



## REQUEST FOR PROPOSALS (RFP)

### ACCOUNTING & BOOKKEEPING SERVICES

Issue Date: December 1, 2025

Proposals Due: December 15, 2025

Submit To: [info@mendocinochcd.gov](mailto:info@mendocinochcd.gov) or  
PO Box 579, Fort Bragg, CA 95437

#### 1. INTRODUCTION

This RFP invites proposers to demonstrate their qualifications, approach, experience, and ability to perform the accounting services described below.

The Mendocino Coast Health Care District (“District”) is seeking proposals from qualified firms or individual professionals to provide special district Accounting and Bookkeeping Services, as independent contractors. The District is a California special district responsible for healthcare facilities-related public oversight, requiring accurate financial reporting, compliance with regulatory requirements, and timely fiscal management.

#### 2. SCOPE OF ACCOUNTING SERVICES

The Scope of Accounting Services reflects the District’s operational needs:

- \*Fiscal year ends June 30.
- \*Contract effective January 1, 2026, including loading transactions for
- \*July–December 2025.
- \*Use of QuickBooks or similar automated systems.
- \*FY 2025–26 Budget loaded into the system.
- \*Accounts Payable (12–15 monthly disbursements), recording all transactions.
- \*Monthly reporting within 7 business days, including Balance Sheet and Profit & Loss.
- \*Monthly bank reconciliation.
- \*Identification and communication of any internal control weaknesses.
- \*Preparation and transfer of audit files to District Auditor by July 15 annually.
- \*No payroll services required — the District has no employees.



### 3. TERM OF SERVICE

Initial one-year term beginning January 1, 2026, renewable upon mutual agreement.

### 4. MINIMUM QUALIFICATIONS

- Experience with public agencies or nonprofits
- Proficiency with QuickBooks or equivalent
- Knowledge of governmental accounting standards
- Ability to produce timely, accurate reports
- Strong communication and internal control understanding

### 5. PROPOSAL REQUIREMENTS

- Cover Letter
- Qualifications & Experience
- Proposed Approach
- Fee Proposal (hourly rates, billing, minimums)
- Three References
- Conflict of Interest Disclosure

### 6. SELECTION CRITERIA

- Relevant qualifications
- Understanding of scope
- Methodology and responsiveness
- Cost/value
- References
- Ability to begin January 1, 2026

### 7. ADDITIONAL INFORMATION

The District may reject proposals, waive irregularities, request more information, negotiate, or decline to award. Final approval rests with the Board.

### 8. QUESTIONS

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