

United Water Conservation District
Request for Proposals
For
Professional Audit Services



United Water Conservation District
1701 N. Lombard Street, Suite 200,
Oxnard, California 93030
(805) 525-4431

RFP Posting Date
January 13, 2023

RFP Due Date
February 13, 2023
At 5:00 p.m.

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REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING SERVICES
January 13, 2023

I. INTRODUCTION:

A. Purpose

The United Water Conservation District (the District) is requesting proposals from qualified Certified Public Accounting firms (herein “auditor”) to perform an audit and issue opinions on the District’s financial statements for three (3) years beginning with the calendar year ending June 30, 2023, with the option of extending the contract for two (2) additional one-year periods, at the District’s sole discretion. The agreement may be terminated if the District determines the audit services to be unsatisfactory.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et. seq.) unless exempt. Additionally, the District reserves the right to reject any proposals submitted.

The District will review all submittals and recommend based on the established evaluation criteria. After evaluating the proposals, the highest-ranked firm or consultant may be interviewed. All firms or consultants submitting a bid will be notified about their selection process status in writing.

Proposals submitted will be evaluated on behalf of the District by the Evaluation Team, which will consist of District Staff. During the evaluation process, the District reserves the right, where it may serve the District’s best interest, to request additional information and clarifications from proposers or to allow corrections of errors or omissions. Interviews may be scheduled by the District for the week of March 06, 2023, at the District’s discretion of any one or more firms. It is anticipated that the recommendation of the auditing firm selected will be presented to the Board of Directors at its April regularly scheduled meeting in 2023. Following notification of the selected firm, it is expected that a contract will be executed between both parties by April 30, 2023, effective May 1, 2023.

II. DISTRICT PROFILE

A. Background Information

United Water Conservation District (UWCD) is a legislatively established Water Conservation Districts in the State of California. The District’s principal act is the Water Conservation District Law of 1931 (Water Code Section 74000 et seq.). An essential responsibility of the District is to protect and augment groundwater supplies necessary for the public health, welfare and safety of the people of the State of California. The responsibility directly arises from Article X, Section 2 of the California Constitution, which among other things provides that the general welfare requires the water resources of the State to be put to beneficial use to the fullest capable extent possible, that waste or unreasonable use of water be prevented, and that conservation of waters is to be exercised recognizing reasonable and beneficial use in the interest of the people of the State for the public welfare. UWCD is not a Municipal Water District, Wholesaler/Retail Water purveyor, or a general government service provider.

The fundamental mission of the District has not changed since the District was reformed under the Water Conservation Article Law of 1931, although the funding model for its water conservation efforts was legislatively amended in 1979 in recognition of its critical responsibilities.

The District covers approximately 214,000 acres in central Ventura County, California. The District administers a "basin management" program for the sub-basins that make up the Santa Clara River Valley Basin, utilizing the Santa Clara River and its tributaries for replenishment of groundwater. The District's facilities include the Santa Felicia Dam, Lake Piru and Lake Piru Recreation Area, Saticoy, El Rio and Piru groundwater recharge facilities, the Freeman Diversion, the Saticoy Well Field, the Pleasant Valley, Oxnard-Hueneme and Pumping Trough delivery systems (pipelines) that include wells, treatment facilities, reservoirs and booster pumping stations. Funds are used for each of these activities to account for revenue and expenditures.

The District's mission is to *manage, protect, conserve and enhance* the water resources of the District and produce a reliable and sustainable supply of groundwater for the reasonable and beneficial use of all users. This mission statement is the foundation of the District's Strategic Plan Framework which provides the overall policy direction for District staff to manage and prioritize its programs and activities.

Because of its status as a water conservation district and funding authorities, financial reporting is unique as the District attempts to comply and distinguish its water conservation authority mandate, as provided for in the California Water Code, and the District's governmental status that requires it to comply with Generally Accepted Accounting Principles.

The Board adopts the District's annual operating and capital improvement budget by no later than June 30th for the upcoming fiscal year (July 1 through June 30). The budget is prepared by staff on a fund, department, account and project basis in order to proportionally allocate costs to the District's primary cost centers (funds) and submitted to the Board in a fund-account presentation with a detailed discussion of the proposed budget, which is reviewed and deliberated on from approximately May 1 until the meeting of the Board of Directors in June at which time the spending plan is adopted.

B. Prior Auditor

Vasquez & Company., LLP has been the District auditor for three (3) years.

III. NATURE OF SERVICES REQUIRED — SCOPE OF WORK

A. Scope of Work to be Performed

The District desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted governmental accounting principles (GAAP). The scope of work relative to this request for proposals shall include the following tasks:

1. A pre-audit conference (teleconference is acceptable) is required to provide a clear understanding of any conditions to be met by District staff and the auditor's responsibilities so that the audit can be conducted on a timely basis and concluded following predetermined schedules.
2. Auditor shall perform an audit of all funds and financial statements of the District. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller of the United States.

3. Auditor shall prepare the combined financial statements, footnotes, and required supplementary information. The District's personnel must review any results prepared by the auditor which alter the District's books.
4. Auditor shall assist District personnel in applying GAAP and provide the support necessary to maintain sound financial management procedures. Auditor shall give financial advice and counsel on proper accounting practices and significant matters occurring throughout the year that would affect the annual reports.
5. Auditor shall express an opinion on the fair presentation of its financial statements in conformity with GAAP. The auditor shall also be responsible for performing specific limited procedures involving preparing supplementary information required by the Governmental Accounting Standards Board (GASB) and mandated by generally accepted auditing standards (GAAS). Review other supplementary information and statistical sections to ensure they are consistent with financial statement information.
6. Auditor shall evaluate the adequacy of the internal control system and, where weaknesses are noted, make appropriate recommendations for improvements.
7. Auditor shall prepare a report for the Board of Directors and management, which identifies control deficiencies, significant deficiencies, material weaknesses, and recommendations for improvements in accounting and administrative controls.
8. The auditor shall be required to make an immediate written report of all irregularities and illegal acts they become aware of to the Board of Directors and General Manager.
9. The Partner of the audit shall attend the board meeting to present the audit to the Board and answer any questions the board may have. The agency may request a representative to participate in discussions with the Chief Financial Officer and the General Manager if clarification of audit findings is necessary.
10. Management Letter - The audit examination shall evaluate the District's accounting system, internal control structure, data processing methods, and financial records. This evaluation shall be comprehensive enough in scope to provide for an appropriate report thereon to the District. The auditor shall prepare a separate management letter on the internal control structure based upon the auditor's understanding of the control structure and assessment of control risk. This report shall be submitted to District and outline the auditor observations and recommendations for enhancement, including any reportable conditions found during the audit.
11. Audit procedures shall include a review of the Investment Policy to provide assurances of strong internal controls by reviewing compliance with established policies and procedures. The result of this review Shall be included in the annual audit report to the Board of Directors. The auditing firm shall submit a draft of the financial statements to the management no later than November 6, 2023.
12. The District has been subject to the single audit requirements for multiple projects. The audit firm will perform a single audit on the expenditures of federal grants following the U.S. Office of Management and Budget (OMB) Grant Guidance/Super Circular. The auditor shall interpret the relevant audit reports of Internal Control over Financial Reporting based on the audit of the District's basic financial statements following Government Auditing Standards and the relevant information on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards. The single audit report will include an appropriate schedule of expenditures of federal awards, footnotes, findings, and questioned costs, including reportable conditions,

materials, and weaknesses, and follow- up on prior audit findings where required.

B. Additional Work

If it should become necessary for the District to request the auditor to render any additional services to either supplement the services requested in this RFP or perform other work due to the specific recommendations included in any report on this engagement. Extra requested work shall be performed as described in an addendum to the contract between the District and the firm. Any additional work agreed to between the District, rates outlined in the schedule of fees and expenses included in the Proposal Data Sheet, and the contents of the Technical Proposal shall remain.

C. Working Paper Retention

All working papers and reports must be retained at the auditor's expense for a minimum of seven (7) years unless the firm is notified in writing by the District of the need to extend the retention period. The auditor will be required to make working papers available to the District. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

IV. TIMING AND SUBMISSION INSTRUCTIONS

- A.** We have made every effort to include sufficient information within this Request for Proposal (RFP) for firms to prepare as responsive, comprehensive, and competitive a proposal as possible.

The timing of the proposal process is as follows:

1. Distribution of RFP: January 13, 2023.
2. Proposal Submission

Proposal shall be submitted bearing the caption: Proposal for Professional Auditing Services and addressed to:

Brian H. Zahn United Water Conservation District
brianz@unitedwater.org
1701 North Lombard Street Suite 200
Oxnard, CA 93030

Proposers may submit one (1) printed copy via mail or in-person to Brian H. Zahn, Chief Financial Officer.

Printed copies must be delivered via mail or delivery to the above office on or before 5:00 p.m. P.T. on Monday, February 13, 2023. (Proposals received after the deadline will not be considered).

3. Questions Regarding this RFP

Inquiries regarding this RFP are due by email on or before 5:00 p.m. P.T. on January 27, 2023. All inquiries must include a contact person, address, and email address. All known respondents will receive responses to questions by February 03, 2023. Questions can be addressed to:

Brian H. Zahn United Water Conservation District
brianz@unitedwater.org
1701 North Lombard Street Suite 200
Oxnard, CA 93030

To ensure that your firm receives responses to inquiries, please send an email to Brian H. Zahn CFO and include questions and contact information. An electronic RFP submittal instead of following submittal protocol will disqualify your RFP submittal.

4. Amendments to Proposals

Revisions to proposals are allowed. Submit electronic corrections to Brian H. Zahn, (brianz@unitedwater.org) before the Closing date and time. The modification must indicate the change in the proposal price if any.

5. Addenda to this RFP

Suppose the District deems it necessary to clarify or make any changes to this RFP. In that case, these changes shall be made in the form of a written addendum authorized and issued by Brian H. Zahn or the authorized designee. Proposers shall acknowledge receipt of any supplements in the Transmittal Letter.

6. Proposal Review: Our review committee will evaluate each proposal submitted. The review process is anticipated to be completed by March 31, 2023.

7. Interviews, as needed: Any finalists selected for an oral presentation will be notified. Interviews will take place at United District Offices or virtually the week of February 27, 2023.

8. Notification to all bidders: We anticipate sending written notice to all proposers regarding the outcome of the review process by April 30, 2023. We will provide an electronic copy of the finalist proposal(s) upon written request.

9. Notification to finalists: The review committee will forward its recommendation to the District's Board of Directors for approval at the April regularly scheduled meeting of 2023. All finalists will be notified of the final decision by April 30, 2023.

10. Contract Term: The Audit Services contract will become effective on the execution of the agreement for three (3) calendar years ending June 30, 2023, 2024, and 2025 with the option to extend the contract for two (2) additional one-year periods, at the District's sole discretion.

We will try to administer the proposal process following the terms and dates discussed in this RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary and not to award a contract. The District assumes no obligation for any costs incurred by any proposer in preparing the response to this request, attending an interview or any other activity before award of the contract to the selected proposer.

B. Project Schedule for the Fiscal Year 2023 Audit (Year ending June 30)

1. The auditor shall be prepared to perform Interim Field work the week of May 8th.
2. The auditor shall provide the District with a detailed Audit Plan, and a list of all schedules to be prepared by the District no later than July 1 of each respective year following the year under audit.
3. The District expects to have all records, prepared by client lists, and schedules ready for the audit fieldwork before September 8th of each respective year following the year under audit and would expect field work to commence no later than the beginning to the middle of September of each year for the prior the year under audit.
4. The auditor shall complete their work concerning the financial statements in time to furnish the District with their letter of opinion no later than November 13, of each respective year following the year under audit.
5. Should the District exercise the option for the selected auditor to perform subsequent work, the time mentioned above schedule shall be applicable. The auditor's failure to strictly adhere to the schedule may result in the assessment of damages against the auditor for the delay. Notwithstanding the preceding, the auditor shall not be responsible for delays due to causes beyond the auditor's reasonable control.
6. A draft of the management letter shall also be provided by November 6 of each respective year for the prior year under audit. District Staff shall have the opportunity to discuss and comment upon any findings and recommendations before issuance.

C. Assistance Provided to the Auditor

Finance Department staff will be available during interim and audit fieldwork to assist the firm by providing access and direction to information and documentation and explaining all inquiries. Staff will provide clerical assistance to prepare confirmations and other routine correspondence.

The District will provide the auditors with a good workspace, phone, wireless internet, and copy machine access.

D. Payment

Progress payments will be made on work completed during the engagement. Interim billings shall cover not less than a calendar month.

V. GENERAL TERMS AND CONDITIONS

- A.** This RFP does not commit the District to enter into a contract. The District expressly reserves the right to reject all proposals at its sole discretion and option without indicating any reason(s) for such rejection. If all bids are rejected, the District may or may not request additional proposals. The District may withdraw this RFP at any time without advance notice.
- B.** The District reserves the right to postpone the RFP process for its own convenience, should negotiations with the selected company be terminated, negotiate with another company, or cancel any section of this RFP. The District also reserves the right to apportion the award among more than one company.

- C. Any agreement resulting from this RFP will be executed after successfully negotiating contract terms and conditions, and all applicable procedural requirements have been met.
- D. The District reserves the right to remedy technical errors in the RFP process or waive proposal informalities and irregularities. Proposals should be verified before submission. The District is not responsible for errors or omissions on the part of the respondent in the preparation of a proposal. The District will not return any proposals.
- E. The District may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence or qualifications to perform the Services described in this RFP.
- F. The District reserves the right to expand or diminish the scope of services subject to negotiation with the successful proposer.
- G. The District is not required to select the proposal that may indicate the lowest price or costs.
- H. The District will not be liable for any costs incurred by responding firms related to the preparation and submittal of proposals, making of initial presentation to the District, negotiating a contract for services, or any other expense incurred by the proposer before the date of an executed contract. In addition, no Proposer shall include any such expenses as part of the price proposed to conduct the scope of services for this project.
- I. Proposer may withdraw a proposal before the expiration time in this RFP by delivering to Brian H. Zahn or the authorized designee an emailed or written request for withdrawal signed by, or on behalf of, the proposer.

VI. PROPOSAL ELEMENTS

Proposals submitted under this request must contain the following information:

A. Format of Technical Proposal

1. Cover Page
 - a) The RFP subject
 - b) The proposing firm's name
 - c) Contact person's name, local address, telephone number, and email address. If the firm has more than one office, state which office will be responsible for providing services to the District, and;
 - d) The date of submission
2. Table of Contents
 - a) Identification of material submitted by section and page number
 - b) Cross references to section and page number of RFP would be helpful
3. Transmittal Letter

- a) A general introduction stating the proposer's understanding of services;
- b) A commitment to perform the service within the timeperiod;
- c) A statement why the firm believes itself to be best qualified to perform the engagement;
- d) A statement of how long you have been in business and how many financial audits were performed by your firm for public agencies during the past five (5) years;
- e) A statement that the proposal is a final and irrevocable offer for sixty (60) calendar days from the submitted date;
- f) A statement that the Auditor has no conflict of interest of the work performed;
- g) A statement that the audit firm is independent and licensed to practice in the State of California;
- h) Name(s) of person(s) authorized to represent the proposer, title, address, telephone number, email address, and;
- i) Signature.

4. Detailed proposal Following the Order outlined in Section A

B. Contents of Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the District in conformity with the requirements of this RFP. The Technical Proposal should demonstrate the firm's qualifications and the staff assigned to this engagement. It should also specify an audit approach that will meet the RFP requirements.

The Technical Proposal should address all the points in the order outlined in the RFP (exclude any cost information, which should only be included in the cost proposal section). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

While additional data may be presented, the areas detailed below must be included.

1. License to Practice in California

An affirmative statement that the firm and all assigned key professional staff are licensed to practice in California.

2. Independence

The firm should provide affirmative statement that it is independent of the District as defined by GAAS and the U.S. General Accounting Office's Government Auditing Standards.

The firm should also list and describe the firm's professional relationships involving the District for the past five (5) years, with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the District written notice of any professional relationships entered into during this agreement period.

3. Insurance Requirements

The chosen firm/consultant will be required to maintain insurance coverage throughout the Professional Services Agreement (PSA). It shall provide United with evidence of said coverage as outlined in the PSA. According to a review by the District's legal counsel, the requirement is subject to change and modification. Please review contract language and insurance requirements before submitting a proposal and note any proposed exceptions to the PSA tenets in your proposal.

4. Firm Qualification and Experience

To qualify, the firm must have extensive experience in audits of local governments as well as experience with the preparation of basic financial statements in compliance with GAAP, Minimum Audit Requirements and Reporting Guidelines for Special Districts as required by the State Controller's Office, and GASB requirements.

The proposal should briefly introduce your firm, indicating whether your firm is local, regional, national, or international. State the size of the firm, including the size of the firm's governmental audit staff. Include the location of the office to perform RFP services and the number of full-time and part-time employees specific to this RFP. Indicate the name of the person authorized to answer questions and bind the firm, the person's title, address, email, and telephone number.

The proposer should not be a joint venture or consortium.

If your firm participates in a peer review or quality review program, provide the year and month and the results of the most recent review. Submit a copy of the report on the firm's most recent external quality control (peer) review, with a statement whether that quality control review included a review of specific government engagements (required by Government Audit Standards).

Please provide information on the results of any federal or State desk reviews or field reviews of its audits during the past three (3) years. In addition, provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Engagement Partner, Manager/Supervisor, and Staff Qualifications and Experience

Identify the senior-level staff, including the engagement partner and manager/supervisor, assigned to this engagement on an ongoing basis. Indicate whether these individuals have CPA licenses to practice in California. Please provide information on the governmental auditing experience of these individuals, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations pertinent to the performance of this audit, as well as engagements performed (including years). The District reserves the right to approve or reject any replacements in the senior-level staff participating in the District's audit.

Identify junior-level staff assigned to this engagement. How stable is this team of individuals in relationship to being assigned to this engagement annually? Please indicate their experience as outlined above for senior-level staff. How will the quality of the junior-level team be assured over the agreement? Indicate whether these individuals have CPA licenses to practice in California. Please provide information on the governmental auditing experience of these individuals, including information on relevant continuing professional education for the past three (3) years and membership in

professional organizations pertinent to the performance of this audit, as well as engagements performed (including years). The District reserves the right to approve or reject any replacements in the junior-level staff participating in the District's audit.

Include resumes of those individuals supervising the audit.

6. Prior Engagements with the District

List all engagements within the last five (5) years separately, ranked based on total staff hours, for the District by type of engagement (i.e., audit, the management or advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required in Section III of this RFP.

a) Proposed segmentation of the audit work:

- i. What will be accomplished during the interim, and what at year-end?
- ii. What other contact can the District expect during the year related to the audit engagement?

b) Expectations of District Staff:

- i. What documents and working papers are expected to be provided by District Staff during interim and year-end work? Please provide sample Prepared by Client (PBC) lists and schedules for each section of the audit fieldwork.

c) The proposed time frame for each segment of audit work:

- i. What is the anticipated length of fieldwork for interim and year-end work?
- ii. What is the standard turnaround time from the end of fieldwork to senior level review, to final draft, to partner review, to audit report issuance?

8. Planned number of hours on the engagement for each level of auditing staff.

a) Sample size and the extent to which statistical sampling used for the engagement.

9. Type and extent of use of software in the engagement.

10. Type and extent of analytical procedures used in the engagement.

11. The approach taken to gain and document an understanding of the District's internal control structure.

12. The approach to determining laws and regulations is subject to audit test work.

13. The approach to be taken in drawing audit samples for tests of compliance.

14. Identification of Anticipated Potential Audit Problems

15. The proposer should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance required by the

District.

16. References

Please provide the name of all cities, counties, and special districts for which the firm has audited basic financial statements during the past three (3) years. These engagements should be ranked first for special districts based on total staff hours, followed by all cities and counties ranked based on total staff hours. Indicate the scope of work, date, engagement partner, total hours.

Please include reference contact information for at least three (3) of these special districts, including the principal client contact's name, telephone number, and email address. The District reserves the right to contact any or all of the listed references.

17. Proposal Data Sheet

In addition to your formal response, all firms must enclose a data sheet. Refer to the attached form.

18. Additional Information Required

What additional information would you require from the District if you were selected to provide audit services before you accepted the engagement?

19. Delegation or subcontract responsibilities

The proposer will not delegate or subcontract its responsibilities without the prior written consent of the District.

C. Price

In a separate sealed envelope or email attachment, provide a not-to-exceed cost estimate for the 2023 engagement and each of the following two (2) years. Indicate how additional fees are calculated if the contract is extended beyond three (3) years. The cost estimate should be itemized by task and include a list of charge-out rates related to the names of key personnel to be used by the organization during this project. Include time, materials, travel, and other expenses, which may be associated with the duties and obligations under this Request for Proposal. All costs must be identified. This process is not considered a bid, nor will cost alone decide who is selected. Please note that the District relies heavily on the not to exceed amount and is reluctant to grant further increases unless there are substantial reasons for overage. Please provide a list of fees for additional services that may be requested in relation to this audit.

All proposals shall contain provisions if extraordinary circumstances warrant intensive and detailed services beyond those in the contractual agreement. The firm shall provide in writing and in advance, reasons for the additional service, the firm's estimate of costs, and a statement that no work will be performed without advance approval by the District. Any additional work as agreed in advance by the District shall be compensated for at the same rate quoted in the schedule submitted in the proposal.

VII. EVALUATION PROCEDURES

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposal evaluated and scored for both technical qualifications and price. The following represents the principal selection criteria, which will be considered during the evaluation process:

A. Mandatory Elements:

1. The audit firm is independent, insured and licensed to practice in California.
2. The firm has no conflict of interest with regard to any other work to be performed for the District.
3. The firm adhered to the instructions in the RFP.
4. The firm submits a copy of its last external quality control review report, and the firm has record of quality audit work.

B. Technical Quality:

1. Expertise and Experience
 - a) The firm's substantial past experience in performing the required audits on government agencies comparable to the District.
 - b) The quality and stability of the firm's professional staff to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation is acceptable to the District.
2. Audit Approach:
 - a) The firm provided proposed plans for the various segments of the engagement which are acceptable to the District.
 - b) The firm presented a thorough understanding of the objectives, scope and issues for this type of engagement.
 - c) Adequacy of proposed staffing plan.
 - d) Adequacy of sampling techniques.
 - e) Adequacy of analytical procedures.
 - f) The firm is committed to the timeliness in the conduct and completion of the audit.

C. Price:

Evaluation of the maximum fee to conduct the audit.

D. Interviews

During the evaluation process, committee staff may, at its discretion, request any one or more firms to make interviews. Such presentations will provide firms with an opportunity to answer any questions the committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Decision

It is anticipated that the Board of Directors will approve the selected firm at the April Board meeting. Following notification to the firm selected, it is expected a contract will be executed between both parties by April 30, 2023.

VIII. INSURANCE REQUIREMENTS

The chosen consultant will be required to maintain insurance coverage throughout the course of the Professional Services Agreement and shall provide the District with evidence of said coverage as set forth in the Professional Services Agreement. The requirement is subject to change and modification pursuant to review by the District Attorney. Please review contract language and insurance requirements prior to submitting proposal.

Attachment A

**UNITED WATER CONSERVATION DISTRICT
PROFESSIONAL AUDITING SERVICES
PROPOSAL DATA SHEET**

I. FIRM NAME:

DATE:

CONTACT PERSON:

PHONE:

EMAIL:

II. QUALIFICATIONS:

(Briefly state your firm's qualifications)

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III. PAST GOVERNMENTAL CLIENTS/CONTACT PERSON (List three):

<u>Client</u>	<u>Date Most Recent Audit</u>	<u>Contact</u>	<u>Phone</u>

IV. AUDITING PERSONNEL PROVIDED FOR THIS ENGAGEMENT:

<u>Name</u>	<u>Title</u>	<u>Years Experience</u>	<u>Certificate/Degree</u>	<u>Last Public Audit</u>
	Partner			
	Manager			
	Sr. Acct.			
	Accountant			

*Please remember to include resumes with your RFP response.

V. HOURLY RATES OF AUDITING PERSONNEL:

<u>Name</u>	<u>Title</u>	<u>Standard Hourly Rate</u>	<u>Quoted Hourly Rate</u>
	Partner	\$ per hour	\$ per hour
	Manager	\$ per hour	\$ per hour
	Sr. Acct.	\$ per hour	\$ per hour
	Accountant	\$ per hour	\$ per hour

VI. FEES:

<u>Service</u>	<u>Anticipated Hours</u>	<u>Fees Y/E 06/30/23</u>	<u>Fees Y/E 06/30/24</u>	<u>Fees Y/E 06/30/25</u>	<u>Fees Y/E 06/30/26</u>	<u>Fees Y/E 06/30/27</u>
<u>Audit with financial statements</u>						
<u>Management Letter</u>						
<u>Article XIII B</u>						
<u>SCO Reporting</u>						
<u>Other per RFP</u>						
<u>Total</u>						

VII. QUALIFICATIONS REGARDING FEES:

(Please state succinctly any qualifications you need to make regarding your proposed fee (e.g., out of pocket expenses, fee increases, extraordinary services, etc.)

VIII. BILLING SEQUENCES:

(Please state the firm’s normal billing practice, as it will be applied to this engagement.)

It is understood that this information must be complete and submitted by 5:00 p.m., Monday, February 13, 2023 to the United Water Conservation District, Attn: Brian H. Zahn, Chief Financial Officer, 1701 North Lombard Street Suite 200, Oxnard, CA 93030

Print Name

Signature of Individual Submitting Proposal
Authorized on Behalf of Firm

Date