



**REQUEST FOR QUALIFICATIONS  
FINANCIAL AND PROGRAM AUDIT  
RFQ – CPA**

**INTRODUCTION**

First 5 Commissions operating in Lake (F5L), and Mendocino (F5M), are seeking an independent certified public accountant (CPA) to conduct an annual audit of each Commission’s financial records, policies and procedures in accordance with the generally acceptable accounting policies and procedures (GAAP) for governmental accounting. In addition, the CPA will undertake a review of and comment on the Commission’s state required programmatic and administrative policies, commonly referred to as “the expanded audit”, in accordance with the guidelines issued by the State of California Auditor General’s Office. Each of the county commissions has on file a financial and expanded audit for FY 2017-2018. There were no fiscal discrepancies nor non-compliance issues relative to the expanded audit requirements noted for any county. These reports are available for review on each Commission’s website ([www.firstfivelake.org](http://www.firstfivelake.org), and [www.mendochildren.org](http://www.mendochildren.org)).

First 5 Commissions were established in each California County, following the California electorate approval of Proposition 10 on the 1998 ballot. This proposition is intended to improve services to children between the ages 0 – 5 years old. Some county commissions are fully independent operating much like special districts. Others are an independent department within a county’s structure. F5M is an example of the former, whereas, F5L is an example of the latter. For F5L, the County Treasurer receives all funds and the County Auditor/Controller issues all payments and maintains the Commission’s official financial records in accordance with the county’s established policies and procedures. F5L staff maintains financial control records used to provide the Commission monthly financial reports comprised of a balance sheet and income statement. F5M uses an independent accounting firm and credit transactions.

Both of the above county commissions operate on a fiscal year, July 1 – June 30. The financial audit and expanded audit must be submitted to First 5 California by November 1<sup>st</sup>, following the end of the fiscal year. Each commission’s audit must be reviewed and approved by the Commission following a public hearing. Each Commission has a regular monthly meeting schedule.

It is the intent of the county commissions to enter into a three-year agreement with the successful applicant subject to the applicant’s performance in each preceding year.

**APPLICATION TIMELINE:**

<b>RFQ Release Date:</b>	<b>Tuesday, April 23, 2019</b>
<b>RFQ Submission Deadline:</b>	<b>Noon, Tuesday, May 21, 2019</b>
Evaluation of Qualifications:	May 22 – June 12, 2019
<b>Recommendation to F5Lake Commission:</b>	<b>June 19, 2019</b>
<b>Recommendation to F5Mendo Commission:</b>	<b>July 29, 2019</b>
<b>Recommended contracts signed:</b>	<b>August 14 (F5L), Aug. 26 (F5M)</b>
Award:	September 1, 2019

**There will be no pre-qualification conference.**

*Submit applications via email to:*

**First 5 Lake County**

**Vicki Hays**

**[Vhays.first5@lakecountyca.gov](mailto:vhays.first5@lakecountyca.gov)**

Applicants must register with the Commission to receive any amendments or other communications regarding this RFQ. This requirement will enable registered applicants to receive the same information and responses to inquiries as all applicants. Applicants not registered assume complete responsibility in the event that amendments or other communications are issued. Applicants may register by phone (707-263-6169) or e-mail ([vhays.first5@lakecountyca.gov](mailto:vhays.first5@lakecountyca.gov)) with F5L.

**Scope of Work**

The scope of work envisioned to be performed by the consultant includes without limit the following:

- Conduct an audit of each commission's official financial books and records in accordance with GAAP and Government Auditing Standards.
- Prepare an annual financial report that includes: an independent auditor's report; MD&A; basic financial statements; notes to basic financial statements; required supplementary information; and, other reports and schedules, as required.
- Perform a review of each commission's programmatic and administrative policies, i.e., the expanded audit, in accordance with the State's Health & Safety Code sections 130140 & 130151 effective July 1, 2006; and, the guidelines issued by the State Auditor General's Office.
- Prepare an annual expanded audit report that includes: a review of each of the legislative mandated policies and/or practices for local First 5 Commissions; an assessment of the extent that each policy or practice conforms to state mandates; and, a recommendation on how to improve compliance, if required.
- A draft copy of each report shall be prepared for each commission's staff for review prior to completion of the final reports.
- The two final reports for each commission shall be bound separately. An original plus eleven (11) copies of each report will be provided.

As noted above, this list of activities may not be exhaustive. A well qualified applicant may identify other activities that are believed to be essential in conducting a fiscal audit and/or program review. It is not assumed that the fiscal audit and program review will be conducted concurrently.

**Consultant Qualifications**

The successful applicant will possess the following minimum qualifications:

- An individual or firm with a current license to practice as a CPA in the State of California.

- Three (3) years experience conducting financial audits of which six (6) audits were for governmental jurisdictions which may include special districts.
- Willingness to perform an expanded audit following guidelines prepared by the State Controller's Office.
- Demonstrated report writing capability.
- Demonstrated experience meeting deadlines.
- Demonstrated competitive fee schedule.

## Application Guidelines and Checklist

### Cover Page

Applicants will submit a cover page that includes:

1. Name of the independent CPA or if a firm, the names of the principals possessing a current CPA license and the name(s) of the staff assigned to conduct the fiscal audit and performance review.
2. If a firm, describe the firm, e.g., sole proprietary, partnership, corporation.
3. Contract lead person (include name, mailing address, phone, fax, and email address).
4. Signature of applicant(s) who has/have authority to enter into a binding agreement.

### Qualifications Questionnaire

Applicants must complete the attached questionnaire. Additional sheets of paper may be used up to a maximum of five (5) sheets.

### Format

Format your proposal according to the following:

- 12-pitch font
- Single-sided sheet
- Standard 8½ x 11" paper
- 1½" line spacing (Abstract may be single-spaced)
- 1" top, bottom, and side margins
- Submit eleven (11) copies plus an original
- 8-page limit for Cover Page and completed questionnaire

### Application Checklist

Cover Page

- ✓ Qualifications questionnaire
- ✓ Copy of First 5's Tobacco, Alcohol and Drug policy with authorized signature
- ✓ Copy of agency's Tobacco-Free policy with authorized signature

### Applicant Qualifications

This RFQ is open to individuals, public, non-profit, private agencies, and proprietary business entities, which are currently licensed and practicing as a CPA in the state of California. Applicants may be required, before the award of any contract, to demonstrate to the complete

satisfaction of the Commission, the ability (including financial resources) necessary to provide the required services in a satisfactory manner.

The Commission may make reasonable investigations deemed necessary and proper to determine the ability of the applicant to perform the work, and the applicant shall furnish to the Commission all information for this purpose as may be requested. The Commission reserves the right to reject any proposal if the evidence submitted by or investigation of the applicant fails to satisfy the Commission that said applicant is properly qualified to carry out the obligations of the contract and to complete the work described therein.

### ***Review Process***

A review team will evaluate all Qualifications Statements submitted and determine which are most qualified for further consideration. Following its review and evaluation, the Committee will make its recommendation to the Commission for their final approval. Evaluation criteria will be based upon the “Consultant Qualifications” section of this RFQ.

The Commission will follow the principles of competitive negotiation during the review process, that is, cost and contractual terms are negotiable.

In the event an application contains omissions, deletions, or incomplete information submitted in response to Application Checklist and other requirements of this RFQ, the Commission may elect, at its discretion, to reject the submittal.

### ***Revisions or Addenda***

The Commission reserves the right to restructure or otherwise make adjustments in the selected proposals as may seem appropriate to better represent the intent of the RFQ and goals of the Commission. Funding decisions, amounts, and duration of funding, will also be within the purview of the Commission.

The Commission also reserves the right to amend, alter, or change the rules and conditions contained in the RFQ prior to the deadline for submission of proposals. Any revisions to the RFQ will be accomplished through addenda or supplements to the RFQ and shall become a part of the RFQ. The Commission will not be responsible for any other explanation or interpretation. All addenda will be sent to all persons and entities registered as potential bidders.

### ***Rejection of Proposals***

Issuance of the RFQ in no way constitutes a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all qualification statements received in response to the RFQ, or to cancel the RFQ, if it is deemed to be in the best interest of the public to do so.

### ***Proposal Confidentiality***

All submissions will be maintained as confidential until a recommendation is submitted to the Commission meeting agenda for award of contract. After that time, all submissions will become public record.

**Contract Award**

Following Commission approval to accept and fund the lowest most responsive application, a contract will be awarded contingent upon is successful negotiation. Successful applicants must agree to all terms and conditions of any resultant contract with the Commission as a condition of executing the contract. The Commission shall have no contractual or other obligation to an applicant under any successfully negotiated contract until the contract has been approved and signed by both parties.

**Appeal Process**

The decision of the Commission is final and cannot be appealed. Applicants may present evidentiary statements to the Commission with respect to the Commission's recommendation(s) or may appeal to the Commission for reconsideration if it can be demonstrated that a procedural error occurred within the RFQ process.

## **QUALIFICATIONS QUESTIONNAIRE**

### **RFQ - CPA – 08-01**

*Please complete each response fully.*

1. Describe your experience in conducting fiscal audits with particular attention to audits performed for governmental jurisdictions.
  
2. Discuss any issues or barriers encountered in performing audits and solutions that effectively addressed these issues/barriers.
  
3. Describe your experience conducting policy reviews in accordance with independently established guidelines.
  
4. Discuss barriers encountered in performing policy reviews and solutions employed to overcome these barriers.
  
5. Discuss your knowledge of the State of California’s Health and Safety Code as it pertains to programmatic and administrative requirements for local First 5 Commissions. Opine on the code sections’ clarity with respect to what are the embodied compliance standards. *(This is a supplemental question. Award of contract is not contingent upon a response. Thus, if “no experience or no knowledge” is the response please so state.)*
  
6. Discuss your experience with and/or knowledge of First 5 California’s fiscal reporting requirements. *(This is a supplemental question. Award of contract is not contingent upon a response. Thus, if “no experience or no knowledge” is the response please so state.)*

7. Complete the following fee schedules:

	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>TOTAL</b>
<b>Fiscal &amp; Expanded Audit F5L</b>				
<b>Fiscal &amp; Expanded Audit F5M</b>				
<b>TOTAL</b>				