



REQUEST FOR PROPOSAL
25-27

AUDIT SERVICES FOR FISCAL YEARS ENDING
June 30, 2025
June 30, 2026
June 30, 2027

April 8, 2025

I. INTRODUCTION

The Board of Directors is interested in receiving proposals from qualified firms to provide accounting and auditing services to the Arcata Fire Protection District (District) for the fiscal years ending June 30, 2025, June 30, 2026, and June 30, 2027.

The closing date for the submittal of a proposal is May 30, 2025, at 5:00 p.m.

II. BACKGROUND

The Arcata Fire Protection District's annual operating budget is \$6,660,000, and the fiscal year is July 1 through June 30. The District's main sources of revenue are property tax and a benefit assessment. The day-to-day bookkeeping and payroll functions are performed within the District using QuickBooks.

For more information regarding the District, visit the website at:

www.arcatafire.org.

III. AUDIT TERM

The anticipated term of the initial agreement is for three years, with two subsequent annual renewals.

IV. SCOPE OF WORK

- a. Provide a scope of audit or audit plan to the District's Board of Directors for their review and approval, at least thirty (30) days before the audit work is scheduled to begin.
- b. Compile, from information provided by Humboldt County and the District, the financial statements, notes to financial statements, and supplementary information to be included in the District's Annual Financial Report.
- c. Prepare for the California State Controller's Report, District's Statement of Assets, Liabilities, and Fund Balance. This needs to be submitted to the State Controller's Office to meet the filing deadline as required by the State of California. **Quote separately.**
- d. Prepare all work papers necessary to summarize and consolidate information to be included in the Annual Audit.
- e. Review existing accounting practices to ensure compliance with the Generally Accepted Accounting Practices (GAAP) and the California State Uniform System for accounting procedures, and to all applicable laws.
- f. Provide, as required, assistance to the District concerning all phases of Governmental Fund Accounting and bookkeeping practices.
- g. Prepare financial statements at the close of each fiscal year to the state, as may be required by applicable special district laws and regulations.

- h. Make recommendations to the Board concerning the most advantageous method of financing all capital acquisitions, if requested.
- i. Analyze the financial position of the District when requested by the Board.
- j. Be responsible for producing all exhibits and the subsequent proofing. After final proofing, the Annual Audit will be electronically submitted to the District.
- k. The 2025 audit must be completed, and report issued prior to the regular October Board Meeting. The auditor may be required to attend the meeting to present the report to the Board.
- l. Provide day-to-day accounting assistance to the District staff, when required, concerning questions which may arise as to the proper accounting treatment of transactions.
- m. Any other accounting and/or auditing service above and beyond the normal scope of this service and not defined above, which may be requested by the Board of Directors, may be negotiated.

V. PROPOSAL FORMAT

- a. General Information
 - i. Provide the name and address of the firm, the date established, and a brief description of the firm's history.
 - ii. Briefly describe the experience and professional achievements of the person or persons in your firm who would be assigned to work on this account.
 - iii. Describe the current software used by your firm and its compatibility with the District Accounting Program QuickBooks Premier Edition 2020.
- b. Experience
 - i. Briefly describe the Governmental Fund Accounting experience relating to other special districts similar to the District.
 - ii. Describe any other governmental accounting experience.
 - iii. Identify and provide names and phones numbers of at least three public agencies, and an official of each public agency, who may be contacted for references.
- c. Other Information
 - i. Include any additional information about your firm that you feel would aid the District in evaluating your competence, capabilities, and resources. Please keep comments brief and to the point.
- d. Compensation
 - i. State the all-inclusive price and estimated total hours as outlined in Scope of Work.

- ii. Staff travel, clerical, and printing expenses must be included in the costs requested above.

VI. EVALUATION OF PROPOSALS

Staff will review each proposal to ascertain the top three firms. These firms may be invited to an oral interview for the final selection. Final selection will be based on the firm's response as outlined in the "Proposal Format" section of the RFP, the oral interviews, and total compensation for services rendered.

The top three firms will be identified for the Board of Directors; the District reserves the right to award the contract to the firm that, in the opinion of the District, is best qualified to provide the required audit services.

The District reserves the right to reject any or all proposals, either in their entirety or in part, and to retain all proposals, whether solicited or rejected.

The District reserves the right to negotiate minor deviations to the proposal with the successful firm.

VII. DEADLINE

Submit five copies of your proposal no later than 5:00 p.m. on May 30, 2025, to Arcata Fire Protection District, C/O Anali Gonzalez, 2149 Central Ave, McKinleyville CA 95519. Late proposals will not be considered. Proposals will be submitted in a sealed envelope, clearly marked AFPD – RFP 22-01 Audit Services.

VIII. SUBMITTING PROPOSALS

Proposals will be accepted at the Administrative Office, 2149 Central Avenue, McKinleyville CA 95519, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except legal holidays), until the date and time specified under "Deadline". All proposals must be signed and dated by the submitter.

IX. INQUIRIES

Prospective auditing firms requiring additional information or clarification relative to this RFP are requested to submit their questions in writing via email to agonzalez@arcatafire.org. Responses will be made to all inquiries during the Comment Period, which will run from April 9 to May 9, 2025. Interested parties should refrain from making personal contact with District officials or any other persons associated with this RFP and attempts to make inappropriate contacts may be grounds for disqualification from the selection process. If any inquiry submitted to the email address above raises an item of interest to all bidders, or the need for an important clarification related to the RFP process, the inquiry and

response may be disseminated to all potential bidders by email. All inquiries and responses will remain anonymous.

X. CONFLICT OF INTEREST

Bidder warrants and covenants that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the District.