

Sunrise Recreation and Park District

REQUEST FOR QUALIFICATIONS



For Independent Auditing Services

Deadline for Submission: 2:00 p.m., Wednesday, June 01, 2022

Under no circumstances will late proposals be accepted

**Sunrise Recreation and Park District (SRPD)
7801 Auburn Blvd.
Citrus Heights, CA 95610
(916) 725-1585**

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Sunrise Recreation and Park District

REQUEST FOR QUALIFICATIONS

Independent Auditing Services

SECTION I. PROJECT DESCRIPTION SUMMARY

The Sunrise Recreation and Park District is soliciting qualification statements for independent financial auditing services. The term of the agreement shall cover audits for five fiscal years (fiscal years ended June 30, 2022, 2023, 2024, 2025, and 2026) and work shall commence in approximately September of each year beginning in 2022.

The purpose of the independent financial audit services will be to prepare the financial audit for each fiscal year during the term of the agreement and express an opinion on the fairness of the presentation of the District's general-purpose financial statements.

SECTION II. BACKGROUND

The Sunrise Recreation and Park District was founded in 1950 to serve communities in North East Sacramento County. The Sacramento County Board of Supervisors, acting as the supervisory authority for the District, appoints an Advisory Board of Directors to oversee and direct the operations and affairs of the District. Sunrise Recreation and Park District was formerly Citrus Heights Park and Recreation District, originated in 1950 to oversee a 15-acre park site that was donated by Fred and Julia Rusch. In 1957, the District's boundaries were expanded beyond the immediate area of Rusch Park to include the former Sylvan School District and the area to the east of Rusch Park. In the mid 60's, the district acquired 100 acres in 6 park locations.

The District serves an area of 27 and a half square miles with an estimated population of 170,000 in Antelope, Citrus Heights and Foothill Farms. It operates and maintains 42 parks and open space sites totaling more than 400 acres. The District also operates four licensed day care programs on four elementary school sites. A current list of parks and facilities is available for review on the District's website at www.sunriseparks.com.

The work force is divided into three divisions, Administration, Recreation, and Parks. The District employs 20 full-time staff and between 200 and 350 part-time and seasonal staff.

The Antelope Assessment was approved by the voters to provide funding for capital improvements and all maintenance and operations of parks within the Antelope Area of the Sunrise Recreation and Park District. All parcels of land in the District are assessed at varying rates depending upon established benefit zones.

The District deposits its funds with Bank of the West and Sacramento County Treasury. The County is responsible for the collection of the District's property taxes and direct levies. The District processes its accounts payable, payroll and park and recreation revenue through the county COMPASS accounting system in order to maintain the general ledger.

A copy of the District's prior year audits and financial statements are posted on the District's website under About Us, Transparency, Financial Audit.

SECTION III. THE DISTRICT'S ROLE

Direction and oversight of the Independent Audit will be governed by the District Advisory Board. The Project Manager will be the Finance Manager along with oversight from the District Administrator.

SECTION IV. SCOPE OF WORK

The auditor is to perform an audit of the District's financial transactions and prepare the financial statements for the Sunrise Recreation and Park District. The audit must be performed in accordance with generally accepted auditing standards and Government Auditing Standards as required, and will include all procedures necessary to express an opinion on the fairness of the general-purpose financial statements in accordance with generally accepted accounting principles. The audit work shall be performed during the following months; September 2022 (for fiscal year 2021/2022), September 2023 (for fiscal year 2022/2023), September 2024 (for fiscal year 2023/2024), September 2025 (for fiscal year 2024/2025), September 2026 (for fiscal year 2025/2026). Such services shall also include:

- Review of information prepared and provided by the District for consistency with the financial statements and documentation requirements generally accepted by auditing standards.
- Preparation of a management letter for the financial audit that provides an overview of the District's financial activities that includes basic financial statement notations, financial highlights, and a financial analysis of the District.
- Review of the Appropriations Limit calculation and adoption requirements in accordance with Proposition Four and Government Code and provide a conclusion if the District is in compliance.
- Preparation of GASB 34 Statement.
- File the audit reports with the County of Sacramento Auditor Controller's Office, California State Controller's Office, Moody's and others as required or assigned within thirty (30) days of Board approval. Verification of proof of submission must be sent to the District.

The auditor is to prepare a draft version of the financial audit and management letter for District staff review. The draft version of the financial audit and management letter must be presented at a regularly scheduled Board meeting of the Sunrise Recreation and Park District within one year after the close of the District's fiscal year (during the term of the agreement). Upon Board approval the auditor must prepare and print five (5) bound final versions of the financial audit and one (1) unbound final version of the report. The auditor must send one (1) bound final version of the report to the County of Sacramento Auditor Controller's Office, send one (1) bound final version to the California State Controller's Office, and submit the remaining three (3) bound reports and one (1) unbound report to the District within thirty (30) days of Board approval. Verification of proof of submissions must be sent to the District.

SECTION V. COMPENSATION AND REIMBURSEMENT OF EXPENSES

The auditor's proposal shall be a fixed annual cost to perform the scope of services requested as well as a not to exceed amount for reimbursable expenses. The District shall prepare the agreement for services and payments to the auditor will be annual based on invoice. Reimbursement for expenses incurred by the auditor shall be for actual costs incurred by auditor to complete the work and shall be clearly defined in the proposal and invoices. The invoice shall utilize a simple, easy to understand format that has been approved by the District Administrator. Each invoice shall be reviewed to determine whether the services provided have been completed in a manner that is satisfactory to the District Administrator or his/her designee.

SECTION VI. SCHEDULE

Key dates for statement of qualifications and proposal evaluation and selection are:

Distribution of RFQ	April 29, 2022
Deadline for submission of questions	May 13, 2022
Statement of Qualifications/Proposal submission deadline	June 1, 2022 (2:00 P.M)
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Firm interviews as needed (proposed dates)	June 6 – 7, 2022 (proposed)
District Advisory Board approval of selected proposal	June 16, 2022 (proposed)
Expected commencement of contract	September 2022 (proposed)

SECTION VII. STATEMENT OF QUALIFICATIONS/PROPOSAL CONTENT & SUBMITTAL

The statement of qualifications/proposal shall include the following as a minimum:

1. Modifications

Auditor shall provide a description of any modifications to the audit proposal scope of services that the auditor believes shall improve the quality or effectiveness of the audit. The description should identify the impact on the agreement and cost that these modifications would have, if accepted.

2. Deliverables

Describe what steps your firm will take to complete the deliverables that are included within the scope of work as described in section IV above.

3. Related Experience & References

Provide a summary of three similar audit services including references that the auditor has completed or is currently providing, including locations and a customer contact. Identify how your firm exceeded expectations.

4. Conflicts of Interest

The proposal should disclosure of all personal, professional or financial relationships with any officer or employee of the District.

5. Insurance

The auditor shall carry insurance, during the term of this agreement; as follows:

- Comprehensive general liability and property damage insurance policy in the amount of ONE MILLION DOLLARS (\$1,000,000) per occurrence. The District, and in their capacity as such, its officers, agents and employees shall be named as additional insured in said policy. The auditor shall file a certificate of said insurance with the District before audit commencement. Said insurance shall contain a clause prohibiting cancellation without (30) days advance notice to the District. A certificate of insurance showing compliance with these requirements shall be filed with the District.

6. Personnel

Proposal must include a list of personnel that will be directly assigned to this project and their related experience in audits similar to the Sunrise Recreation and Park District's along with responsibilities on this project and resumes. Include an organizational chart of personnel involved in the project. The firm's project manager, who will be responsible for planning, coordinating and conducting the majority of the work, must be identified and committed to the project. SRPD reserves the right to approve Auditor's project manager and any requested personnel and subcontractor changes during the course of the project. SRPD encourages the use of local subcontractors where appropriate.

7. Disclosure

A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.

8. Cost Proposal

The cost proposal can be used to negotiate a contract price that is reasonable and agreed to by both parties. The cost proposal shall be prepared and submitted in a separate sealed envelope from the response to the Request for Qualifications. All proposals shall remain firm for 60 days following closing date for receipt of proposals.

SECTION VIII. METHOD OF EVALUATION AND SELECTION

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFQ. Failure to meet the requirements for the RFQ can be cause for rejection of the proposal. The District may reject any proposal if it is conditional, incomplete or contains irregularities. The District may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Auditor from compliance with the contract requirements if the Auditor is awarded a contract.

A committee of the District will select firms for interviews. At the conclusion of the selection process, one firm will be selected and recommended to the District Advisory Board for approval. The successful firm to whom work is awarded shall, within 30 days of Advisory Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract. Failure of the successful bidder to execute the contract within 30 days of Advisory Board approval shall be just cause for the District to contract with the next responsible Auditor.

SECTION IX. SUBMISSION DEADLINES

QUESTIONS

All questions must be submitted in writing via e-mail by (5:00 P.M.) May 13, 2022 to:

Margaret Hatton
mhatton@sunriseparks.com

PROPOSALS

In order to be considered, the auditor must submit required proposal materials by the stated deadline to:

Attention: Margaret Hatton
Finance Manager
Sunrise Recreation and Park District
mhatton@sunriseparks.com
7801 Auburn Blvd.
Citrus Heights, CA 95610

The proposal must be received at the above office, or by e-mail no later than 2:00 PM on Wednesday, June 1, 2022.

There is no expressed or implied obligation for the District to reimburse 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.). Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The District reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFQ, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the Auditor.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the District.

The District reserves the right to reject any or all proposals submitted.