

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL (RFP): **Financial Audit Services**

SUBMIT INFORMATION TO: **Aptos/La Selva Fire Protection District
6934 Soquel Drive
Aptos, California 95003**

DIRECT INQUIRIES TO: **Tracy New, Director of Business Services
831-685-6690**

PROPOSAL SHALL BE SUBMITTED BY: **Date: September 19, 2016
Time: 1:30 PM**

Late submittals will not be considered.

The Aptos/La Selva Fire Protection District is requesting a formal bid proposal for the annual audit of the District's financial records and preparation of financial statements.

ALL BID PROPOSALS SHALL BE SEALED AND MARKED ON THE OUTSIDE AS:

"AUDIT BID PROPOSAL"

DISTRICT OVERVIEW

The Aptos/La Selva Fire Protection District is an independent autonomous fire district, formed under the "Fire Protection District Law of 1987", Government Code and Health and Safety Code, State of California.

The Aptos/La Selva Fire Protection District is a Special Fire District in the County of Santa Cruz and serves the communities of Aptos and La Selva Beach.

The Aptos/La Selva Fire Protection District has 39 paid personnel, with an operating budget of \$10.0 million adopted for FY 2015-16.

The Aptos/La Selva Fire Protection District provides fire protection and emergency medical services from three fire stations located within the area of responsibility, known as district boundaries.

The Aptos/La Selva Fire Protection District prepares input for payroll and claims processing and then forwards them to the County of Santa Cruz Auditor-Controller's Office for final processing and payment.

The Aptos/La Selva Fire Protection District operates an Administrative Office at 6934 Soquel Drive, in Aptos, California. Our records are retained at this location. This includes but is not limited to prior year's audit report, management letters, financial statements, budgets, payroll records, and bills.

The Aptos/La Selva Fire Protection District administrative staff consists of one Director of Business Services, one Administrative Assistant who processes payroll, and one Administrative Assistant who prepares claims.

1. INTENT

The intent of this request for proposal (RFP) is to solicit bids from qualified audit firms to furnish the District with the required auditing services.

It is also our intent to enter into an agreement with the accepted audit firm by September 2016 and to have work commence shortly thereafter.

2. NATURE OF SERVICES REQUIRED

The scope of audit services being requested are as follows:

Scope of the Audit:

The Fire District desires to have an audit in compliance with Government Auditing Standards ("yellow book") as developed by the United States Accountancy Office, by the Comptrollers General of the United States.

An examination of and an auditor's report on the unit's financial statements or other fiscal documents in accordance with generally accepted auditing standards, other applicable audit guidelines, or the local government's specific audit requirement.

Requirements of the Auditor:

The auditor shall determine whether the financial statements of the Fire Protection District present fairly its financial position and results of its financial operations in accordance with generally accepted accounting principles (GAAP).

3. MANDATORY QUALIFICATION OF THE AUDITOR

The following information must be supplied from all respondents:

An affirmation that the proposer is properly licensed for public practice as a Certified Public Accountant or public accountant. According to generally accepted governmental auditing standards (GASAS), public accountants must be licensed on or before December 31, 1970 or working for a CPA firm to be eligible for engagement.

An affirmation that the preparer meets the independent requirements of the Standards for Audit of Governmental Organization, Programs, Activities and Functions, published by the U.S. General Accounting Office (GAO).

4. PERIOD OF THE AUDIT

The audit proposal is to audit the Fire District's books for the fiscal year from July 1, 2015 to June 30, 2016. This will include the period of time from our last completed financial audit.

5. TERM OF THE ENGAGEMENT

The term of the contract period will be for a minimum of THREE audit years, with an option to continue with additional years.

6. EXIT CONFERENCE REQUIREMENT

The Fire District requested that an "Audit Exit Conference" be held with appropriate Fire District personnel.

7. REPORTS REQUIRED

Report on Financial Statements.

Report on entity's internal control structure.

Report on entity's compliance with laws and regulations.

The above reports will be issued in all years.

8. TIME REQUIREMENTS

Date and time for proposal submission:

September 19, 2016 at 1:30 PM

Date, time, and place for selected proposer interviews (if necessary):

To be determined.

Date of contact award:

To be determined.

Date audit work can be commenced:

October 1, 2016

Date for preliminary report completion and exit conference:

To be determined.

Date for final report submission:

No later than January 2017.

9. CONTRACTUAL ARRANGEMENTS AND PAYMENT

The Aptos/La Selva Fire Protection District will enter into a written agreement and the selected audit firm to provide audit services. This can be done either by a contract or a letter of engagement.

Payment for the audit services will be made on monthly progressive invoices submitted at the end of each month that work is done, with a 25% retention until time of final report for each year. Payment will be paid to audit firm within thirty days of each invoice and the retention thirty days after acceptance of final report.

10. REPORT REVIEW, AND NUMBER OF COPIES

Exposure draft submission for review by the audit. The name of the individual responsible for reviewing and respondent to the draft audit report will be Tracy New, Director of Business Services.

A management report should be submitted as part of the audit report.

Two copies of the preliminary draft report will be needed.

11. WORKING PAPERS

Working papers will be retained for at least five years after completion of an audit.

Working papers shall be available for examination by authorized representatives of the requester.

12. RIGHT TO REJECT

The Aptos/La Selva Fire Protection District (as the requester) reserves the right to reject any and all proposals submitted and to request additional information from all proposers. It is also stated that any agreement will be made to the independent auditor who, based on evaluation of all responders, applying all criteria and oral interviews if necessary, is determined to be the best qualified to do the audit.

13. SUMMARY OF THE PROPOSER'S QUALIFICATIONS

Identify the audit managers and field supervisors and other staff who will work on the audit, including staff from other than the local office. Resumes, including relevant experience and continuing education for auditor in charge up to the individual with final responsibility for the engagement, should be included (the resumes may be included as an appendix).

Describe the recent local and regional office auditing experience similar to the type of audit requested.

14. REPORT REQUIREMENTS

Reports of the audit shall be submitted in FINAL form as follows:

District Files	5 Copies
Copy in electronic format for duplication	1 Copy

15. TIME REQUIREMENTS

If not already adequately covered in the respondent's letter of transmittal, the response shall detail information on how the respondent plans to meet the timeline and reporting deadline requirements of the engagement.