

# **Suisun Resource Conservation District**

**2544 Grizzly Island Road  
Suisun, CA 94585-9539**



## **REQUEST FOR PROPOSAL**

**For Auditing Services**

**Proposals Due By: December 10, 2021**

## **SUISUN RESOURCE CONSERVATION DISTRICT REQUEST FOR PROPOSAL FOR AUDITING SERVICES**

The Suisun Resource Conservation District (District) is requesting proposals for Professional Auditing services for three years as outlined in this Request for Proposals by Friday, December 10, 2021.

### **Background**

A Bay Area accounting firm has performed the District's audit for the past four fiscal years. Prior to that, the Solano County Auditor/Controller's office performed the District's annual financial audit. The District is interested in obtaining proposals from public accounting firms that are qualified to provide these services in the future for the District.

### **General Description of the District**

As a legal political subdivision of the State of California, the Suisun Resource Conservation District is a Special District created by the California Legislature in 1977.

(Public Resources Code, § 9003.)

The District has the primary local responsibility for promoting wetland conservation of the Suisun Marsh through improvements in water management practices on private lands within the primary management area of the Suisun Marsh (*Id.* at § 9962.). The District is empowered to coordinate resource management efforts for purposes of watershed restoration and enhancement (*Id.* at § 9001(b) (1) and (3)). Historically, the District has taken the leadership role to ensure adequate water quality in the Suisun Marsh a condition necessary to promote a diversity of productive waterfowl habitat, enhance the wetland resource values through appropriate management practices, and ensure the wetland and wildlife values of the Suisun Marsh are sustained and protected.

The District's mission is to represent the private landowners within the Suisun Marsh on a variety of issues on the Federal, State and local level. The District provides landowners technical assistance in permitting, water management, and wetland habitat management to ensure the wetland and wildlife resources of the Suisun Marsh are sustained and enhanced.

### **Financial Information**

The District has two funds, the General Fund and Special Revenue Fund. The Department of the General Fund is responsible for the day-to-day operating expenses of the District. The General Fund also contains several departments which primarily account for

different programs and grants assisting landowners in wetland habitat enhancement activities within the District. The Special Revenue Fund consists of two departments.

The District's general ledger, payroll, accounts payable and depreciation schedule are maintained by the Solano County Controller's office using the Integrated Fund Accounting System. Invoices are done in-house using QuickBooks and payment of vendors are processed by Solano County. For the past several years the auditors have made very few adjusting journal entries to year-end statements generated by the District.

Please find a copy of the District's audited financial statements on our website (<https://suisunrcd.org/about/finances/>) from fiscal year ending June 30, 2020. For more background information on the District, please visit our website at [www.SuisunRCD.org](http://www.SuisunRCD.org).

### **Services Required**

The District's financial statements are maintained in accordance with generally accepted accounting principles (GAAP) and the uniform accounting system for districts prescribed by the State Controller in compliance with the Government Code of the State of California.

Examination of the District's financial statements, in accordance with Governmental Accounting.

Preparation of financial statements, in accordance with Generally Accepted Accounting Principles including GASB requirements.

Preparation of a draft Management's Discussion and Analysis Report.

Preparation of three bound copies, and one electronic copy including a written report of findings, managements letter, and presentation of the draft findings at one District Board of Directors' meeting (per audit period).

### **Additional Services That Maybe Required**

Single Audit SRCD requests a supplemental Bid for these services, if triggered in a given fiscal year.

The District staff will prepare any requested account schedules, analyses, reconciliations and will compile auditor selected supporting documents.

### **Bidding and Selection Terms**

The selected firm ("Contractor") will be awarded a Contract Services Agreement ("Agreement") covering the audits and related work for the years ending June 30, 2021, June 30, 2022, and June 30, 2023.

The selected firm will be the one which, in the sole opinion of the District, will best serve

the needs of the District. The District reserves the right to reject any or all proposals and to request additional information from the firms. No proposals shall be withdrawn for a period of sixty days following the due date of the quotation.

No reimbursement of expenses, travel time, or compensation will be due any firms for participating in this proposal and selection process.

### **Contract Service Agreement Terms**

Among other terms, the Contract Services Agreement will include the following requirements:

- The Contractor agrees to indemnify, defend and hold harmless the District and their officers, agents and employees from any and all claims and losses accruing or resulting to any person, firm or corporation furnishing or supplying work, services materials or supplies in connection with the performance of the Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of the Agreement.
- The Contractor, and its agents and employees, shall act in an independent capacity and not as officers, employees or agents of the District.
- Without written consent of the District, the Agreement will not be assignable by the Contractor in whole or in part.
- The Contractor will comply with all legal and professional requirements regarding records retention and access.
- The consideration to be paid to the Contractor shall be in compensation for all expenses incurred in the performance of this Agreement, unless otherwise expressly so provided.

### **Proposal Information**

Proposals become the property of the District and will be subject to disclosure upon completion of the selection process. Proprietary information that you wish to remain confidential should not be included in your response materials.

Please submit your proposal in the following format:

- Cover Page – detail to include:
  - RFP Subject
  - Date
  - Firm
  - Contact Name
  - Address
  - E-mail, phone and fax numbers

- Table of Contents – include a clear identification of submitted items by section and page number.
- Letter of Transmittal – limit to three pages and include a brief statement of your understanding of the work to be done; make a positive commitment to perform the work for the periods indicated in the required time frame, any additions to the scope of work that the firm believes are prudent or necessary and the reasons why, and statements as to why the firm believes it is best qualified to perform the engagement.
- Description of Firm – characterize firm as local, regional, national or international; identify the location of the office which will perform the work and the number of partner(s), manager(s), supervisor(s), senior(s), principals and other professional staff employed in that office; describe the types of services performed by that office (i.e. audit, tax, accounting, management services, etc.); disclose any possible conflicts of interest; and describe the type and amount of professional liability insurance the firm has in place.
- Firm Qualifications – identify the partner, manager and other supervisory personnel who will work on the audit and include resumes as an appendix. Included information on your firm’s most recent Peer Review. Describe recent auditing experience like the District’s requirements – focusing on special district and government audit work. Include the name and telephone numbers for three of these audit clients to serve as references.
- Scope – clearly describe the scope of services to be provided by the firm and identify any work areas which would potentially be sub-contracted to other providers and identify those providers.
- Compensation – estimate the total hours, out-of-pocket costs and the resulting all-inclusive maximum fee for which the requested work will be done for each of the three years and the additional fee and expenses related to a potential Single Audit of Federal Grant Funds for fiscal years ending June 2022 and/or June 2023, if those services may be required. Also state the hourly rates to be charged for each staff classification.
- Additional Information – please provide any additional information essential to the proposal in this section.

### **Proposal Submission**

Sealed and signed proposals for the audit and related services for the Suisun Resource Conservation District for the fiscal years ending June 30, 2021, June 30, 2022, and June 30, 2023 should be sent to:

Kelli Perez, Office Supervisor  
Suisun Resource Conservation District  
2544 Grizzly Island Road  
Suisun, CA 94585-9539

Proposals must be received by 3:00pm on Friday, December 10, 2021. Paper copies only.

Please submit copies of the proposal and all attachments, no faxed copies will be accepted.

Direct all inquiries related to this RFP to Kelli Perez via e-mail to:  
[KPerez@SuisunRCD.org](mailto:KPerez@SuisunRCD.org)

### **Projected Timeline**

The proposals will be evaluated by District staff and Finance Committee. The Finance Committee will make a recommendation to the Board of Directors' at their scheduled January 12, 2022 meeting at 2:00 pm. The proposed schedule for the selection of the contractor and completion of services is as follows:

<u>Activity</u>	<u>Completion Date</u>
Proposals due	December 10, 2021
Interviews with top applicants (may be completed by phone)	December 2021
Final selection – Board Meeting	January 12, 2022
Preliminary audit work	Scheduled by firm
Audit field work	February – March 2022
Draft Financial Statements	April 2022
Presentation to the Board of Directors	SRCD April Board Meeting

Note: This is a tentative schedule and is provided as a courtesy to potential proposers. The actual schedule may vary for that provided without notice to potential proposers. Any changes made to the closing date of the RFP will be in the form of an addendum and mailed to all potential proposers who have received RFP documents.