



Cheyenne Downtown Development Authority

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

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



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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)



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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



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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
Cheyenne Downtown Development Authority

Date



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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: _____