



# CASTROVILLE COMMUNITY SERVICES DISTRICT

[Castrovillecsd.org](http://Castrovillecsd.org)

**Request for Proposals  
for  
Professional Audit Services**

RFP Issue:  
**January 7, 2021**

Term of Engagement:  
**July 1, 2020 – June 30, 2023**

Proposals Due:  
**4:00 PM  
February 5, 2021**

Issued By:  
**Castroville Community Services District  
11499 Geil Street  
Castroville, CA 95012**

## **I. INTRODUCTION**

Castroville Community Services District (“CCSD” or “District”) is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending June 30, 2021 and the two subsequent fiscal years.

Castroville Community Services District is a California Special District, it was formerly the Castroville Water District, formed in 1952. In May of 2006 the District assumed the assets and liabilities for the sewer and storm drain from CSA 14. In February of 2008 the Castroville Water District and CSA 14 were merged to create the Castroville Community Services District that resulted in acquiring additional services such as street lighting, recreational funding, open space, and street maintenance, therefore becoming a CSD. In 2014 the CCSD merged with the Moss Landing Sanitation District. Castroville is an unincorporated community surrounded by artichokes, located at the foot of the Salinas Valley in Northern Monterey County. Castroville is about 104 miles south of San Francisco and halfway between Monterey and Santa Cruz. Two major highways: 183 and 156 serves the area.

The District is organized into 2 divisions: Administration and Operations and employs 6 FTE positions. The District is governed by a five-member board of directors elected at-large from within the District’s service area. The Board of Directors meet on the third Tuesday of each month and the public is duly notified and encouraged to attend.

The District’s accounting records are maintained on the accrual basis. Accounting policies and procedures conform to generally accepted accounting principles. The accounting records of the District are maintained utilizing UMS / QuickBooks Pro software (utility billing, general ledger, accounts payable, accounts receivable, and payroll to record all accounting transactions and produce reports.

Detailed information on the District and its finances are contained in the FY 2020 Audited Financial Statement which can be viewed and downloaded at:

[www.castrovillecsd.org/files/13529904.pdf](http://www.castrovillecsd.org/files/13529904.pdf).

Porter & Lasiewicz, CPAs of Simi Valley, California has served as the District’s auditor for the past three years.

## **II. SCOPE OF WORK**

### **A. Purpose**

The District is requesting proposals from qualified independent certified public accountants. To meet the requirements of this request for proposals, the audit shall be conducted in accordance with generally accepted auditing standards; *Government Auditing Standards*; the Single Audit Act Amendments of 1996 (the Single Audit Act); the provisions of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; OMB Circular A-102, *Grants and Cooperative Agreements with State and Local Governments*; OMB Circular A-87; the State Controller’s Minimum Audit Requirements for California Special Districts; and applicable laws and regulations. The District will be accepting proposals from independent certified public accounting firms of “recognized ability and standing” that are licensed to practice in the State of California to be engaged as External Auditors of the operations of the District.

B. Term of Engagement

It is the intent of the District to contract for the services presented herein for a term of three (3) years for the fiscal years ending June 30, 2021, 2022 and 2023. At the option of the District, the auditing engagement may be extended for three (3) additional one-year periods by written amendment. The final selection and award will be made by the Castroville Community Services District Board of Directors.

C. Auditor Responsibilities

- 1) Audit the District's basic financial statements in accordance with the provisions of section "A." above.
- 2) Express an opinion on the financial statements as to whether they present fairly, in all material respects, the financial position of the District and the changes in financial position in conformity with generally accepted accounting principles (GAAP) and issue an independent auditors' report stating this opinion.
- 3) Test internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters, in accordance with Government Auditing Standards, and issue a report on their consideration.
- 4) Apply limited procedures related to the Required Supplementary Information (RSI), Management's Discussion and Analysis (MD&A), budgetary comparison information, and the Supplementary Information.
- 5) Conduct an exit interview with District management to discuss relevant findings and proposed audit adjustments prior to final report.
- 6) Deliver administrative draft audit reports and draft management letters (if deemed appropriate) to District management prior to final report.
- 7) Meet and discuss draft audit reports and draft management letters with District management and the Finance and Personnel Committee of the Board of Directors.
- 8) Provide an electronic version of the final audit report plus one (1) unbound copy and five (7) hard bound copies for the District, five (7) hard bound copies for agency distribution, delivered seven (7) days prior to the next regularly scheduled meeting of the Board of Directors after audit completion.
- 9) Present and discuss annual financial statements and results of operations to the Board of Directors at the next regularly scheduled Board meeting after audit completion.
- 10) Communicate immediately, and in writing, all irregularities and illegal acts, or indications of illegal acts, of which they become aware, to the Finance and Personnel Committee of the Board of Directors.
- 11) Prepare and electronically submit the State Controller's Annual Report of

Financial Transactions of Special Districts by the required due date.

- 12) Prepare and provide to District for timely submittal the Federal Return of Organization Exempt Report (Form 990) and the California Exempt Organization Annual Information Return (Form 199).
- 13) If required, prepare Single Audit Report.
- 14) Provide general consultation as required, during the year, on financial accounting and reporting matters.
- 15) Retain at auditor's expense audit working papers for three (3) years, unless the firm is notified in writing by the District of the need to extend the retention period. In addition, the firm shall respond to reasonable inquiries of the District, and successor auditors, and allow the District and successor auditors to review working papers relating to matters of continuing accounting significance.

D. District Responsibilities

- 1) District staff will prepare the final closing of the general ledger and provide the auditors with the District's trial balance, balance sheet and income statements for the period ending June 30, 2021. Staff will provide supporting documentation for all balance sheet accounts including aged accounts receivable and aged accounts payable, subsidiary ledgers, and a reconciliation of all fixed asset accounts.
- 2) District staff will prepare confirmation letters as requested by the auditor.
- 3) District staff will be available to assist the auditors by providing information, documentation and explanations as needed.
- 4) District staff will be responsible for the preparation of the Management's Discussion and Analysis (MD&A).
- 5) District will provide the auditors with reasonable workspace and telephone, wireless internet and copy machine access.

E. Time Requirements

1) **RFP Timeline**

CCSD anticipates the following timeline:

Distribution of RFP	January 7, 2021
Deadline for RFP Questions	January 29, 2021
<b>Proposals Due</b>	<b>No later than 4:00pm on February 5, 2021</b>
Interviews with selected Proposers	Week of February 22, 2021
Board recommendation	Week of March 1, 2021
Contract awarded by District	March 16, 2021

2) **Audit Schedule**

A similar audit schedule will be developed for subsequent fiscal years if the

District exercises its option for additional audits. Each of the following shall be completed by the auditor no later than the dates indicated.

**Interim Work**

The Auditor shall complete all interim work by the agreed upon date.

**Detailed Audit Plan**

The Auditor shall provide the District, by the first week of July, a detailed audit plan and list of schedules to be prepared by the District.

**Fieldwork**

The auditor shall complete all fieldwork by October 4, 2021.

**Draft Reports**

The auditor shall have drafts of the audit report(s) (basic financial statements) available for review by October 15, 2021.

3) **Entrance Conference, Progress Reporting and Exit Conference**

A similar time schedule will be developed for audits of future fiscal years if the District exercises its option for additional audits. At a minimum, the following conferences should be held as part of the audit process:

Entrance Conference to commence audit work

Progress Conference

Exit Conference

4) **Date Final Report is Due**

The District shall provide draft transmittal letter notes and statistical data by October 22, 2021 and Management's Discussion and Analysis by October 31, 2021. The auditor shall provide all recommendations, revisions and suggestions for improvement to the General Manager by November 5, 2021. A revised report, including draft auditor's reports shall be delivered or emailed to the District by November 8, 2021.

The General Manager and key staff will complete their review of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. The District strives to have the final report presented to the Board at its November meeting.

F. Proposal Requirements

1) Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's audit staff, and the location of the office from which the work on this engagement is to be performed.

2) On Site Supervisory and Staff Qualifications & Experience

The firm should identify the number and responsibility levels of staff assigned to the engagement by name and role and indicate whether each such person is licensed to practice as a certified public accountant in California. The firm also should provide information on the auditing experience of each person, and more specifically, the governmental auditing and bond reporting experiences of each

person.

- 3) Similar Engagements with Other Government Entities  
List the most significant engagements performed in the last three years that are similar to the engagement described in this request for proposal, including the annual percentage of the firms audit practice that is for governmental entities. Indicate the names and contact information of the principal client contacts.
- 4) Total All-Inclusive Maximum Price  
The cost estimate should contain all pricing information relative to performing the audit engagements as described in this request for proposal. The all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses. The proposal should indicate pricing for the three (3) years covering the audit proposal. The proposal should also include a schedule of professional fee rates by partner, specialist, supervisory and staff level. Invoices are to be based on actual costs incurred up to the maximum price.
- 5) Additional Professional Services  
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 request for proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth by the District's General Manager. Any such additional work agreed to between the District and the firm shall be performed at the same rates set forth in the schedule of fees included in this proposal. A written contract amendment will be required for any such additional work that necessitates an increase in the maximum contract price.
- 6) Proposal Costs  
The District is not liable for any costs incurred by a proposer in responding to this request, attending an interview, or for any other activity prior to award of the contract to the selected proposer.
- 7) Right to Select or Reject  
The District reserves the right, in its sole discretion, to select the proposal which it determines will best serve the needs of the District, or to reject any and all proposals submitted, and to request additional information on all proposals.

### **III. ADDITIONAL PROVISIONS**

- A. Progress billings will be accepted on work completed during the course of the engagement for up to 75% of the total fee prior to the submission of the audited financial statements and their acceptance by the District Board of Directors. Interim billings shall cover a period of not less than a calendar month.
- B. Either party may terminate the audit contract at any time by giving not less than thirty (30) days prior written notice of such termination. If services are terminated the District will pay auditors for all work completed. Nothing herein shall be deemed a limitation upon the District's right to terminate for cause or otherwise to pursue such legal or equitable rights or remedies which may accrue to the District hereunder.
- C. The District will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the District reserves the

right to modify the proposal process and dates as it deems necessary.

#### **IV: QUESTIONS AND REQUESTS FOR CLARIFICATION**

Questions and requests for clarification concerning this RFP should be made no later than 4:00 PM on January 29, 2021. Inquiries should be directed to:

Castroville Community Services District  
11499 Geil Street  
Castroville, CA 95012

Attention: Lidia Santos, Office Manager  
Email: [lidia@castrovillecsd.org](mailto:lidia@castrovillecsd.org)

#### **V. SUBMISSION OF PROPOSAL**

All proposals must be emailed directly to Castroville Community Services District to be received no later than 4:00 P.M. on Friday, February 5, 2021. Late submissions after the deadline or proposals delivered via fax or email will not be accepted. Submit one (1) electronic copy (PDF is preferred) to [eric@castrovillecsd.org](mailto:eric@castrovillecsd.org).

#### **VI. EVALUATION OF PROPOSALS**

Proposals will be examined for compliance with all requirements specified in this RFP and those that do not comply will be subject to disqualification without further consideration. In evaluating the proposals and selecting the successful firm, the District will consider the firm's qualifications and experience, as well as cost. While pricing is important, it should be noted that the lowest cost proposal **is not** a guarantee of selection for audit services. Evaluation of the proposals will take into account specialized experience and technical competence, references, firm's size, structure and location and ability to meet the District's requirements.

#### **VII. FINAL SELECTION**

The District staff and the Finance and Personnel Committee of the Board of Directors will review all proposals submitted and will request an interview with selected firms. The District will send written notification to those firms selected for an interview, which will take place virtually during the week of February 22, 2021. The District staff will present a report to the Board of Directors for consideration at its March 16, 2021 regular meeting. It is anticipated the Board of Directors will make the final selection at that meeting.