



TAHOE

RESOURCE CONSERVATION DISTRICT

REQUEST FOR PROPOSALS

Announced: March 8, 2019

Project Overview

Tahoe Resource Conservation District (Tahoe RCD) is soliciting written proposals for accounting services. Tahoe RCD is a Special District under the State of California, California Public Resources Code, Division 9.

Tahoe RCD receives revenue from property tax revenue from El Dorado and Placer Counties and grants from various federal, state and local agencies. These grant and tax funds are deposited into the El Dorado County treasury and all expenditures from those funds are approved by the Board of Directors and distributed by El Dorado County.

Monthly financial reports are reviewed and approved by the Board of Directors. Tahoe RCD's detailed income statement provides consolidated totals, as well as, grant or project revenue and expenditures for analysis, along with a consolidated balance sheet.

Tahoe RCD meets the requirement to file an annual federal report per the Office of Management and Budget Circular 133. Tahoe RCD hires a third-party auditor to complete and file the report with the appropriate governmental agencies.

Services and Qualifications Required

Tahoe RCD is seeking an accountant with experience in the following:

- GASB Compliance
- GAAP Compliance
- Federal Grant Rules and Regulations
- Audit Preparation
- A133 Audits
- QuickBooks

Main tasks performed by the accountant include:

- Updating District staff on GASB and/or GAAP changes
- Quarterly review of internally prepared financial statements
- Mid-year audit preparation (around February)
- Audit preparation (around September)
- Questions regarding posting/journal entries/compliance as they arise

Tahoe RCD's June 30, 2018 year-end financial statement is available upon request.

Proposal Content

In responding to this request, we require the following information:

1. Detail your ability to perform the services outlined above. Provide your experience providing auditing and accounting services to other Special Districts or not-for-profit organizations,
2. Qualifications of your firm and staff members assigned to this service,
3. Discuss your company's independence with respect to Tahoe RCD,
4. Discuss how your company will approach communication and the use of technology in providing these services,

5. Provide a detailed schedule of fees for all related areas of the accounting services including hourly cost and any travel expenses
6. Provide a list of references. Emphasize clients of similar size and structure to Tahoe RCD

All proposals must be submitted by email in PDF format to twalton@tahoercd.org by 5:00 P.M., Friday, March 29, 2019. Late proposal submissions will not be considered. All proposals, whether selected or rejected, shall become the property of the Tahoe RCD. Transmittal/Cover letters for the proposals shall be signed by an authorized employee or officer in order to receive consideration. The Tahoe RCD shall not be responsible for proposals delivered to a location other than that specified above.

Tahoe RCD will review and evaluate proposals based on proposal content, approach, qualifications, quality, references, cost, credentials, relevancy of listed related experience, and demonstrated ability to complete work tasks listed in the RFP. Applicants that meet the initial screening criteria may be invited to interview with Tahoe RCD in person or by phone (at Tahoe RCD's discretion). It is possible that the selections of a Consultant will be based solely on the written RFP response. All successful consultants will be asked to enter into Tahoe RCD's Professional Services Agreement. If an insufficient number of proposals are received in response to this RFP, or if the selected contractor and Tahoe RCD are unable to agree to the terms of the professional services agreement, Tahoe RCD reserves the right to disqualify the contractor and reissue the RFP in whole or in part.

Schedule

Date of Announcement:	March 8, 2019
Questions/Inquiries Accepted:	March 15, 2019
Response to Questions:	March 22, 2019
Deadline for Proposal Submissions:	March 29, 2019
Proposals Reviewed:	April 1, 2019
Applicant Interviews (optional)	April 8-10, 2019
Notification of Award:	April 15, 2019

Responses To:

Tahoe Resource Conservation District
 Attn: Tori Walton, Grant Manager
 870 Emerald Bay Road Suite 108
 South Lake Tahoe, CA 96150

530.543.1501 ext. 117
twalton@tahoercd.org

Other Details

- All written questions and request for clarification should be directed to Tori Walton. Questions and responses will be posted for all bidders at <http://tahoercd.org/publications-links/rfps-documents/>
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.
- Costs to prepare proposal will not be reimbursed.
- All submittals are public information. Restrictions on any information submitted will render a bid non-responsive.
- If no qualified bids are submitted by March 29, 2019, the Tahoe RCD reserves the right to begin the RFP process over.
- Selected bidder(s) will be expected to sign a Professional Services Agreement with the Tahoe RCD (example agreement available upon request).
- All subcontractors, if any, used by the selected bidder will require prior written consent of the Tahoe RCD and will be subject to all provisions stipulated in the Tahoe RCD Professional Services Agreement.
- Selected bidder (Consultant) shall maintain at all times insurance of not less than \$1,000,000 per occurrence for workers' compensation and employer's liability, and \$2,000,000 per occurrence for general liability thus insuring against all liability of Consultant and its authorized representatives arising out of and connected with Consultant's work on this project. All such policies of insurance shall be primary insurance, and a copy of Consultant's insurance policy shall be submitted to the District for review and approval prior to the commencement of the term of the contract.