



## Coachella Valley Mosquito & Vector Control District

📍 43-420 Trader Place, Indio, CA 92201 📞 (760) 342-8287 📠 (760) 342-8110  
🌐 [www.cvmosquito.org](http://www.cvmosquito.org) ✉ [CVmosquito@cvmosquito.org](mailto:CVmosquito@cvmosquito.org) 📱 @cvmosquito

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April 10, 2023

To Prospective Auditing Firms:

Attached is a Request for Proposals for Auditing Services for the Coachella Valley Mosquito and Vector Control District located at 43-420 Trader Place in Indio, CA. This request details the services that the District requires.

Your proposal along with one additional copy must be received no later than **3:00 p.m. on Friday, May 5, 2023.**

Please direct any questions regarding the RFP or the District to me at [dianson@cvmosquito.org](mailto:dianson@cvmosquito.org) or (760) 342-8287.

Thank you in advance for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D l'Anson', written over a large, faint '95 years' watermark.

David l'Anson  
Administrative Finance Manager

Enc.

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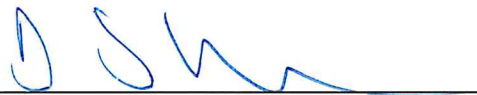
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
NOTICE INVITING SEALED REQUESTS FOR PROPOSALS  
FOR  
AUDITING SERVICES

PUBLIC NOTICE IS HEREBY GIVEN that the Coachella Valley Mosquito and Vector Control District ("District") invites sealed Requests for Proposals for the above-stated services and will receive such proposals in the offices of the District up to the hour of 3:00 p.m. on Friday, May 5, 2023, at which time they will be publicly opened.

Qualifications must be responsive to the RFP and submitted in a sealed envelope plainly marked on the outside "ATTN: DAVID I'ANSON, ADMINISTRATIVE FINANCE MANAGER - SEALED REQUEST FOR PROPOSALS FOR AUDITING SERVICES - DO NOT OPEN WITH REGULAR MAIL". Any inquiry concerning this invitation, or the Request for Proposals should be directed to David I'Anson, Administrative Finance Manager, Coachella Valley Mosquito, and Vector Control District, 760-342-8287.

The District reserves the right to reject any or all proposals, to waive any irregularity in any proposal, to accept any bid or portion thereof, and to take all proposals under advisement for a period of sixty (60) days.

April 10, 2023



David I'Anson  
Administrative Finance Manager  
Coachella Valley Mosquito  
And Vector Control District

PURPOSE:

Coachella Valley Mosquito and Vector Control District (the District) was formed on March 12, 1928, in Riverside County, under Section 2000 et. seq. of the California Health and Safety Code, requests proposal responses from highly qualified and experienced independent certified public accounting firms (Proposing Firm) to audit and report on the financial position and internal controls of the District. Such firms must possess the required license(s) to practice in the State of California and regularly practice in local government audits (particularly special districts).

All proposals must remain valid for ninety (90) days from the due date.

The District operates from July 1 – June 30 fiscal year. The District anticipates a three-year base term audit service agreement, with the option to extend the agreement for two additional years, subject to annual review by the District beginning with the fiscal year ending June 30, 2023. Additional information about the District, including budgets and past audit reports, can be found on the District website at [www.cvmosquito.org](http://www.cvmosquito.org).

Please read this entire RFP package and include all requested information in your proposal.

**SCOPE OF SERVICES: ANNUAL AUDIT**

1. Perform Audit of Financial Statements and Prepare Auditor’s Report
  - a. Audit the District’s financial statements in accordance with Generally Accepted Accounting Principles, as set forth by AICPA, GASB, and in accordance with the “Minimum Audit Requirements and Reporting Guidelines for California Special Districts”, as required by the California State Controller’s Office.
  - b. Prepare Auditor’s Report that includes the following:
    - i. Statement of Net Position.
    - ii. Statement of Revenues, Expenses, and Changes in Net Position.
    - iii. Statement of Cash Flows.

iv. All Financial Statements to include the prior year for comparative purposes.

v. Required Footnotes to Financial Statements.

vi. GASB 68 & 75 Required Supplementary Information.

vii. Auditor's opinion on the financial statements and required supplementary information.

2. State Controller's Report:

- a. Pursuant to Government Code 53891, prepare the Annual Audit Report of Financial Transaction of Special District and submit it to the California State Controller's Office by State Deadline.

3. Management Letter

- a. Prepare a letter that includes recommendations for improvements in internal controls, accounting procedures, and other significant observations that are non-reportable conditions. The management letter shall be addressed to the General Manager.

4. Management Report

- a. Prepare a report of any reportable conditions, if any, discovered during the audit. A reportable condition shall be defined as a significant or material deficiency in the design or operation of the internal control structure that could materially adversely affect the District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

5. Staff Presentation:

- a. Prior to the preparation of the final audit report, the Auditor will meet with District staff to discuss the results of the audit and to review significant findings, if any.

6. Board Presentation:

- a. Attend publicly noticed Board of Trustees meeting and present the audit report and results of the audit.

7. The audits performed under the RFP shall cover periods a through c, with an option to extend to cover periods d and e:

a. July 1, 2022 – June 30, 2023

b. July 1, 2023 – June 30, 2024

c. July 1, 2024 – June 30, 2025

d. July 1, 2025 – June 30, 2026

e. July 1, 2026 – June 30, 2027

### **ORGANIZATION OF PROPOSALS:**

District requests that Proposing Firm's proposals be organized consisting of two sections: 1) Technical Proposal and 2) Cost Proposal, and formatted as follows:

#### **Technical Proposal**

1. Introduction: The proposal will state the Auditor's understanding of the work tasks and products to be produced as a part of the audit. The proposal will state the firm's general experience, capabilities, and approach or approaches generally used in audits similar to those items addressed in this RFP.
2. Specific Audit Approach: The proposal should set forth a work plan, including an explanation of the audit methodology to perform the services required in this RFP.
3. Work Plan: In developing the work plan, reference should be made to such sources of information as District's budget and related materials, organization chart, prior financial statements, etc. The proposal should include the following information about the firm's audit approach:
  - a. Proposed phases of the audit and staff hours assigned to each phase of the engagements.

- b. Description of analytical procedures to be used in the engagement, including sampling.
  - c. Approach to be taken to understand, review, and make recommendations regarding the District's internal controls.
  - d. Description of any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be required of the District.
  - e. Additional work tasks and products the Auditor recommends in addition to those specified in this RFP's Scope of Work.
4. Description of Firm's Experience: The Auditor shall provide a description of the audit firm's experience, including a brief history, types of services provided, and experience in providing similar services as those requested in this RFP. The description of experience shall include experience with local governments and special districts and shall highlight. experience with agencies that are similar in size and structure to the District.
  5. Project Team: Identify key personnel assigned to the project and describe their respective role(s) and responsibilities. Provide resumes for all key personnel assigned to the project.
  6. License to Practice in California: The proposal must include an affirmative statement verifying that the firm and all assigned key professional staff are properly licensed to practice in California.
  7. Independence: The proposal must include an affirmative statement that the firm and all assigned key professionals are independent of the District as defined by auditing standards generally accepted in the United States and the General Accounting Office's Government Auditing Standards.
  8. References: This section shall consist of a list of at least three (3) current independent special district clients (include names of contact persons, email addresses, telephone numbers, and a brief description of the work performed)

for whom the Consultant Team has performed services similar to those required in this RFP.

9. Peer Review: Proposing Firm to submit a copy of a report on its most recent external quality control review (peer review), including a statement as to whether the external quality control review included a review of specific government engagements (required by Government Audit Standards).

10. Current Clients: List of all current public agency clients.

11. Other Information: Other pertinent information.

### **Cost Proposal**

The cost of the proposal should contain all detailed pricing information relative to performing the audit engagement as described in this RFP. For each year, and in total, the total all-inclusive maximum price is to contain all direct and indirect costs, including all out-of-pocket expenses.

### **General Terms and Conditions**

1. Consultant questions during Proposal Process: Proposing firms are encouraged to ask questions to strengthen proposals to the District. Please email your intention to respond and provide all inquiries in writing via email to David l'Anson ([dianson@cvmosquito.org](mailto:dianson@cvmosquito.org)).
2. Limitation: The Request for Proposals (RFP) does not commit the District to award a contract, to pay any cost incurred in the preparation of the firm's RFP response, or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with any/all qualified sources, or to cancel all or part of this RFP.
3. Award: The firm/entity chosen may be required to participate in negotiations and to submit such revisions of its proposals as may result from negotiations. The District reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.

4. Signature: The consultant's RFP response shall provide the following information: name, title, address, and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant.

### **Special Terms and Conditions**

1. District staff will be available during the audit to assist the audit firm with providing information, documentation, and explanation. In addition, the District will provide the auditor with a reasonable workspace, desks, chairs, access to internet connectivity, and photocopying machines. Report preparation, editing, printing, and binding shall be the responsibility of the auditor.
2. All material submitted in response to this RFP shall be considered the property of the District and may be used by the District for any purpose.
3. Proposals received by the District will not be returned to the Proposing Auditor.
4. The District reserves the right to reject any and all proposals, to waive informalities and minor irregularities in the proposals received, to discuss proposal details with respondents, and to accept other than the lowest bid proposal.
5. Proposing Firms will not be compensated for any expenses incurred in the process of responding to this RFP or, if requested, in submitting further information or appearing for an interview.
6. Proposing Firm must provide certificates for Worker's Compensation insurance and liability insurance for auditors performing onsite auditing services, to District standards.

### **Selection Criteria (not necessarily in order of priority)**

1. Experience and qualifications of assigned staff.



2. References and relevant work performed (particularly public agencies/special districts).
3. Firm/entity key personnel assigned to the engagement.
4. Demonstrated ability to competently implement the scope of services.
5. Demonstrated understanding of the issues raised by the District in this RFP and the completeness of addressing the scope of work.
6. Proposed Cost of Services.

### **Selection Procedure**

District staff will evaluate each proposal against the Selection Criteria and bring recommendations to the District's Finance Committee. The Finance Committee will then forward recommendations to the Board of Trustees, who will in turn make a final decision on the selection of the Proposing Firm and authorize the District General Manager's execution of a contract with the selected Proposing Firm to perform the requested services. The Finance Committee may choose to interview applicants as a part of the selection process.

District staff anticipates that the Proposing Auditor selection will be awarded at the June 13, 2023, Board of Trustees meeting. The selection will be awarded to the respondent whose proposal conforms to this RFP and which will be, in the opinion of the District, the most advantageous to the District.

### **Selection Process and Time Frame**

The tentative schedule of significant events relating to this RFP is provided below. The District reserves the right, in its sole discretion, to modify this schedule and any specific time-of-day deadlines as discussed in the following section.

Monday, April 10, 2023, Release of RFP.

Friday, May 5, 2023, RFP responses are due no later than 3:00 pm Pacific.

Tuesday, May 9, 2023, RFP Evaluation by Staff and Finance Committee.

Tuesday, June 13, 2023, Selection of Auditor by Board of Trustees.