



Eastern Kern County Resource Conservation District

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ekcrd@gmail.com

REQUEST FOR PROPOSALS

Announced: March 26, 2019

Project Overview:

Eastern Kern County Resource Conservation District (EKCRCD, the District) is soliciting written proposals for accounting services. EKCRCD is a small, southern California Special District under the State of California, California Public Resources Code, Division 9.

The District has one half-time employee. It receives a small percentage of property tax revenue from Kern County and occasionally receives grants from federal, state, and non-profit agencies. These grant and tax funds are deposited into a separate EKCRCD bank account and all expenditures from those funds are approved by the Board of Directors.

Audited financial reports are prepared annually by a third-party auditor and reviewed and approved by the Board of Directors. EKCRCD's income statement provides consolidated totals, as well as grant or project revenue and expenditures for analysis, along with a consolidated balance sheet.

EKCRCD meets the requirement to file Government Compensation and Special District Financial Transactions reports with the California State Controller. Copies of the audit report must also be filed with the Kern County Auditor-Controller. EKCRCD hires a third-party auditor to complete and file the reports with the appropriate governmental agencies.

Services and Qualifications Required:

EKCRCD is seeking an accountant with experience in the following:

- GASB Compliance
- GAAP Compliance
- State Grant Rules and Regulations
- Audit Preparation
- Quicken and QuickBooks

Main tasks performed by the accountant include:

- Updating District staff on GASB and/or GAAP changes
- Annual compilation of financial statements
- Audit preparation (around August)

- Questions regarding transitioning from Quicken to QuickBooks and compliance as they arise

EKCRCD's June 30, 2018, year-end audited financial statements are available upon request.

Proposal Content:

In responding to this request, we require the following information:

1. Detail your ability to perform the services outlined above. Describe your experience providing auditing and accounting services to other Resource Conservation Districts, Special Districts, or not-for-profit organizations.
2. List the qualifications of your firm and staff members assigned to this service.
3. Discuss your company's independence with respect to EKCRCD.
4. Discuss how your company will approach communication and the use of technology in providing these services.
5. Provide a detailed schedule of fees for all related areas of the accounting services including hourly cost and any travel expenses (if applicable) and filing fees.
6. Provide a list of references. Emphasize clients of similar size and structure to EKCRCD.

All proposals must be submitted by email in PDF format to ekcrd@gmail.com by noon, Tuesday, April 30, 2019. All proposals, whether selected or rejected, shall become the property of the EKCRCD. Transmittal/Cover letters for the proposals shall be signed by an authorized employee or officer in order to receive consideration. The EKCRCD shall not be responsible for proposals delivered to a location other than that specified above.

EKCRCD will review and evaluate proposals based on proposal content, approach, qualifications, quality, references, cost, credentials, relevancy of listed related experience, and demonstrated ability to complete work tasks listed in the RFP. Applicants that meet the initial screening criteria may be invited to interview with EKCRCD in person or by phone (at EKCRCD's discretion). It is possible that the selections of a Consultant will be based solely on the written RFP response. All successful consultants will be asked to submit an Engagement Letter or Professional Services Agreement, which will be reviewed and voted upon by the EKCRCD's board of directors prior to signing. If an insufficient number of proposals are received in response to this RFP, or if the selected contractor and EKCRCD are unable to agree to the terms of the professional services agreement, EKCRCD reserves the right to disqualify the contractor and reissue the RFP in whole or in part.

Schedule:

Date of Announcement: March 26, 2019

Questions/Inquiries Accepted: April 12, 2019

Response to Questions: April 19, 2019

Deadline for Proposal Submissions: April 30, 2019

Proposals Reviewed: May 1, 2019

Applicant Interviews (optional) May 2-15, 2019

Notification of Award: May 16, 2019

Responses to: ekcrd@gmail.com and/or

Eastern Kern County Resource Conservation District
Attn: Nancy Gooch
300 S. Richmond Road
Ridgecrest, CA 93555
760-384-5477 (Monday-Friday, 8am-noon)

Other Details:

- All written questions and requests for clarification should be directed to Administrative Assistant Nancy Gooch.
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.
- Costs to prepare the proposal will not be reimbursed.
- All submittals are public information. Restrictions on any information submitted will render a bid non-responsive.
- If no qualified bids are submitted by May 1, 2019, the EKCRCD reserves the right to begin the RFP process over.
- Selected bidder(s) will be expected to sign an Engagement Letter or Professional Services Agreement with the EKCRCD (example agreement available upon request).
- All subcontractors, if any, used by the selected bidder will require prior written consent of the EKCRCD.
- Selected bidder (Consultant) shall maintain at all times insurance of not less than \$1,000,000 per occurrence for workers' compensation and employer's liability, and \$2,000,000 per occurrence for general liability thus insuring against all liability of Consultant and its authorized representatives arising out of and connected with Consultant 's work on this project. All such policies of insurance shall be primary insurance, and a copy of the title page and summary of coverage of the Consultant's insurance policy shall be submitted to the District for review and approval prior to the commencement of the term of the contract.