

CITY OF BUELLTON
REQUEST FOR PROPOSAL
FOR
PROFESSIONAL AUDITING SERVICES



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**CITY OF BUELLTON
REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING SERVICES**

I. INTRODUCTION

A. General Information

The City of Buellton (“City”) is requesting proposals from qualified firms of certified public accountants to audit their financial statements for the three (3) fiscal years beginning with the fiscal year ending June 30, 2017, with the option of auditing their financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits in the U.S. General Accounting Office’s (GAO) *Government Auditing Standards* (1994), the provisions of the Federal Single Audit Act of 1984 (as amended in 1996), the U.S. Office of Management and Budget (OMB) Circular A-133 and *Audits of State and Local Governments and Non-Profit Organizations*.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) copies of a proposal must be received by Carolyn Galloway-Cooper, Finance Director, at City of Buellton, P.O. Box 1819, Buellton, California 93427 by 3:00 p.m. on March 24, 2017. The City reserves the right to reject any or all proposals submitted.

During the evaluation process, the City reserves the right to request additional information or clarification from Proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in writing by the firm in the proposal submitted and confirmed in the contract between the City and the selected firm.

It is anticipated the selection of a firm will be made by April 3, 2017. Following notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the City Council at its April 27, 2017 meeting. It is expected a contract will be executed between both parties by May 8, 2017.

B. Term of Engagement

It is the intent of the City to contract for the services presented herein for a term of three (3) years. The City of Buellton reserves the right to extend the term of this contract for two (2) additional one-year terms subject to the annual review and recommendation of the City Manager and the Finance Director, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), and the availability of fiscal appropriations.

II. NATURE OF SERVICE REQUIRED

A. General

The City is soliciting the services of qualified firms of certified public accountants to audit their financial statements for the three (3) fiscal years beginning with the fiscal year ending June 30, 2017, with the option of auditing their financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this Request for Proposals.

B. Scope of Work to be Performed

The City desires a Comprehensive Annual Financial Report (CAFR) and its component unit financial statements for the City of Buellton to be prepared by the independent auditor and be fully compliant for GASB 34 for the fiscal year ended June 30, 2017 and each of the subsequent years, June 30, 2018 and 2019 of the audit firm's contract with the City.

The City desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

The auditor is to express an opinion on the fair presentation of the combining and individual fund and account group financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the Comprehensive Annual Financial Report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory section or the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The selected independent auditor will be required to perform the following tasks:

1. The audit firm will perform an audit of all funds of the City of Buellton. 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. The audit will be in full compliance with GASB 34. The audit firm will render their audit report on the basic financial statements which will include both Government-Wide

Financial Statements and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information pertaining to the General Fund and each major fund of the City.

2. The audit firm shall issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the Mayor and City Council.
3. The audit firm shall prepare the Annual State Controller's Report for the City and the City's Annual Street Report.

The auditor should clearly take all the above into account when preparing the proposal.

C. Auditing Standards to be Followed

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants;
2. The standards for financial audits set forth in the U.S. General Accounting Office's (GAO) *Government Auditing Standards* (1994 Revision),
3. The provisions of the Single Audit Act as amended in 1996;
4. The provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments and Non-Profit Organizations*; and

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the City's financial statements in conformity with generally accepted accounting principles.
2. A report on compliance of the annual calculation of the City's appropriation limit.
3. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
4. A report on compliance with applicable laws and regulations.
5. Findings and recommendations for improvements in the systems of internal control.
6. Findings and recommendations for improvements in accounting systems.

7. Findings of non-compliance with laws, rules, and regulations.
8. Any other material items coming to the attention of the auditor during the course of the examination.
9. Preparation of the State Controller's reports for the City.
10. Internal Control Reports. The internal control report shall communicate in writing to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The internal control report shall also include:
 - a) Reportable conditions that are also material weaknesses shall be identified as such in the reports.
 - b) Non-reportable conditions that are also material weaknesses shall be identified as such in the reports.
 - c) The reports on compliance shall include all instances of noncompliance.
 - d) Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to both the City Manager and the Finance Director.
11. Reports to the City Council. The auditor shall inform the City Council of the following:
 - a) The auditor's responsibility under generally accepted auditing standards
 - b) Significant accounting policies
 - c) Management judgments and accounting estimates
 - d) Significant audit adjustments
 - e) Other information in documents containing audited financial statements
 - f) Disagreements with management
 - g) Management consultation with other accountants
 - h) Difficulties encountered in performing the audit

E. Special Considerations

The City intends to send its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association and California Society of Municipal Finance Officers for review in its Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide special assistance to the City to meet the requirements of that program.

The City intends to structure the contract so that the City has the option as to whether the auditor or City Staff would prepare the CAFR. The auditor shall be required to prepare the CAFR if the City elects that option. The cost of said preparation of the CAFR shall be an expense of the City.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the City. 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.

G. Management Letters

The auditor shall present samples for the City.

III. DESCRIPTION OF THE GOVERNMENT

A. Location of the City's Offices

The City of Buellton is located in the Santa Ynez Valley of Santa Barbara County, approximately 40 miles northwest of the City of Santa Barbara. The City's offices are located at 107 W. Highway 246, Buellton, California 93427. Phone Number: 805-688-5177. The auditor's principal contact with the City will be Carolyn Galloway-Cooper, Finance Director, or a designated representative, who will coordinate services with the auditor.

B. Background Information

The City of Buellton was incorporated on February 1, 1992 as a general law city of the State of California. The voters approved the incorporation in November of 1991. On July 1, 1992 the City took over all the assets and liabilities of the Buellton Community Services District. The City's fiscal year begins on July 1 and ends on June 30 each year. The City serves an area of 1.6 square miles with a population of 4,957

During the fiscal year ending June 30, 2016, the City had a total payroll of \$1,416,370 covering 22 full-time and 24 full-time employees.

C. Fund Structure

The City uses the following fund types and account groups in its financial reporting:

Fund Type/Account Group	City
General Fund	1
Special Revenue Funds	7
Capital Projects Fund	1
Enterprise Funds (Operating & Capital)	4
General Fixed Assets Account Group	1
Long Term Debt	1
Trust and Agency	1
Pooled Cash	1

D. Budgetary Basis of Accounting

The City prepares its budget on a basis consistent with generally accepted accounting principles.

E. Federal and State Financial Assistance

None.

F. Pension Plans

Plan Descriptions - All qualified full-time employees are eligible to participate in the City’s Miscellaneous First Tier Plan and Miscellaneous PEPRA Plan (The Plans), agent multiple-employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plans are established by State statute and Local Government resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

1. Employee and Employer Contribution Obligations

The City makes the required 9.558% (Miscellaneous effective rate) and 6.93% (PEPRA effective rate) contribution on behalf of the employee.

The City is required to contribute an annual unfunded liability as of June 30th each fiscal year. The amount is calculated by PERS and details of the calculation is found in Actuarial Valuation report for the period designated by PERS.

2. Deferred Compensation Plan

The City offers its employees a deferred compensation plan created in accordance with Internal Revenue Code 457. The Plan, available to all permanent employees after one year

of employment, permits a deferral of a portion of the employee's current salary until future years. The plan is administered by the Hartford Insurance Company.

G. Magnitude of Finance Operations

The Finance Department is headed by Carolyn Galloway-Cooper, Finance Director and consists of three (3) full time employees.

H. Computer Systems

The City's computerized systems are run utilizing a Windows Terminal Server (WTS) environment. The accounting functions are computerized using Tyler software. The applications operating on this system are General Ledger, Accounts Payable, Bank Reconciliation, Cashiering, Fixed Assets, Project Accounting, Purchasing, Utility Billing and Payroll/Personnel Management.

I. Availability of Prior Audit Reports and Working Papers

Interested Proposers who wish to review prior years' audit reports and management letters should contact Carolyn Galloway-Cooper, P.O. Box 1819, Buellton, California 93427, (805)-686-7422.

The City will also endeavor to make prior audit reports and supporting working papers available to Proposers upon request.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates, including the date proposals are to be submitted:

<u>Date</u>	<u>Activity</u>
February 24, 2017	Request for Proposal issued
March 24, 2017	Due date for Proposals (due by 3:00 p.m.)
April 27, 2017	Contract awarded by City Council

B. Date Audit May Commence

The City intends to have all records ready for audit and all management personnel available to meet with the firm's personnel by August 9, 2017.

C. Schedule for the 2016-17 Fiscal Year Audit

The auditor should complete each of the following no later than the dates indicated.

1. Interim Field Work

The auditor shall complete interim work during the month of June.

2. Detailed Audit Plan

By June 16, 2017, the auditor shall provide the City with a detailed audit plan and a list of all schedules to be prepared by the City.

3. Fieldwork

The auditor shall complete all fieldwork by October 2, 2017.

4. Draft Reports

The auditor shall have drafts of the audit reports and recommendations to management available for review by the City Manager and the Finance Director by November 6, 2017.

D. Date Final Report is Due

The Finance Director will complete the review of the draft report as expeditiously as possible. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the City within ten (10) working days. It is anticipated that this process will be completed and the final reports delivered by December 4, 2017.

- (6) signed copies of the City's Comprehensive Annual Financial Report (CAFR) are to be delivered to Carolyn Galloway-Cooper, Finance Director at the City at P.O. Box 1819, Buellton, California 93427.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. Finance staff will also be available to prepare confirmations.

B. Work Area, Telephones, Photocopying and Fax Machines

The City will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to a telephone, photocopying and fax machines. The auditor can be provided inquiry access to the City’s finance system to expedite their auditing procedures.

C. Report Preparation

Report preparation, editing, printing and binding shall be the responsibility of the auditor.

1. Financial Statements for the City / Comprehensive Annual Financial Report (6 copies)

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Carolyn Galloway-Cooper, Finance Director
City of Buellton
P.O. Box 1819
Buellton, CA 93427
(805) 686-7422
carolync@cityofbuellton.com

CONTACT WITH PERSONNEL OF THE CITY OTHER THAN THE ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposal

The following material must be received **by 3:00 p.m. on March 24, 2017** for a proposal firm to be considered:

A master copy marked “Proposal” and two (2) copies to include the following:

- a) Title Page showing the Request for Proposals subject; the firm’s name; the name, address and telephone number of the contact person; and the date of the proposal.
- b) Table of Contents identifying the materials submitted by section and page number.
- c) Signed Transmittal Letter briefly stating the Proposer’s understanding of the work to be done; the commitment to perform the work within the time period; the name(s) of the person(s) authorized to represent the Proposer, title, address and telephone

number; and a statement that the proposal is a firm and irrevocable offer for sixty (60) days.

- d) Detailed Proposal following the order set forth in Section VI B of this Request for Proposals.
3. The Proposer shall submit an original and two (2) copies of a Sealed Dollar Cost Bid in a separate sealed envelope marked as follows:

**SEALED DOLLAR COST BID PROPOSAL
CITY OF BUELLTON
FOR
PROFESSIONAL AUDITING SERVICE
[DATE]**

4. Proposers should send the completed proposal including the two separate envelopes to the following address:

Carolyn Galloway-Cooper, Finance Director
City of Buellton
P.O. Box 1819
Buellton, CA 93427

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the City in conformity with the requirements of this Request for Proposals. As such, the substance of the proposal will carry more weight than the form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all points outlined in the Request for Proposals (excluding any cost information which should only be included in the Sealed Dollar Cost Bid). The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the Request for Proposals.

2. License to Practice in California

An affirmative statement should be included verifying that the firm and all assigned key professional staff are properly licensed to practice in the State of California.

3. Independence

The firm should provide an affirmative statement that it is independent of the City as defined by auditing standards generally accepted in the United States of America and the General Accounting Office's *Government Auditing Standards* (1994).

The firm should also list and describe the firm's professional relationships involving the City for the past five (5) years, together 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 City written notice of any professional relationships entered into during the period of this agreement.

4. Firm Qualifications and Experience

To qualify the firm must have experience in audits of local governments as well as experience with preparation of Comprehensive Annual Financial Statements in GASB 34 format. The Proposer should state the size of the firm and its governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The Proposer is also required to submit a copy of the report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements (required by Government Audit Standards (1994)).

The Proposer shall also 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, the Proposer shall 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, as well as any pending or settled litigation within the past three (3) years.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement. Include resumes, indicating whether each such person is registered or licensed to practice as a certified public accountant in California. Provide information on the government auditing experience of each person, including information on relevant continuing

professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five (5) years that are similar to the engagement described in this Request for Proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also indicate whether the audit was part of a Comprehensive Annual Financial Report prepared in conformance with the GASB 34 requirements. Information should be provided regarding clients that the firm serves that have received the CSMFO and GFOA awards.

Please provide a list of not less than five client references for whom services similar to those outlined in the RFP are currently being provided. For each reference listed provide the name of the organization, dates for which the services are being provided and the name, address and telephone number of the responsible person within the reference's organization. The City reserves the right to contact any or all of the listed references regarding the audit services performed by the Proposer.

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 II of this Request for Proposals. In developing the work plan, reference should be made to such sources of information as the City of Buellton's budget and related materials, organizational charts, manuals, programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a) Proposed segmentation of the engagement;

- b) Level of staff and number of hours to be assigned to each proposed segment of the engagement;
- c) Sample size and the extent to which statistical sampling is to be used in this engagement;
- d) Extent of use of electronic data processing (EDP) software in this engagement;
- e) Type and extent of analytical procedures to be used in this engagement;
- f) Approach to be taken to gain and document an understanding of the City's internal control structure;
- g) Approach to be taken in determining laws and regulations that will be subject to audit test work; and
- h) Approach to be taken in drawing audit samples for purposes of tests of compliance.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.

C. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The Sealed Dollar Cost Bid should contain all pricing information relative to performing the City audit engagement as described in this Request for Proposals. The cost bid should be submitted in a format consistent with Attachment A.

The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. Cost should be specified for each fiscal year. Costs within each fiscal year should also specify the amount for each individual assignment. For example, costs for the audit should be separately identified.

The City will not be responsible for expenses incurred in preparing and submitting the Technical Proposal or the Sealed Dollar Cost Bid. Such costs should not be included in the proposal.

The first page of the Sealed Dollar Cost Bid should include the following information:

- a) Name of firm
 - b) Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City.
 - c) A total all-inclusive maximum price for each year of the three year engagement.
2. Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price and Reimbursement Rates

The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses for firm personnel (e.g., travel, lodging and meals).

The City will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

3. Rates for Additional Professional Services

If it should become necessary for the City to request the firm to render any additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specified recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Sealed Dollar Cost Bid.

4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports. Final payment will be made within fifteen (15) days of acceptance of each audit service or report as complete by the City.

VII. EVALUATION OF PROPOSALS

A. Review of Proposals

Proposals submitted will be evaluated by City Staff, consisting of the City Manager and Finance Director.

The City reserves the right to retain all proposals submitted and use any idea(s) in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

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

2. Mandatory Elements

- a) The audit firm is independent and licensed to practice in California.
- b) The firm has no conflict of interest with regard to any of the work performed by the firm for the City.
- c) The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.
- d) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

3. Technical Quality

a) Expertise and Experience

- (1) The firm's past experience and performance on comparable government engagements.
- (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

b) Audit Approach

- (1) Adequacy of proposed staffing plan for various segments of the engagement.
- (2) Thoroughness of approach to conducting the audit of the City and demonstration of the understanding of the objectives and scope of the audit.
- (3) Commitment to timeliness in the conduct of the audit.

4. Price

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

C. Oral Presentations

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

D. Final Selection

The Buellton City Council will select a firm based upon the recommendation of City Staff.

It is anticipated that a firm will be selected by April 14, 2017. Following notification of the firm selected, it is expected that a contract will be executed between both parties by May 5, 2017.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right without prejudice to reject any or all proposals.

Attachment A

AUDIT WORK COST PROPOSAL FORM

Service	2016-17	2017-18	2018-19
City Audit and Related Reports	\$	\$	\$
State Controller Reports:			
1) City Financial Transactions Report	\$	\$	\$
2) Annual Street Report	\$	\$	\$
Comprehensive Annual Financial Report	\$	\$	\$
Total for Fiscal Year (not-to-exceed)	\$	\$	\$

Name of Firm: _____

Address: _____

Contact Name: _____

Contact Phone #: _____ Fax #: _____

Contact Email: _____

Attachment B

AUDIT SERVICES PLANNING CALENDAR

Due date for Proposals	March 24, 2017 at 3:00 pm
Preliminary Field Work to Begin	June 2017
Auditor Provides List of Schedules to be Completed	June 17, 2017
Year End Field Work Begins	August 9, 2017
Year End Field Work to be Completed	October 2, 2017
Draft Audit Report and Recommendations Completed by Auditor	November 4, 2017
Draft Audit Reports Returned to Auditor	November 13, 2017
Revised Draft Auditor's Report Delivered to City	December 4, 2017
Final Audit Reports and Management Letter Submitted to City	On or before December 15, 2017
Audits Presented to City Council for Acceptance	January 2018