

REQUEST FOR PROPOSAL
For
Independent Auditing Services
Sacramento Valley Basinwide Air Pollution Control Council

Solicitation Date: **April 1, 2011**

Proposal Due Date: **May 12, 2011**
Received at location noted below before 4:30 p.m.
(no faxed or e-mailed proposals will be accepted)

Interview Date: **May 19, 2011**
Yolo-Solano AQMD
1947 Galileo Court, Ste 103
Davis, CA 95618

Decision Date: **June 3, 2011**
Sacramento Valley Basinwide Air Pollution Control Council meeting
Yuba County Government Center
915 8th Street
Marysville, CA 95901
Meeting begins at 10:00am

Submit Proposal To:
Sacramento Valley Basinwide Air Pollution Control Council (BCC)
c/o Carol Case
1947 Galileo Court Ste. 103
Davis, CA 95618

General Description:
The request for proposal (RFP) is for an audit of the BCC's finances pursuant to Government Code Section 26909 for fiscal years 2009-2010, 2010-2011 and 2011-2012 ending on June 30. The BCC consists of the Butte, Colusa, Feather River, Glenn, Placer, Sacramento, Shasta, Tehama and Yolo-Solano air quality and air pollution control districts. The BCC coordinates basinwide air pollution control programs as authorized by state law. The BCC bylaws provide more information on the charter and duties of the BCC, and are attached and part of this RFP.

Scope of Work:
The BCC is required to perform an annual audit pursuant to the California Government Code Section 26909. The BCC presents its financial statements under the reporting model required by the Governmental Accounting Standards Board Statement No. 34 (GASB 34). The annual audit should include, but is not necessarily limited to the following:

- Review of internal controls,
- Testing of basic financial statements,
- Compliance review of Governmental Accounting Standards,

- Perform audit to obtain reasonable assurance that financial statements are free of material misstatement,
- Prepare reports required by GASB 34,
- Prepare year-end closing journal entries,
- Prepare and deliver 10 bound copies of annual audit report to the Secretary-Treasurer,
- Present the audit report at a BCC meeting.

Timetable of Audit: The BCC reserves the right to waive these dates in the event of extenuating circumstances. With the exception of fiscal year 2009-2010 the following timetables shall apply. The audit field work for fiscal year 2009-2010 shall be completed no later than October 15th, 2011 and the final report completed no later than December 31st, 2011.

- Auditing firm shall have prep work to the BCC by August 15th of each contract year.
- Audit field work shall be conducted no later than October 15th.
- The report of examination of financial statements shall be issued by December 31st of each contract year.

Audit services will be provided under contract with the BCC.

Proposal Elements:

a) Narrative

- Provide a discussion of how the bidder plans on accomplishing the scope of work identified above.
- Resources that will be utilized, such as specific software.
- Include a statement of the firm's background and experience in providing auditing services to government agencies.
- A statement as to whether the firm is independent as defined by applicable auditing standards.
- State that the person signing the proposal is authorized to bind the proposal.

b) Budget

Based on the scope of work, indicate the rate of pay and the amount not to exceed for which you can successfully complete the services as described above. Including the total estimated hours, hourly rate for each staff classification and the maximum fee to be charged for the engagement.

c) Resume

- Include education, work experience; and
- Three (3) references including dates and descriptions of service(s).

Award Criteria:

The contract will be awarded based on:

- Relevant experience and qualifications.
- Cost, although a significant factor, may not be the determining factor. Cost is particularly important when all other criteria are relatively equal.
- Reputation of customer satisfaction (references).

Right of Rejection:

The BCC reserves the right to reject any and all proposals submitted and/or to request additional information from proposers. The BCC may also reverse the decision and award the contract to another respondent based upon a post-award reference check.

Attachments: BCC Bylaw
Draft Contract

BCC Bylaws will be attached here.