



**NEVADA COUNTY CONSOLIDATED  
FIRE DISTRICT**

**REQUEST FOR PROPOSAL**

**AUDIT SERVICES FOR FISCAL YEARS ENDING**

**June 30, 2023**

**June 30, 2024**

**June 30, 2025**

*February 16, 2023*

## **I. INTRODUCTION**

The Board of Directors is interested in receiving proposals from qualified firms to provide accounting and auditing services to the Nevada County Consolidated Fire District (NCCFD) for the fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025

**The closing date for the submittal of a proposal is May 4, 2023, at 5:00 p.m.**

## **II. SCOPE OF WORK**

- A.** Provide a scope of the audit or audit plan to the district's Board of Directors for their review and approval at least thirty (30) days before the audit work begins.
- B.** Compile, from information provided by Nevada County and the NCCFD, the financial statements, notes to financial statements, and supplementary information to be included in the District's Annual Financial Report.
- C.** Prepare for the California State Controller, NCCFD's Statement of Assets, Liabilities, and Fund Balance. This must be submitted to the State Controller's Office to meet the filing deadline as required by the State of California. Quote separately.
- D.** Prepare all work papers necessary to summarize and consolidate information to be included in the Annual Audit.
- E.** Review existing accounting practices to ensure compliance with the Generally Accepted Accounting Practices (GAAP) and the California State Uniform System for accounting procedures, and to all applicable laws.
- F.** Provide, as required, assistance to the District concerning all phases of Governmental Fund Accounting and bookkeeping practices.
- G.** Prepare financial statements at the close of each fiscal year to the state, as may be required by applicable special district laws and regulations.
- H.** Make recommendations to the Board concerning the most advantageous method of financing all capital acquisitions, if requested.
- I.** Analyze the financial position of the District when requested by the Board.
- J.** Be responsible for producing all exhibits and the subsequent proofing. After final proofing, the Annual Audit will be bound and submitted to NCCFD.
- K.** Plan the engagements to allow for a completion date no later than 120 days following the close of the fiscal year, with a report to the NCCFD Board of Directors within thirty (30) days of completing the audit, to include comments on any practices found that, in the opinion of the auditors, are inappropriate or place the District's assets at risk.

- L. Provide day-to-day accounting assistance to NCCFD staff, when required, concerning questions that may arise as to the proper accounting treatment of transactions.
- M. Any other accounting and/or auditing service above and beyond the normal scope of this service and not defined above, which may be requested by the Board of Directors, may be negotiated.

### **III. PROPOSAL FORMAT**

#### **A. General Information**

1. Provide the name and address of the firm, the date established, and a brief description of the firm's history.
2. Describe briefly the experience and professional achievements of the person or persons in your firm who would be assigned to work on this account.
3. Describe the current software used by your firm and its compatibility with NCCFD Accounting Program QuickBooks Premier.

#### **B. Experience**

1. Describe briefly the Governmental Fund Accounting experience relating to other special districts similar to the NCCFD.
2. Describe any other governmental accounting experience.
3. Identify each public agency and the names of an official of each public agency who may be contacted for references, and a phone number.

#### **C. Other Information**

Include any additional information about your firm that would aid the NCCFD in evaluating your competence, capabilities, and resources. Please keep comments brief and to the point.

#### **D. Compensation**

1. State the all-inclusive price and estimated total hours as outlined in the Scope of Work.
2. Staff travel, clerical, and printing expenses must be included in the abovementioned price.
3. State whether data processing will be used in the audit examination(s) and if so, estimate the data processing resources NCCFD will need to supply in terms of computer time and operator time. Note that programmer time will not be available from NCCFD.

#### **IV. EVALUATION OF PROPOSALS**

- A.** A screening committee will review each proposal to ascertain the top three firms. These firms may be invited to an oral interview for the final selection. Final selection will be based on the firm's response as outlined in the "Proposal Format" section of the RFP, the oral interviews, and the total compensation for services rendered.
- B.** The top three firms will be identified for the Board of Directors, and NCCFD reserves the right to award the contract to the firm that, in the opinion of NCCFD, is best qualified to provide the required audit services.
- C.** NCCFD reserves the right to reject any or all proposals, either in their entirety or in part, and to retain all proposals, whether solicited or rejected.
- D.** NCCFD reserves the right to negotiate minor deviations to the proposal with the successful firm.

#### **V. DEADLINE**

Submit ten copies of your proposal no later than 5:00 p.m. on May 4, 2023, to NCCFD, C/O Jason Robitaille, 640 Coyote Street, Nevada City, CA 95959. Late proposals will not be considered. Proposals will be submitted in a sealed envelope, clearly marked **NCCFD – RFP for Audit Services**.

#### **VI. SUBMITTING PROPOSALS**

Proposals will be accepted at the Administrative Office, 640 Coyote Street, Nevada City, CA 95959, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except legal holidays), until the date and time specified under "Deadline". All proposals must be signed and dated by the submitter.

#### **VII. INQUIRIES**

Prospective auditing firms requiring additional information or clarification about this RFP must submit their questions in writing via email to [nicolelong@nccfire.com](mailto:nicolelong@nccfire.com). Responses will be made to all inquiries during the Comment Period, which will run from April 3 to April 30, 2023. Interested parties should refrain from making personal contact with NCCFD officials or any other persons associated with this RFP, and attempts to make inappropriate contacts may be grounds for disqualification from the selection process. If any inquiry submitted to the email address above raises an item of interest to all bidders or the need for an important clarification related to the RFP process, the inquiry and response may be disseminated to all potential bidders by email. All inquiries and responses will remain anonymous.

## **VIII. CONFLICT OF INTEREST**

Bidder warrants and covenants that no official or employee of the NCCFD, nor any business entity in which an official of the NCCFD has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the NCCFD.