



San Miguel Community Services District

Request for Proposals for Accounting Consult Services

June 29, 2020

Purpose

To keep the San Miguel Community Services District (the “District”) in compliance with the Governmental Accounting Principles generally accepted in the United States of America. To ensure the District does not find itself in a position of non-compliance. The District staff desires to have an outside independent opinion to ensure the quality of the compliance. The proposal of services would focus on,

- Assist with the annual Financial Audit Preparation.
- A quarterly and annual review of the Billing, Payroll, and Financial Records for accuracy and compliance.
- Assist with performing the Annual Payroll Tax Analysis.
- Available to consult on isolated financial issues.

Proposal Elements

1) Proponent Requirements

(If you don’t have these things we will not evaluate your proposal.)

- a. The firm must have been in business for at least five (5) years
- b. The firm must be legally registered/licensed in California/USA
- c. Located within 50 miles of the District office.

2) One Proposal per firm

- a. Only one proposal will be accepted per firm.
- b. A letter from the regional management of the firm specifying the candidate’s authorization to submit a proposal must accompany the proposal.

3) Purpose of the request

a. Services to be Provided:

- Assist with annual financial audit preparation, review, and assist with the preparation of the District’s financial reports for the financial year audit that will be audited by an independent Certified Public Accounting firm chosen by the District. (average of 20 hours)
- Assist with the Payroll Tax Returns so we can produce fund-based accounting for the Annual Audit.
- Perform quarterly and annual reviews of the District Financials for accuracy and compliance. (average of 10 hours)
- To review and check that internal controls are in place and are being followed by the District’s employees and associates to help prevent any fraud or abuse with the District’s financials. (average of 10 hours)
- Available to consult on isolated financial issues. (average of 10 hours)

b. Instructions for Submission of Proposal

i. Inquiries and Clarifications – All inquiries and clarifications to the RFP process and/or its contents must be received by 4:30pm Pacific Standard Time on Wednesday July 15, 2020.

All inquiries and clarifications should be directed in writing or via email to:

Tamara Parent, District Board Clerk/ Accounts Manager
San Miguel Community Services District
1150 Mission Street
San Miguel, Ca 93451
tamara.parent@sanmiguelcsd.org

ii. Delivery of Proposals – One original and one digital copy (Adobe Acrobat or Microsoft Word) of the completed proposal agreeing to perform the services described herein and the transmittal letters are to be delivered to the individual at the mailing address indicated in above by 3:00 pm Pacific Standard Time Monday, July 20, 2020

Proposals will not be accepted after the deadline. Faxed proposals are not acceptable. Postmarks will be considered as date received for the purposes of this RFP. It is the sole responsibility of the Proponent to ensure delivery at the correct location by the specified time. Late proposals will be returned unopened.

Up to three candidates may be selected for panel interviews to be scheduled for late July. District may, at its sole discretion, elect to not conduct panel interviews and present up to two candidates for Board of Directors selection.

c. Preparation/Submission/Evaluation of the Proposal

i. The evaluation will be based on a review of the proposal submitted, using the application of weights to selected criteria as itemized in Section 7. Based on that evaluation, selected proponents may be invited for a formal presentation of their proposal.

ii. The written proposal should be as complete and concise as possible. The District reserves the right to reject all proposals if that action is deemed to be in the best interests of the District. Should the District fail to negotiate a contract with the successful bidder, it may elect to negotiate and contract with the next most qualified bidder.

iii. It is the sole responsibility of the submitter to inquire into and clarify and item of this request for proposal that is not understood prior to the deadline (Section 3bi above).

iv. Any proposals and accompanying documentation become the property of the District and will not be returned. All Proposals remain confidential until the

contract is awarded to the successful bidder and such an award is announced or is considered to be a part of a public record document, such as a Board of Director's Regular Meeting Agenda.

v. On or about thirty days the District will advise all proponents of the outcome of the process, whether they were selected or not.

d. Format of Proposal

i. Promotional literature may be submitted in addition to the items required under Section 7. Additional information so submitted will not serve as a substitute for direct responses necessitated complying with the RFP requirements, nor should respond to a question refer to incorporation of such additional information. (Each response in Section 8 should be completed without reference to other documents/information provided).

ii. Each proposal shall certify compliance with Section 2, Minimum Criteria to Apply, and shall respond to required information as outlined in Section 8, Required Information.

iii. Each proposal shall be no longer than 10 8.5" x 11" pages and attachments, double spaced.

iv. Proposals must be submitted in a sealed envelope and identified as follows:

REQUEST FOR PROPOSAL
Accounting Consult Services
San Miguel Community Services District
Attention: Tamara Parent, District Board Clerk/ Accounts Manager
1150 Mission Street
San Miguel, Ca. 93451

DUE: July 20, 2020 by 4:30 P.M. Pacific Standard Time

v. Authorization – Proposals should be signed by those officials or agents duly authorized on behalf of their respective firms to sign proposals and contracts.

vi. Terms – The terms and conditions of the proposals outlined herein shall be valid and binding for a minimum of 90 days from the date of receipt by the District.

vii. Award of Contract – The District reserves the right to reject all proposals and waive informalities and minor irregularities in proposals received.

viii. Compliance with State and/or Federal Law – it is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed under the laws of California and/or the United States of America.

4) Contract Terms and Compensation Methods -

a. Contract Terms – on or about August, 2020; one contract(s) will be entered into with an accounting consultant authorized to do business in the State of California. The contract(s) will be finalized by a motion of the District’s Board of Directors. The term of the contract(s) shall be for a period of three (3) years, with an option of a further two (2) additional years at the discretion of the Board of Directors.

b. Compensation Methods – All costs/fees are to be paid by invoice net 30.

c. Contract Fee – The services detailed in Section 3 of this RFP are the basis for the proposed fee. Actual fees under the contract may be negotiated, but will not exceed the fee contained in the bidder’s proposal.

5) Cancellation Clause – This agreement shall include a sixty (60)-day written cancellation clause that can be exercised by either party.

6) Availability – The selected firm should be available to begin work immediately upon notification of the award of the contract(s) by the Board of Directors.

7) Required Information

a. General Information – each proposal must contain the following information:

i. The proposing organization’s name (and the name under which it does business, if different), its type of business organization, mailing, and physical address, and the name, telephone number, email address and facsimile number of the person within the organization who will serve as the contact person for this proposal process.

ii. A list of personnel that would be active in providing services under the proposed contract, including brief resumes.

b. Service Questionnaire – Each proposal must contain complete responses to the following questions:

i. Provide history and general background of your firm (year founded, areas of expertise, client composition, etc.).

ii. Please explain your previous experience in working with special district agencies, municipal or local governments.

iii. What characteristics of your firm set you apart from your competitors? How will your services add value to the District?

iv. Do you have a written conflict of interest policy? Is there any potential conflict of interest between the firm and /or San Miguel Community Services District or any member of the Board of Directors?

v. Do you have a local office or representative in the San Luis Obispo County or the Central Coastal region of California area who will be servicing this account?

vi. Provide your fee structure and options for this account.

vii. Include any other information that you feel would be helpful.

Attachment A:

San Miguel Community Services District
Accounting Consult Services
RFP

Proposal Certification Form (must be returned with bid)

Proposal Submitted By:

Firm or Entity Name: _____

Address: _____

City, State & Zip Code: _____

Telephone Number / Fax Number: _____

Email: _____

Type or print name of the representative: _____

Signature of Representative: _____

Date: _____

Appendix B:

1) THE SAN MIGUEL COMMUNITY SERVICES DISTRICT

The San Miguel Community Services District provides drinking water, wastewater treatment, fire protection, street lighting, and trash collection services to the residents, businesses and agricultural interests in the community since its formation in 2000.

The current members of the Board of Directors are:

Board President—Ashley Sangster

Board Vice-President—Anthony Kalvans

Directors:

Hector Palafox

John Green

Raynette Gregory

Duties and responsibilities:

The full Board of Directors is charged with ultimate responsibility for the District's assets. As a practical matter, the Board has delegated responsibility for the day-to-day operations of the District to the General Manager and his/her staff. The Board may also seek advice from outside professionals' consultants.