

## **I. Introduction and Background.**

The Malaga County Water District is situated in the unincorporated community of Malaga which is South of the District of Fresno along State Highway 99. The District covers an area of approximately 2.25 square miles and provides water, wastewater, community recreation services, and residential solid waste collection services. The District is governed by a five-member Board of Directors which are elected to four year terms.

The District is required by Water Code §30540(b)(2) to appoint an Auditor as an independent contractor to conduct an annual audit of the District's books, records, and financial affairs.

The Malaga County Water District seeks proposals for an Auditor, as an independent contractor, for the fiscal years ending June 30, 2020, 2021, and 2022, to provide all auditing functions as required by law.

## **II. Scope of Services.**

### **A. Conduct an Audit of District Financial Statements.**

For the fiscal years ending June 30, 2020, 2021 and 2022 in accordance with Government Auditing Standards issued by the Comptroller General of the United States, and the US Office of Management and Budget, the California State Controller, and all other applicable federal, state, or local accounting standards.

### **B. Annual Independent Auditor's Report.**

- 1.) Report on audit of annual financial statements.
- 2.) Report on internal accounting and controls.
- 3.) Report on accounting system required by Water Code §30582.
- 4.) Report on any other auditing/accounting matter required by any federal or state regulation.
- 5.) Prepare and file all necessary reports as required to the State Controller's Office and the Fresno County Auditor-Controller that conform to the requirements of California Government Code Section 26909 or any other applicable statute.
- 6.) Make recommendations for improvements in the District's accounting systems or controls.

### **III. Submission of Response to RFP.**

Responses to the RFP ( also referred to herein as “Response(s)” or “Proposal(s)”) must submit with seven (7) hardcopies and one (1) electronic copy (in PDF or Word format on a CD, thumb drive, or via email) no later than 3:00 p.m. on October 26, 2020. The District will not accept any proposals after the deadline date and time. If RFP’s are submitted by mail, the consultant should mail the proposal in enough time to ensure delivery prior to this deadline. Anyone who chooses to submit a proposal via mail or courier service does so that their own risk.

All Proposals shall be delivered to the District General Manager at the District’s Office as follows:

Malaga County Water District  
Attention General Manager  
3580 S. Frank Street  
Fresno, CA 93725-2511

Submittals shall be delivered marked:

**Response to Request for Proposals for: Malaga County Water District  
CONTRACT AUDITOR**

### **IV. Content and Organization.**

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

Proposals should be limited to specific discussion of the elements outlined in this RFP. It is the intent of the District that the Proposals will give the District an understanding of each consultant’s experience and qualifications related to appointment as District Contract Independent Auditor.

#### **B. Submittal Layout.**

The organization of the Proposal shall following the general outline below:

1. Transmittal Letter;
2. Introduction;
3. Qualifications;
4. Consultant(s) and Sub-consultant(s) Staff;
5. Consultant(s) and Sub-consultant(s) Qualifications and References;

6. Fee Schedule;
7. Proposal;
8. Schedule.

C. Description of Submittal Layout.

1. Transmittal Letter.

a. Contact Information. The Transmittal Letter should identify the Proposer(s) and include the name, title, address, phone number and email address of each individual who may be contacted during the Proposal evaluation period.

b. The Transmittal Letter should also include the name, title, contact information and signature of each person with the authority to negotiate on behalf of and to contractually bind the proposer.

c. Page Limitation. The Transmittal Letter may be up to two pages.

2. Introduction.

a. The Proposer should demonstrate an overview of their qualifications and experience of the type or potential types of work that may be performed and provide an understanding of the roll of Contract Independent Auditor.

b. The Introduction may not exceed two pages.

3. Qualifications.

a. This section may include a brief statement to show the Proposer's experience and understanding of the services to be performed as the District's Independent Contract Auditor.

b. Not to exceed four pages.

4. Contractor, Sub-contractor, and/or Staff.

a. This section should describe the qualifications and experience of each professional who will have input or participate in performing audit functions. Proposer should include, where applicable, the identification of the project manager(s) along with each person who will manage the various tasks to be performed. An organizational chart may be helpful but is not required.

b. This section not to exceed four pages.

5. Qualifications and References.

a. This section should describe the nature and outcomes of previous projects completed by the contractor, sub-contractor, or team related to the work described in the RFP, herein. Description should include contact names, contact information, and a description of the type of work performed and approximate dates when the work was conducted/completed. The description may also include the name(s) of staff or team members who performed the work.

b. Proposer may attach an exhibit or exhibits showing a sample of the Proposer's work as an Attachment "A" to the Proposal. The attachment shall not exceed 20 pages.

c. This section may not exceed four pages.

6. Resumes.

a. The Proposal may include resumes of each key member of Proposer's staff.

b. Maximum of one (1) page per staff or team member.

7. Fee Schedule.

a. Include a current billing rate schedule for the contractor(s), sub-contractor(s).

b. Maximum of four pages.

8. Proposed Fee.

Include a fee summary indicating the hourly rate and the amount of time projected for each category of personnel used on the project, the total cost for each task or other division of work, and a total cost for completing the tasks described in Section II of this RFP. Proposer may organize and structure the fee schedule in any manner as long as there is sufficient detail to show that all of the tasks in Section II are included.

9. Schedule.

Include a schedule with work and completion dates for each task.

**V. Proposal Evaluation and Selection.**

A. Initial Evaluation.

1. Upon receipt of Proposals, District Staff will conduct a technical evaluation and scoring of each Proposal. District Staff will use the following criterion:

- a. Recent relevant experience (15%);
- b. Understanding of the requirements of the RFP (40%);
- c. Qualifications and experience (15%);
- d. References (5%);
- e. Allocation of time to tasks (10%); and
- f. Proposal cost (15%).

2. Selection.

In the event that District Staff judges multiple Proposals to be of equal value, oral presentations of the Proposals may be requested. Once District Staff has selected a Proposal, District Staff will enter into negotiations with the Proposer to develop an agreement for consulting services. Final approval of any agreement must be made the Board of Directors and the District may also determine that the projects require services based on unique qualifications and may enter into an agreement with any person or firm, whether or not that person or firm submitted a Proposal, to provide such services based on qualifications.

## **VI. General Conditions.**

A. RFP- Not a Contract or Offer. The Request for Proposals is not a contract or offer for an award of a contract and does not commit the District to award a contract or to procure or contract for consulting services.

B. Rejection. The District reserves the right to reject any and all Proposals or to waive any irregularity or information in any Proposal or in the RFP procedure and to be the sole judge of the suitability of any Proposer to perform the services to be rendered pursuant to this RFP. The District further reserves the right to withdraw this RFP at any time without prior notice and reserves the right to modify the RFP or the schedule described therein at any time without any further notice.

C. Consideration/Award. As described above, the District may ask finalist to present oral briefings of their Proposals. Finalists may also be required to participate in negotiations and to submit such price, technical, or other revisions to their Proposals as may result from said negotiations. The District further reserves the right to award the contract to any person or firm based on said person or firms unique qualifications to perform the services of preparing the projects described herein. The District further reserves the right to amend this RFP, in writing, and said amendment shall be considered

part of the RFP.

D. **Written Agreement Required.** Once the District has completed evaluation of the Proposals and negotiated with the selected consultant, the product of said negotiations shall be rendered to a written agreement which must be approved by the Board of Directors of the Malaga County Water District. Any modifications of said agreement must also be in writing and approved by the Board of Directors of the Malaga County Water District. No prior, current, or post award, verbal conversations or agreement(s) with any officer, agent, or employee or other representative of the District will serve as a modification of any terms or obligations of the RFP or any contract resulting from the RFP unless set forth in writing and approved by the Malaga County Water District Board.

E. **Pre-contractual Expense.** The District shall not be liable for any pre-contractual expenses incurred by any Proposer or selected consultant. Those expenses include, but are not limited to, costs of preparing Proposals in response to this RFP; negotiations with the District on any matter related to the RFP; costs of negotiating or preparing a contract related to the RFP, or any other expenses incurred by consultant or Proposer prior to the effective date of any agreement approved by the Board of Directors of the Malaga County Water District. No per-contractual expenses will be included in the Contract.

By submitting an RFP, Proposer certifies that neither Proposer, nor any sub-contractors or other persons working on the projects described in the RFP on behalf of the Proposer, appear on the Controller General's list of ineligible contractors for federally assisted projects.

F. **Confidentiality.** Until the award of the contract, the District will hold all Proposals received in response to this RFP in confidence and unavailable for public review. Upon award of a contract to the successful Proposer, the District will consider all Proposals public records. No Proposal will be returned after the date and time set for the opening thereof.