



**Alpine Fire Protection District  
REQUEST FOR PROPOSAL (RFP)**  
Audit Services  
Issue Date: February 21, 2024

**PROPOSAL DUE**  
March 21, 2024

**PROPOSAL SUBMITTAL**  
Via email to [dpinhero@alpinefire.org](mailto:dpinhero@alpinefire.org)

**DELIVERY ADDRESS**  
Alpine Fire Protection District  
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Alpine, CA 91901  
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**QUESTIONS**  
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619-445-2635

## 1. INTRODUCTION

The Alpine Fire Protection District (“**District**”) is requesting proposals from qualified firms of certified public accountants to serve the District as external auditor for a period of three (3) years. This would encompass fiscal years ending June 30, 2024, 2025, and 2026. The District will reserve the option to extend the contract for two additional one-year terms, covering fiscal years ending June 30, 2027 and 2028. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial and compliance audits in the U.S. General Accounting Office’s (GAO) Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, the provisions of the Single Audit Act of 1984, as amended in 1996, U.S. Office of Management and Budget (OBM) Circular A-133, Audits of State and Local Governments and Governmental Accounting Standards Board (GASB) Pronouncements.

The District is a Special District organized under the California Health and Safety Code. The District is responsible for the protection of lives and property of the residents of Alpine located in San Diego County, California. The District furnishes fire protection, rescue service and other emergency services to an approximate area of 37.5 square miles. The District operates one fire station and employs 19 personnel. The District’s previous audited financial statements and annual budget are available on the District’s website at [www.alpinefire.org](http://www.alpinefire.org).

### **Background**

The Administrative Director serves as the District’s Finance Officer. The Finance Committee consists of two Board members, the Fire Chief and Administrative Director.

The District uses QuickBooks for its accounting applications.

## 2. SCOPE OF WORK

- The audit firm will perform an audit of all funds of the District. The District’s Annual Financial Report will be prepared by the audit firm. The Financial Report will be in full compliance with all GASB standards. The audit firm will render their auditors’ report on the basic financial statements which will include both Government-Wide Financial Statements and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management’s Discussion and Analysis (MD&A) and required supplementary information pertaining to the funds of the District.
- The audit firm shall issue a separate “management letter” that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions.
- The audit firm shall prepare the Annual State Controller’s Special District Financial Transactions Report for the Alpine Fire Protection District.
- The audit should be completed, and the report issued to the District prior to October 31. Prior to the issuance of the final report, the auditor may be expected to meet with

the District's Finance Committee and may be requested to attend (virtually) the District Board Meeting to present the report. Copies of the report must also be provided for filing with the County of San Diego and State Controller's Office.

### **3. REPORT REQUIREMENTS**

For financial audits, the auditor shall examine the financial statements and records of the entity and shall issue an auditor's opinion on the entity's financial statements with an relation to opinion on combining and supplementary information, if any. Such financial statements shall be prepared in conformity with generally accepted accounting principles.

The auditor shall issue a compliance report based on an audit of general purpose or basic financial statements and a report on the internal control structure; both in accordance with *Government Auditing Standards*.

The auditor shall include, as a component, the preparation and transmittal of the Annual Reports of Financial Transactions to the State Controller for each year. The report shall be filed by the auditor in compliance with the State Controller's Office.

The auditor shall prepare a comprehensive management letter including the auditor's findings and recommendations relative to the internal accounting and administrative controls, compliance with laws and regulations as applicable and adherence to generally accepted accounting principles.

The auditor is also expected to provide informal advice and consultation throughout the year on matters relating to accounting and financial reporting. This would not include any task which entails significant research or a formal report.

### **4. CONTRACTUAL ARRANGEMENTS**

- A. Work papers and reports must be retained for a period of three years after the completion of the audit and made available for inspection by the District or government auditors if requested by them.
- B. Payment for the audit will be made upon receipt of the audit reports required in Section 3.
- C. District staff will be available to prepare schedules, trial balances, and provide documentation to assist the auditor as their schedules permit during the course of the audit.

### **5. EVALUATION OF PROPOSALS**

Proposals, if any are awarded, will be awarded to the firm whose overall proposal demonstrates the ability to best meet DISTRICT's requirements. This will not be judged solely on the price of the contract. Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory elements will have their proposal evaluated for both technical qualifications and price. The following represents the principal selection criteria which will be considered during the evaluation process:

A. Mandatory Elements

- a. The audit firm is independent and licensed to practice in California.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the District.

B. Technical Qualifications

- a. Expertise and Experience
  - i. The firm's experience and performance on comparable engagements.
  - ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
  - iii. In addition, special consideration will be given to the firms submitting a copy of their most recent external quality control review report and the firm that has a record of quality audit work.

C. Other

- a. Audit approach.
- b. Adequacy of proposed staffing plan for various segments of the engagement.
- c. Ability to meet the timetable set forth.
- d. Assurance on continuity of staff.

DISTRICT reserves the right to investigate the qualifications of all firms under consideration and to confirm any part of the information furnished by a firm, or to require other evidence of managerial, financial, or technical capabilities considered necessary to fulfill the contract successfully.

**DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS RECEIVED, OR ANY PORTION OF ANY PROPOSAL, AND TO WAIVE ANY IRREGULARITIES OR INFORMALITIES IN PROPOSALS OR THE RFP PROCESS. ANY ADDENDA THAT ARE ISSUED THROUGH THIS RFP MUST BE SIGNED AND RETURNED WITH YOUR SUBMITTAL.**

**6. INSURANCE AND INDEMNITY**

The Party selected shall be required to carry the minimum types of insurance and the minimum amounts set forth in Exhibit A.

Any Contract executed pursuant to this RFP will require the selected auditor to defend (by counsel reasonably satisfactory to the District), indemnify and hold harmless the District, its officers, its Board of Director and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the auditor's performance of the contract, if such injury, loss, or damage, or any portion thereof, is caused by, or claims to be caused by, the negligent act, omission, or other fault of the auditor or any subcontractor of the auditor, or any officer, employee,

or agent of the auditor or any subcontractor, or any person for whom the auditor is responsible.

When the law establishes a professional standard of care for auditor's services, to the fullest extent permitted by law, auditor shall indemnify, protect, defend, and hold harmless the District and any and all of its officers, directors, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error, or omission of auditor, its officers, agents, employees, or sub-consultants (or any agency or individual that auditor shall bear the legal liability thereof) in the performance of professional services under the contract pursuant to this RFP.

## **EXHIBIT A**

**Requested Information:** This section contains questions that will allow the District to evaluate your firm and the services you provide. Your proposal should respond to the questions **in the order they are requested and be numbered in the same way.**

### **1. General Information**

The following questions relate to general information about your firm:

- A. Provide the address and telephone number of your home office and any other office locations.
- B. How long have you been in business?
- C. How many financial audits have been performed by your firm in the past 3 years?
- D. How many financial audits were performed by your firm for public agencies in the past 3 years?
- E. Provide a client listing for references, including client name, address, contact person and telephone number.
- F. Is there any pending litigation against your firm? If so, please provide details.

### **2. Organization and Personnel**

- A. Provide an organization chart for your company. Also provide an organization chart for where this account will be handled.
- B. Provide resumes of partners, audit managers, field supervisors and other staff who would be assigned to work on our account. Resumes should include the length of time employed by your firm.

### **3. Firm's Approach to the Examination**

- A. Submit a general audit work plan to accomplish the scope defined in these guidelines. The audit work plan should demonstrate the proposer's understanding of the audit requirements and the audit tests and procedures to be

applied in completing the audit plan. The plan should detail the expected number of audit hours by staff level. The planned use of specialists should also be specified.

- B. Detail how the reporting deadline requirements of the audit will be met.

#### **4. Insurance**

Minimum insurance requirements are given below. Please provide insurance carrier and limits for each line of insurance, and confirm that required evidence of insurance will be provided:

- A. Commercial General Liability insurance with minimum limits of \$2,000,000 per occurrence. Provide Certificate of Insurance and Additional Insured Endorsement.
- B. Automobile Liability insurance with minimum limits of \$1,000,000 per accident. Provide Certificate of Insurance.
- C. Workers' Compensation with statutory limits, as required by the Labor Code of the State of California, and Employer's Liability with minimum limits of \$1,000,000 per occurrence. Provide Certificate of Insurance.
- D. Professional Liability/Errors and Omissions insurance with minimum limits of \$2,000,000 per occurrence. Provide Certificate of Insurance.

#### **5. Affirmations**

Provide a positive statement to confirm each of the following mandatory criteria is satisfied:

- A. An affirmation that the proposer is properly licensed for practice as a certified public accountant in the State of California.
- B. An affirmation that the proposer meets the independence requirements of the American Institute of Certified Public Accountants and the Government Auditing Standards published by the U.S. General Accounting Office.
- C. An affirmation that the firm meets the continuing education and external quality control review requirements contained in the Government Auditing Standards published by the U.S. General Accounting Office.
- D. An affirmation that work papers and reports must be retained for a period of three years after the completion of the audit and made available for inspection.

#### **6. Documents/Information**

The following documents/information should be included in your proposal package:

- A. Sample audit report.
- B. Proposed Contract for Services.

#### **7. Fees**

Provide the following:

- A. Billing rates for assigned staff.

- B. Estimated number of billable hours for each assigned staff.
- C. Other billable expenses.
- D. A “Not-to-Exceed” fee for 2024, 2025, and 2026 inclusive of travel, per diem and all other out-of-pocket expenses.