Accountant shall obtain and maintain Commercial General Liability Insurance and, if applicable, automobile liability insurance in amounts reasonably satisfactory to KPDRA. Accountant shall defend, indemnify, and hold harmless KPDRA and its officers, directors, and agents from claims arising out of the negligent or wrongful acts or omissions of Accountant, its employees, or subcontractors, subject to the limitations of Oregon law.

9. WORKERS' COMPENSATION INSURANCE

Accountant and any subcontractors shall comply with Oregon workers' compensation laws for all subject workers and shall provide proof of coverage upon request.

10. CERTIFICATES OF INSURANCE

Before commencing work, Accountant shall provide certificates of insurance or other evidence of required coverage reasonably satisfactory to KPDRA.

11. SUBCONTRACTING

Accountant shall not subcontract work under this Agreement, in whole or in part, without the prior written approval of KPDRA. Any approved subcontract shall require compliance with all applicable provisions of this Agreement.

12. ASSIGNMENT

Accountant shall not assign this Agreement without the prior written approval of KPDRA.

13. INDEPENDENT CONTRACTOR STATUS

Accountant is an independent contractor and not an officer, employee, or agent of KPDRRA for any purpose other than performance of this Agreement. Accountant shall be responsible for all applicable taxes, withholdings, and other statutory, regulatory, or contractual obligations of an employer or self-employed business.

14. COMMENCEMENT OF WORK

Neither party is obligated to perform services under this Agreement until it has been fully executed and approved in accordance with KPDRRA’s contracting procedures.

15. OREGON LAW AND COMPLIANCE

This Agreement shall be governed by Oregon law. Accountant shall comply with all applicable federal, state, and local laws, regulations, and ordinances in the performance of the work, including applicable provisions of ORS chapters 279A and 279B, ORS 670.600, ORS 279A.110, and any mandatory public contracting provisions incorporated by law.

16. RECORDS AND AUDIT

Accountant shall maintain records relating to this Agreement in accordance with applicable law and shall make such records available as required by law for inspection, audit, or public records purposes.

17. MERGER; AMENDMENT

This Agreement, together with any exhibits incorporated into it, constitutes the entire agreement between the parties regarding the services described herein and may be amended only by a written instrument signed by both parties.

18. SIGNATURES

**KLAMATH PROJECT DROUGHT
RESPONSE AGENCY**

ACCOUNTANT

President

Signature

Date: _____

Date: _____