Cheyenne Downtown Development Authority
(307) 433-9730 • www.downtowncheyenne.com • 2101 O'Neil Ave., Room 202, Cheyenne, WY 82001

MEMO

To: Downtown Development Authority Board of Directors

From: Sophia Maes, DDA Executive Director

Date: June 18, 2026

Subject: FY2027 CPA Contract Approval

RECOMMENDED MOTION:

Move to approve the bid from Ascent Accounting, LLC for FY2027 CPA Services outlined and to authorize the President and Vice President to execute the engagement contract.

BACKGROUND:

At its regular meeting on May 21, 2026, the DDA Board authorized staff to proceed in requesting at least three (3) competitive bids from qualified CPA's for FY2027 bookkeeping services, as outlined in the DDA's Purchasing Policy. Staff reached out to MHP, Schreiner, Weskamp & Schmerge, LLC, DAPCA, and Ascent Accounting, LLC (the current CPA), and received 1 bid from Ascent Accounting, LLC. Staff also posted on the DDA's social media platform and sent the request via its email list. Based on the single bid received from a qualified CPA, staff recommends approval of the bid and the execution of the engagement not to exceed $9,999 for FY2027.

STAFF RECOMMENDATION:

Staff recommends the DDA Board move to approve the bid from Ascent Accounting, LLC for FY2027 CPA Services outlined and to authorize the President and Vice President to execute the engagement contract.

ATTACHMENTS:

1. CPA Bid – Ascent Accounting, LLC
2. FY2027 DDA CPA Services: Invitation for Bids

Ascent Accounting & Advising, LLC

June 15, 2026

Sophia Maes, Executive Director
Cheyenne Downtown Development Authority
2101 O'Neil Ave., Room 202
Cheyenne, WY 82001

RE: Bid Submission for CPA Services – IFB No. DDA-2027-CPA-001

Dear Ms. Maes,

Ascent Accounting & Advising, LLC is pleased to submit this bid to provide professional accounting services to the Cheyenne Downtown Development Authority (DDA) for Fiscal Year 2027. We have reviewed the Invitation for Bids and confirm our intent and capacity to provide the full scope of services described, including core accounting, financial reporting, and annual audit assistance.

As a Cheyenne-based firm, we understand the vital role the DDA plays in our central business district. Our principal, Kirsten Anderson, CPA, brings 28 years of extensive accounting experience, including 14 years specifically dedicated to governmental entities and special districts. Her deep familiarity with Wyoming Statutes and municipal finance ensures that the DDA will remain in strict compliance with all state and local reporting requirements.

We are committed to providing accurate, timely, and transparent financial management to support the DDA's mission of economic development and revitalization.

Sincerely,

Kirsten Anderson, CPA
Principal/Owner
Ascent Accounting & Advising, LLC
307-214-8856 | kirsten@ascentaccounting.com

QUALIFICATIONS STATEMENT

Firm Overview:

Ascent Accounting & Advising, LLC is a professional services firm located in Cheyenne, Wyoming, specializing in small business, governmental, and non-profit accounting. We provide everything from day-to-day bookkeeping to high-level financial oversight designed to ensure statutory compliance and fiscal health for public entities.

Key Personnel:

Kirsten Anderson, CPA (Wyoming License #2725 issued in 2012)

Experience: 28 years of total accounting experience.

- Governmental Expertise: 14 years of specialized experience working with governmental entities, special districts, and public authorities.
- Specialized Knowledge: Expert-level knowledge of Wyoming Statutes regarding public funds, DDA/municipal finance, and Generally Accepted Accounting Principles (GAAP) for the public sector.

Relevant Experience:

Our firm has a proven track record of managing the complex needs of special districts, including:

- Preparation of monthly financial packages and budget-to-actual reporting.
- Coordination of annual audits with external firms, consistently resulting in clean audit opinions.
- Implementation of internal controls and compliance guidance in accordance with Wyoming state law.

PROPOSED FEE STRUCTURE

Ascent Accounting & Advising, LLC offers two flexible billing options to ensure the DDA receives the best value while remaining below the $9,999 contract ceiling.

Option A: Fixed Monthly Retainer (Recommended)

Monthly Rate: $750.00

Total Annual Cost (FY2027): $9,000.00

Description: This all-inclusive flat rate covers all "Core Accounting," "Financial Reporting," and "Audit Assistance" services as outlined in the IFB. Note: Under this plan, the DDA will not be billed extra for the increased hours required during the annual audit and budget preparation seasons.

Option B: Hourly Billing

Hourly Rate: $150.00

Estimated Monthly Hours: 5 hours (Average)
Total Estimated Annual Cost: $9,000.00
Description: Services billed based on actual time spent. While average months may be lower, months involving audit prep and budget finalization will see increased billing.
Out-of-Scope Services:
Should the DDA require additional services beyond the defined scope of work, such services will be billed at an hourly rate of $150.00, subject to the total contract ceiling of $9,999.

PROFESSIONAL REFERENCES
References from comparable governmental or public-sector engagements:

Reference Name/Title: Christine Jones, Contract Specialist
Organization: State of Wyoming
Phone: 307-274-7709 | Email: christine.jones3@wyo.gov

Reference Name/Title: Kevin Schei, Procurement Specialist and Contract Analyst Supervisor
Organization: State of Wyoming
Phone: 307-630-3640 | Email: kevin.schei1@wyo.gov

Reference Name/Title: Allan Cummings, Senior IT Project & Portfolio Manager
Organization: State of Wyoming
Phone: 307-777-5000 | Email: allan.cummings@wyo.gov

REQUIRED CERTIFICATIONS (Summary)
Certification of Non-Collusion: Signed and attached (Form A).
Certification of No Conflicts of Interest: Signed and attached (Form B). Kirsten Anderson and Ascent Accounting & Advising, LLC certify no known conflicts of interest with the DDA, its staff, or Board members.
Insurance: Ascent Accounting & Advising, LLC maintains professional liability insurance (errors and omissions) with $1,000,000 per occurrence requirement.

Kirsten D. Anderson, CPA

kirsten@ascentwyo.com• 307-214-8856
LinkedIn Profile URL • Cheyenne, WY

Finance Management Executive

Dynamic and results-driven finance management executive with over a decade of experience driving strategic financial initiatives and optimizing operational efficiencies. Proven track record of delivering substantial cost savings, enhancing profitability, and fostering sustainable growth within diverse corporate environments. Expertise in financial analysis, risk management, budgeting, and forecasting. Articulate communicator with intermediate proficiency in Spanish; adept at leading cross-functional teams and implementing innovative solutions to maximize organizational performance and shareholder value.

Areas of Expertise

- Strategic Planning
- Regulatory Compliance
- Cost Reduction Strategies
- Financial Analysis & Modeling
- Performance Metrics
- Budgeting & Forecasting
- Team Building & Leadership
- Risk Assessment & Mitigation
- Process Improvement
- Stakeholder Engagement
- Staff Training & Development
- Investment & Audit Management

Professional Experience

Ascent Accounting & Advising, LLC, Wyoming — 2020 — Present
Chief Financial Officer (CFO)

Enhance operational efficiency and bolster client profitability through revolutionary fractional CFO services. Empower clients to achieve their business objectives by offering comprehensive consulting expertise. Facilitate transparent insights crucial for informed decision-making by engineering robust financial reporting frameworks.

Key Achievements:

- Minimized financial risks for clients while ensuring regulatory compliance through streamlined tax preparation processes.
- Instilled confidence and stability amidst challenging economic landscapes by orchestrating financial restructuring initiatives.
- Guided clients towards sustainable growth and strategic investment opportunities through strategic financial counsel.

Exeter Trust Company, LLC — 2024
Senior Vice President and Chief Financial Officer

Responsible for banking relationships, financial reporting, analysis, strategy, payroll, Human Resources, and compliance with GAAP.

Key Achievements:

Led separation of business units and implemented new procedures.

State of Wyoming – Department of Enterprise Technology Services, Cheyenne, Wyoming — 2020 — 2024
Chief Financial Officer (CFO)

Empower stakeholders with comprehensive understanding of budget processes and access to financial reports, enhancing budget transparency and accountability. Enable reallocation of funds for innovative initiatives and modern objectives by revolutionizing budgeting methodology with zero-based budget system. Provide leadership and guidance in setting enhanced service rates, achieving sustainable financial outcomes, and meeting agency goals.

Key Achievements:

- Achieved net gain of over $1 million in fiscal year 2023 through strategic rate adjustments and forecasting improvements, transforming financial operations.
- Integrated Finance and Procurement teams into Chief Financial Office, enhancing efficiency and collaboration by streamlining organizational structure.
- Improved operational efficiency and reduced environmental footprint by implementing paperless accounts payable system.
- Reduced outstanding balances through execution of accounts receivable aging process, strengthening financial controls.
- Fostered growth and expertise within team by elevating professional development opportunities for financial staff.

State Of Wyoming – Department of Health, Cheyenne, Wyoming 2013 — 2020
Fiscal Manager, Behavioral Health Division (previously Director's Office and IT purchasing)

Streamlined procedures for IT purchasing and inventory management, ensuring compliance with internal and state guidelines. Enhanced divisional reference for tracking grant requirements and deadlines. Empowered program managers with accountability and facilitated grant compliance within Behavioral Health Division through cost-center-based budgeting.

Key Achievements:

- Unlocked funds within existing budgets for innovative mental health and substance abuse initiatives by implementing a zero-based budget system, resulting in the initiation of five impactful projects.
- Optimized transparency and accountability across departments by developing comprehensive written policies for IT procurement and inventory control.
- Minimized budget variances and ensured fiscal responsibility by facilitating end-of-fiscal-period spending forecasts with Program Managers.
- Improved data visualization and decision-making processes by enhancing reporting criteria and appearance for Director's Office.
- Enhanced efficiency and minimized operational downtime by implementing organized system for IT inventory deployment and retrieval.

State of Wyoming – Office of State Lands & Investments, Cheyenne, Wyoming 2011 — 2013
Auditor 1

Spearheaded the development of the Total Program Compliance system, ensuring comprehensive regulatory oversight. Facilitated seamless reporting processes and data accuracy by providing technical support for online reporters. Managed monthly reconciliation of accounts receivables for 80 companies, ensuring accurate financial tracking.

Key Achievements:

- Recovered $92,137 in unpaid royalties and rectified $7.5 million in incorrectly deducted expenses through gas plant joint venture audit.
- Standardized responses to sundry notices from regulatory bodies, ensuring prompt and compliant actions.
- Ensured compliance and accurate royalty payments by revamping policies for processing monthly reports.
- Enhanced data integrity and accessibility by crafting policies for integrating new lease information into Leasing software.
- Improved division-wide efficiency by executing advanced report processing policies, enhancing accuracy and timeliness.

Mountain Benefits Management Company, Cheyenne, Wyoming 2010 — 2011
Director of Finance

Ensured accurate payroll processing for all MBA employees on a semi-monthly basis, optimizing cash flow management. Facilitated informed decision-making by preparing monthly financial statements and analyses for MBA and large clients.

Key Achievements:

- Reduced property tax payable by 89% through inventory management and accurate valuation of office equipment.
- Strengthened internal controls by implementing a new cash handling policy, enhancing financial efficiency.
- Achieved significant cost reduction by introducing a "green" policy for accounting documents, minimizing paper usage.
- Optimized fund availability for operations by reconciling over 160 client bank accounts monthly.

Additional Experience

Student Accounting Advisor / Bookstore Manager, Brown Mackie College
Accounting Clerk, West Kentucky Workforce Investment Board – Pennyrile Area Development District
Staff Accountant, Emmer Management Corporation
Financial Representative / Management Trainee, American General Finance
Administrative Assistant / File Clerk, University of Florida, College of Medicine
Accounting Clerk / Customer Service Representative, Atlantic.net
Front End Associate/Pharmacy Technician, Eckerd Drugs

Education

Master of Accounting, Nova Southeastern University, Fort Lauderdale, FL
Bachelor of Business Administration in Finance, University of Florida, Gainesville, FL

XI. BIDDER CERTIFICATIONS

The following certifications must be completed, signed, and submitted with the bid. Bids submitted without signed certifications will be deemed non-responsive.

FORM A: CERTIFICATION OF NON-COLLUSION

IFB No.: DDA-2027-CPA-001

Issuing Authority: Cheyenne Downtown Development Authority

The undersigned, being duly authorized to represent the firm or individual identified below, hereby certifies under penalty of law that:

- The bid submitted in response to IFB No. DDA-2027-CPA-001 was prepared independently and without collusion, agreement, communication, or arrangement with any other bidder or potential bidder regarding the prices or terms of the bid.
- No attempt was made to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.
- The prices in the bid have not been and will not be disclosed to any other bidder or potential bidder, and no such prices have been sought from any other bidder.
- The undersigned has not offered, given, or agreed to give any DDA employee, officer, or agent any money, gratuity, or other consideration as an inducement for the award of this contract.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Authorized Signature: Kirsf And

Printed Name: Kirsten Anderson Title: Owner

Firm / Organization Name: Ascent Accounting & Advising, LLC

Address: 1914 Thomes Ave., Cheyenne, WY 82001

Phone: 307-214-8856 Email: kirsten@ascentwyo.com

Date: 6/15/26

IFB published by the Cheyenne Downtown Development Authority with assistance from generative AI.

FORM A: CERTIFICATION OF NO CONFLICTS OF INTEREST

IFB No.: DDA-2027-CPA-001

Issuing Authority: Cheyenne Downtown Development Authority

The undersigned, being duly authorized to represent the firm or individual identified below, hereby certifies under penalty of law that:

- Neither the undersigned nor any principal, officer, employee, or agent of the bidder has any direct or indirect financial interest in, or business relationship with, any member of the DDA Board of Directors, the DDA Executive Director, or any DDA employee that would constitute a conflict of interest with respect to the award or performance of this contract.
- Neither the undersigned nor any principal, officer, employee, or agent of the bidder has received or been promised any payment, loan, gift, gratuity, or other benefit from any DDA Board member, officer, or employee in connection with this procurement.
- The undersigned is not currently debarred, suspended, or otherwise excluded from participation in contracts with any federal, state, or local government entity.
- The undersigned agrees to promptly disclose to the DDA Executive Director any potential conflict of interest that may arise during the contract term and acknowledges that failure to disclose may result in immediate contract termination.

If any actual, potential, or perceived conflict of interest exists or may arise, describe it fully below (attach additional pages if needed):

Description of Conflict (if any): ______________________________

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Authorized Signature: Kirsten Anderson

Printed Name: Kirsten Anderson Title: Owner

Firm / Organization Name: Ascent Accounting + Advising, LLC

Address: 1914 Thomes Ave., Cheyenne, WY 82001

Phone: 307-214-8856 Email: kirsten@ascentwyo.com

Date: 6/15/26

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Cheyenne Downtown Development Authority

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INVITATION FOR BIDS

Certified Public Accountant (CPA) Services
Fiscal Year 2026-2027
IFB No.: DDA-2027-CPA-001

Issuing Authority:	Cheyenne Downtown Development Authority (DDA)
Address:	2101 O'Neil Ave., Room 202, Cheyenne, WY 82001
Phone:	(307) 433-9730
Website:	www.downtowncheyenne.com
Contact Person:	Sophia Maes, Executive Director
Contract Ceiling:	Not to Exceed $9,999 for FY2027
Bid Submission Deadline:	June 15, 2026, 11:59 PM MST
Bid Opening:	June 8, 2026, 5:00 PM MST
Submission Method:	Email to director@downtowncheyenne.com or smaes@cheyennecity.org, or hand-delivery to address above

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I. INTRODUCTION AND PURPOSE

The Cheyenne Downtown Development Authority (hereafter "the DDA") is a public entity established under Wyoming law to promote economic development, revitalization, and vitality in Cheyenne's central business district. The DDA is soliciting competitive bids from licensed Certified Public Accountants (CPAs) with demonstrated experience in governmental accounting to provide accounting services for Fiscal Year 2027 (July 1, 2026 – June 30, 2027).

Per the DDA Purchasing Policy (effective January 19, 2024), contracts exceeding $5,000 require competitive bids from at least three (3) qualified vendors. This IFB satisfies that requirement. The contract ceiling is $9,999, which falls below the $10,000 threshold requiring a formal Request for Proposals (RFP) process.

II. SCOPE OF WORK

The selected CPA shall provide the following services for the DDA during FY2027. All services shall be performed in coordination with DDA staff and in compliance with applicable Wyoming statutes, generally accepted governmental accounting principles (GAAP), and DDA Board policies. DDA Staff currently handles receipt coding.

A. Core Accounting Services

- Prepare and post journal entries as needed to maintain accurate financial records
- Perform monthly bank reconciliations for all DDA accounts
- Maintain the general ledger and chart of accounts in accordance with governmental accounting standards
- Review and reconcile accounts payable and accounts receivable

B. Financial Reporting

- Prepare monthly financial reports for presentation at regular DDA Board meetings
- Coordinate with DDA staff to ensure reports reflect current budget-to-actual status
- Provide financial analysis and narrative as requested by the Executive Director or Board
- Prepare year-end financial statements and supporting schedules

C. Audit Assistance

- Assist DDA staff in coordinating with the DDA's external auditing firm to facilitate the annual audit
- Prepare requested schedules, trial balances, and supporting documentation for auditors
- Assist DDA staff in implementing any audit findings or recommendations

D. Additional Services

- Provide guidance on compliance with Wyoming governmental accounting and financial reporting requirements
- Other accounting and financial advisory services as directed by the Board and/or Executive Director, within the contract ceiling

III. CONTRACT TERM AND COMPENSATION

Contract Period: July 1, 2026 – June 30, 2027 (FY2027)

Contract Ceiling: Not to exceed $9,999 for the full fiscal year.

Bidders shall submit either: (a) an hourly rate with an estimated number of hours per month and total annual cost estimate, or (b) a fixed monthly retainer with a total annual cost. In either case, the total amount may not exceed $9,999 for the contract period. Additional services beyond the core scope may be authorized by the Board President or Executive Director in writing, provided the cumulative contract value remains within the ceiling.

The DDA is a governmental entity and is therefore tax-exempt. Invoices shall not include state or federal taxes. Payment terms: Net 30 days upon receipt of a compliant invoice.

IV. MINIMUM QUALIFICATIONS

Bidders must meet all the following minimum qualifications to be considered responsive. Bids from firms or individuals that do not meet these qualifications will be deemed non-responsive and will not be evaluated.

- Valid Certified Public Accountant (CPA) license, in good standing, issued in Wyoming or a state with reciprocal licensure recognized in Wyoming
- Minimum of three (3) years of experience providing accounting services to governmental entities, special districts, or public authorities
- Demonstrated experience with generally accepted accounting principles (GAAP)
- No conflicts of interest with the Cheyenne DDA, its Board members, or staff
- Must be legally authorized to conduct business in the State of Wyoming

V. BID REQUIREMENTS AND SUBMISSION

Bids must include all the following components. Incomplete submissions will be deemed non-responsive.

A. Required Submission Components

- Cover letter (maximum 1 page) identifying the firm/individual, primary contact, and confirmation of intent to provide services as described
- Qualifications statement or resume: description of the CPA's or firm's experience, relevant credentials, and any prior work with governmental entities or special districts
- Proposed fee structure: hourly rate(s) and estimated annual hours by service category OR fixed monthly retainer, with a not-to-exceed annual total (July 1, 2026 - June 30, 2027)
- Three (3) professional references from comparable governmental or public-sector accounting engagements, including contact name, organization, phone, and email
- Signed Certification of Non-Collusion (see Section 11)
- Signed Certification of No Conflicts of Interest (see Section 11)

B. Submission Instructions

- Bids must be received by June 15, 2026, at 11:59 PM MST
- Bids may be submitted electronically to director@downtowncheyenne.com or smaes@cheyennecity.org with subject line: "IFB DDA-2027-CPA-001 – CPA Services Bid" OR delivered in a sealed envelope to: Cheyenne DDA, 2101 O'Neil Ave., Room 202, Cheyenne, WY 82001, Attn: Sophia Maes
- Late bids will not be accepted or considered

VI. EVALUATION CRITERIA AND AWARD

The DDA will evaluate all responsive bids using the following criteria. The contract will be awarded to the vendor whose bid represents the best value to the DDA based on the evaluation criteria below. The DDA reserves the right to reject any or all bids, to waive technical irregularities, and to award the contract in the best interest of the public.

Evaluation Criterion	Points	Description
Qualifications & Experience	25	Relevant CPA license, governmental accounting experience, familiarity with Wyoming statutes and DDA/municipal finance.
Cost/Fee Proposal	15	Hourly rate or fixed-fee structure; total estimated cost not to exceed $9,999 for FY2027.
References	10	Quality of professional references from comparable governmental or public-sector engagements.
TOTAL	**50**	

Following evaluation, DDA staff will present a contract recommendation to the DDA Board of Directors. Contract award is subject to Board approval. The DDA anticipates notifying the selected bidder within 1 day of the bid deadline (June 16, 2026).

VII. TERMS, CONDITIONS, AND CERTIFICATIONS

A. General Conditions

- This IFB does not commit the DDA to award a contract, pay any costs incurred in preparation of a bid, or procure services.
- The DDA reserves the right to cancel this solicitation at any time without obligation.
- All bids and related materials become property of the DDA upon submission and are subject to public disclosure in accordance with Wyoming public records law.
- The selected contractor shall maintain adequate insurance coverage as required by the DDA, including professional liability (errors and omissions) insurance of at least $1,000,000 per occurrence.

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- The contractor shall comply with all applicable federal, state, and local laws, ordinances, and regulations.
- The DDA Purchasing Policy (effective January 19, 2024) governs this procurement and is incorporated by reference.

B. Certification of Non-Collusion (Form A)

By submitting a bid, the bidder certifies that the bid has been prepared independently and without collusion, consultation, communication, or agreement with any other bidder or prospective bidder with respect to the price(s) submitted. The bidder further certifies that no attempt has been made to induce any other person or firm to submit or not submit a bid. See **Section 11: Bidder Certifications.**

C. Certification of No Conflicts of Interest (Form B)

By submitting a bid, the bidder certifies that neither the bidder nor any principal, officer, or employee of the bidder has a financial interest in, or a business relationship with, any DDA Board member, officer, or employee that would constitute a conflict of interest in the performance of the proposed contract. The bidder further agrees to disclose any potential conflict that may arise during the contract term. See **Section 11: Bidder Certifications.**

D. Ethical Standards

The DDA is committed to the highest standards of ethical conduct in its procurement activities. All bidders and the selected contractor are expected to adhere to applicable ethical standards and to avoid any activity that could constitute a conflict of interest or improper influence in the procurement or contract performance process, consistent with DDA Purchasing Policy Section XI.

VIII. ADVERTISEMENT AND PUBLIC NOTICE

In accordance with the DDA Purchasing Policy and to foster a competitive market, this IFB will be advertised as follows:

- Posted on the City of Cheyenne's official DDA website (www.cheyennecity.org/dda) and www.downtowncheyenne.com/about-the-dda/request-for-proposals
- Distributed directly to at least three (3) qualified CPAs or accounting firms with known governmental accounting experience

The advertisement period shall be a minimum of 7 calendar days prior to the bid submission deadline.

IX. QUESTIONS AND CLARIFICATIONS

All questions regarding this IFB must be submitted in writing to:

Contact: Sophia Maes, Executive Director

Email: director@downtowncheyenne.com or smaes@cheyennecity.org

Phone: (307) 433-9730

Question Deadline: June 11, 2026 at 5:00 PM MST

Responses to questions received will be provided in writing to all known prospective bidders and posted on www.downtowncheyenne.com/about-the-dda/request-for-proposals and www.cheyennecity.org/dda. Verbal responses to inquiries are not binding and should not be relied upon.

X. AUTHORIZED SIGNATURE

This Invitation for Bids is issued by the Cheyenne Downtown Development Authority. The undersigned is authorized to issue this solicitation on behalf of the DDA.

______________________________________ ____________________

Sophia Maes, Executive Director — Date
Cheyenne Downtown Development Authority

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XI. BIDDER CERTIFICATIONS

The following certifications must be completed, signed, and submitted with the bid. Bids submitted without signed certifications will be deemed non-responsive.

FORM A: CERTIFICATION OF NON-COLLUSION
IFB No.: DDA-2027-CPA-001
Issuing Authority: Cheyenne Downtown Development Authority

The undersigned, being duly authorized to represent the firm or individual identified below, hereby certifies under penalty of law that:

- The bid submitted in response to IFB No. DDA-2027-CPA-001 was prepared independently and without collusion, agreement, communication, or arrangement with any other bidder or potential bidder regarding the prices or terms of the bid.
- No attempt was made to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.
- The prices in the bid have not been and will not be disclosed to any other bidder or potential bidder, and no such prices have been sought from any other bidder.
- The undersigned has not offered, given, or agreed to give any DDA employee, officer, or agent any money, gratuity, or other consideration as an inducement for the award of this contract.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Authorized Signature: ____

Printed Name: _________________________ Title: ___________________________

Firm / Organization Name: ____

Address: ____

Phone: _______________________________ Email: _____________________________

Date: _________________________________

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FORM A: CERTIFICATION OF NO CONFLICTS OF INTEREST
IFB No.: DDA-2027-CPA-001
Issuing Authority: Cheyenne Downtown Development Authority

The undersigned, being duly authorized to represent the firm or individual identified below, hereby certifies under penalty of law that:

- Neither the undersigned nor any principal, officer, employee, or agent of the bidder has any direct or indirect financial interest in, or business relationship with, any member of the DDA Board of Directors, the DDA Executive Director, or any DDA employee that would constitute a conflict of interest with respect to the award or performance of this contract.
- Neither the undersigned nor any principal, officer, employee, or agent of the bidder has received or been promised any payment, loan, gift, gratuity, or other benefit from any DDA Board member, officer, or employee in connection with this procurement.
- The undersigned is not currently debarred, suspended, or otherwise excluded from participation in contracts with any federal, state, or local government entity.
- The undersigned agrees to promptly disclose to the DDA Executive Director any potential conflict of interest that may arise during the contract term and acknowledges that failure to disclose may result in immediate contract termination.

If any actual, potential, or perceived conflict of interest exists or may arise, describe it fully below (attach additional pages if needed):

Description of Conflict (if any): ____
____
____

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Authorized Signature: ____

Printed Name: _________________________ Title: ___________________________

Firm / Organization Name: ____

Address: ____

Phone: _______________________________ Email: _____________________________

Date: _________________________________

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