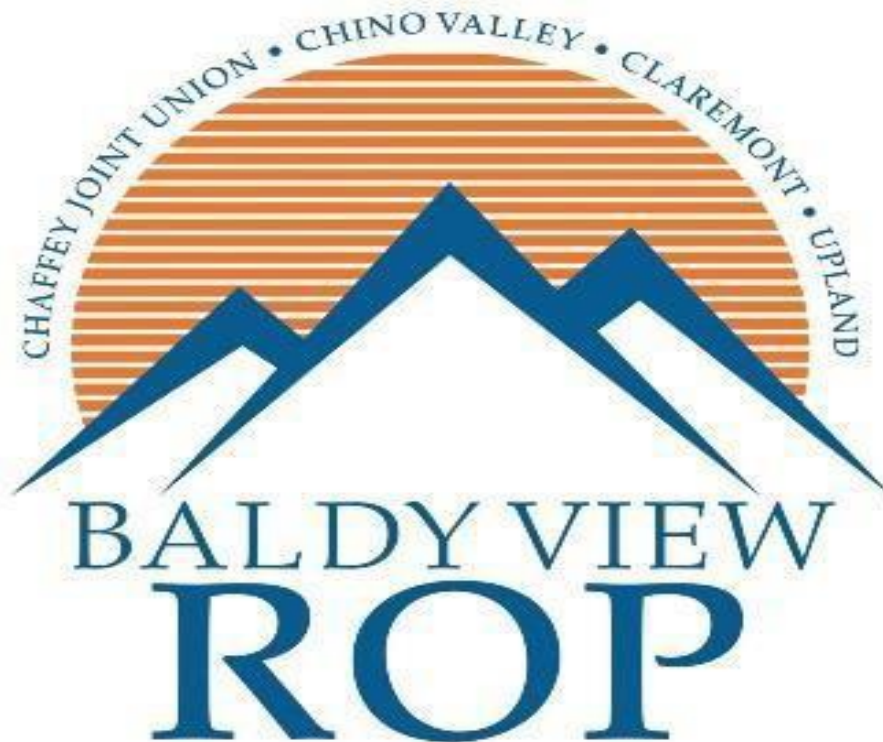


Request for Proposals

20/21-002 AUDITING SERVICES



BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

REQUEST FOR PROPOSALS FOR AUDITING SERVICES

RFP NO. 20/21-002

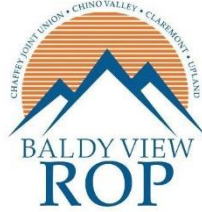
Submissions Due by 2:00pm on 3/17/21

To

Michael Montano, Director of Business Services-Intern

michael_montano@bvro.org

**NOTICE TO CONTRACTORS CALLING FOR BIDS (ADVERTISEMENT)
AUDITING SERVICES**



BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
1501 S. BON VIEW AVE.
ONTARIO, CA 91761
(909) 947-3400 EXT. 1300/FAX (909) 947-8931
www.baldyviewrop.com

BUSINESS SERVICES DEPARTMENT
RFP NO. 20/21-002
DUE DATE: MARCH 17, 2021
AT 2:00 P.M.

NOTICE IS HEREBY GIVEN that the **Baldy View Regional Occupational Program** (hereinafter called DISTRICT) 1501 S. Bon View Ave, Ontario, County of San Bernardino, State of California, 91761 acting by and through its Governing Board, will receive sealed proposals for the award of **Auditing Services, RFP NO. 20/21-002.**

All proposals shall be made on form(s) furnished by the DISTRICT. Proposals must be received in the office of the Director of Business **by 2:00 p.m. on March 17th, 2021.** Proposals must conform with and be responsive to the contract documents, copies of which are on file and may be obtained from the office of the Director of Business.

The Baldy View Regional Occupational Program and its Board of Trustees reserve the right to accept or reject any or all proposals in whole or in part, to be the sole judges of the merits and qualifications of items offered, to waive any informality in the proposal and to not necessarily accept the lowest proposal offered. The delivery date, specifications and quality of the items will be considered when making the selection.

Michael Montano
Director of Business-Intern
Publish: March 1, 2021 & March 8, 2021
RFP Open Date/Time: March 1, 2021 8:00 a.m.
RFP Due Date/Time: March 17, 2021 2:00 p.m.

1. GENERAL INSTRUCTIONS

A. Submittal of Proposals

Proposals should be reviewed for accuracy before submission to the District since proposals may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any proposals. The District reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposals.

Written proposals must be received in the District's Office located at 1501 S. Bon View Ave, Ontario, CA 91761 by no later than **March 17, 2021 at 2:00 p.m.** Proposal packages must be clearly marked, "RFP NO. 20/21-002 Business Services, Attn: Michael Montano."

In order for the Proposer's response to be accepted, Attachment 1 and 2, must be submitted in their entirety. **Failure to provide signatures on required forms may result in rejection of proposal.**

B. Signatures

All proposals must include a signature of an authorized officer of the accounting firm submitting the proposal. The name and title of the person shall be included following the signature.

C. Disqualified Proposals

Any proposal received after **March 17, 2021 at 2:00 p.m.**, will be refused and returned to the firm unopened.

D. Withdrawal of Proposals

A firm may withdraw its proposal, either personally or by written request, at any time before the proposal due date and time.

E. Copies of Proposal

Each accounting firm submitting a proposal must include the original, plus five (5) copies of the original. A total of six (6) packages shall be submitted.

F. Contacts

In order to control information disseminated regarding this request, firms interested in submitting proposals are directed **not** to make personal contact with members of the Commission and District Administration with the exception of the individual listed below. This Request for Proposals can be located at the District website at: [RFP/RFQ/BIDS](#)

Michael Montano
Director of Business Services- Intern
1501 S. Bon View Ave
Ontario, CA 91761
(909) 947-3400 ext. 1300

G. Audit Scope and Standards

The audit shall be performed in accordance with the requirements of Education Code Section 41020, 41020.2, 41020.3 and 41020.8 and shall include all funds of the District, including the student body accounts, and any other funds and accounts under the control or jurisdiction of the District. The intent of the code is to encourage sound fiscal management practices among schools for the most efficient and effective use of public funds for education in California by strengthening fiscal accountability at the District, County and State levels.

In addition, the audits of Local Educational Agencies (LEA's) shall be performed in accordance with general accepted auditing standards, as promulgated by the AICPA, generally accepted government auditing standards for financial and compliance audits, the U.S. General Accounting Office (GAO) in Standards for Audit of Governmental Organizations, Programs, Activities and Functions, and the standards issued by the Office of the State Controller in Standards and Procedures for Audits of California K-12 Local Educational Agencies. When applicable, the audits must also be made in accordance with the requirements established by Circular A-133, Audits of State and Local Governments, issued by the U.S. Office of Management and Budget (OMB).

SCOPE OF WORK:

- A. The required annual District financial audit and Data Collection (SF-SAC) Form
- B. Title IV Single Audit filing and compliances (if applicable)
- C. Assistance with GASB 34 conversion entries
- D. Presentation at Board of Education and committee meetings as requested

H. Rating Criteria

The District may consider the following factors in rating respondents:

- a. Price
- b. Responsiveness to Request For Proposal
- c. General Information Form Responses
- d. Experience
- e. Company Profile
- f. References

ATTACHMENT 1

PROPOSAL FORM

This form must be included in proposal package

This Proposal Form must be duly executed and submitted with any proposal to BVROP.

The Offeror hereby agrees that its proposal is subject to all RFP 20/21-002 AUDITING SERVICES provisions, terms and conditions, attachments, exhibits, amendments and other applicable materials which are attached or incorporated by reference. Proposer hereby agrees to promptly enter into an agreement in substantial accordance with such RFP provisions, terms and conditions.

The Offeror hereby agrees that its attached proposal of which this is part, is a firm irrevocable offer and valid for acceptance by BVROP for the period through and including June 30, 2021. The Offeror hereby agrees that if its proposal is accepted by BVROP that it shall provide the audit services in accordance with the RFP, as it may be amended. The term of this contract shall be for a period of three (3) years, with by mutual consent, the ability to renew in 1-year increments, for up to no more than five (5) years.

Audit Services Fee \$ _____
(not to exceed) for Fiscal Year 2020-2021 ending June 30, 2021

Audit Services Fee \$ _____
(not to exceed) for Fiscal Year 2021-2022 ending June 30, 2022

Audit Services Fee \$ _____
(not to exceed) for Fiscal Year 2022-2023 ending June 30, 2023

Title IV Single Audit Fee \$ _____ (if applicable)
(not to exceed) for Fiscal Year 2020-2021 ending June 30, 2021

Title IV Single Audit Fee \$ _____ (if applicable)
(not to exceed) for Fiscal Year 2021-2022 ending June 30, 2022

Title IV Single Audit Fee \$ _____ (if applicable)
(not to exceed) for Fiscal Year 2022-2023 ending June 30, 2023

Name of Person Duly Authorized to Execute this Proposal/Offer:

Duly Authorized Signature: _____

Title: _____

Date of this Proposal/Offer: _____

Offeror Name: _____

Offeror Address: _____

Offeror Telephone: _____

Offeror Facsimile: _____

Offeror Email: _____

ATTACHMENT 2

GENERAL INFORMATION

This form must be included in proposal package

The Offeror shall furnish all of the following information accurately and completely. Failure to comply with this requirement may cause a proposal rejection. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the Offeror's firm and/or any of its owners, officers, directors, shareholders, parties or principals.

If the same information is provided elsewhere in your proposal and qualification materials, then please clearly identify such in the following questions.

Please be advised that the District may request verbal or written clarifications or additional information or an interview or presentation at any time.

(1) Firm name, address and contact information:

(2) Telephone: _____ Facsimile: _____

Internet Address: _____

(3) Type of firm: (check one) Individual ___ Partnership ___ Corporation ___ State ___

(4) Names and titles of all principals/officers of the firm:

NAME	TITLE	PHONE NUMBER

Name of individual(s) who will be responsible for the BVROP account:

(5) Please list any applicable certifications and licenses and the associated numbers:

- (6) Have you or any of your principals ever conducted similar services under a different name or certification or different license number?
- a. If yes, give firm name, address and certification or license number.
- (i) Name: _____
- (ii) Address: _____
- (iii) License No. (if any) _____
- (7) How many years has your firm been in business under its present business name? _____
- (8) How many years of experience does your firm have providing similar services? _____
- (9) How many public agencies has your firm provided similar services for? _____
- (10) How many ROP agencies has your firm provided similar services for? _____
- (11) Please list the public agencies including School Districts and the like, that your firm has provided similar services for:
- _____
- _____
- _____
- (12) Please attach a short history of the firm including whether it is local, national, or international as well as approximate number of employees. Also provide the number of firm offices and locations.
- (13) Please attach a copy of your firm's most recent financial statement or other financial instruments that would establish your firm's ability to complete its obligations under any agreement resulting from the Request for Proposal.
- (14) Please attach or list below why your firm should be selected by the District to provide the solicited services.
- _____
- _____
- _____
- (15) Have you or any of your principals been in litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years? Yes _____ No _____
- a. If yes, provide the name of the public agency and briefly detail the dispute:
- _____
- _____
- _____

(16) Have you ever had a services agreement terminated for convenience or default in the prior five (5) years? Yes _____ No _____

a. If yes, provide details and name of the other party:

(17) Is your firm, owners, and/or any principal or manager involved in or is your firm aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment? Yes _____ No _____

a. If yes, provide details:

(18) Is your firm, owners, and/or any principal or manger involved in or is your firm aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency? Yes _____ No _____

a. If yes, details:

(19) Does your firm maintain errors and omissions coverage?

If so, please provide a current copy of the declaration page showing the maximum liability or policy value.

(20) Will your firm comply with all district, local State and Federal legal requirements, Regulations and laws? Yes _____ No _____

(21) Please provide any other information that may assist the District in ascertaining your qualifications, capability and customer service under any resultant agreement.

(22) Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? Identify any conflict or interest in (a):

a. Please elaborate and discuss any potential, apparent or actual conflict of interest:

(23) Each firm must include the following references:

- a. List at least three (3) clients for whom you have provided similar services. Show the names, addresses, and telephone numbers of the persons who can be contacted. Information obtained through the references will be evaluated by the District:

NAME	ADDRESS	PHONE NUMBER

(24) Each firm must include a copy of a recent audit report that your firm completed for another California school district.

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing information required of Offeror pages one (1) through eight (8) is true and correct.

Executed this _____ day of _____ State of _____

City County

Print name Signature

Title

Request for Proposal
Auditing Services
Timeline

The RFP process may follow the timeline noted below but is, however, subject to change at the District's discretion.

Advertisement	03/01/21 & 03/08/21	Inland Empire Newspaper Group
Request for Information	03/01/21 @ 8:00 am	VIA EMAIL
RFP Open Date/Time	03/01/21 @ 8:00 am	
RFP Due Date/Time	03/17/21 @ 2:00 pm	
Board Request to award	04/14/21	Baldy View ROP, 1501 S Bon View Ave, Ontario, CA 91761
Contract Execution	04/15/21	Upon Board approval.