CLOVIS VETERANS MEMORIAL DISTRICT

Request for Proposals Professional Auditing Services

IMPORTANT DATES

RFP Issued: March 15, 2022

Proposal Deadline:
April 6, 2022 at 12:00 pm

Clovis Veterans Memorial District
Notice of Request for Proposals

Professional Auditing Services

The Clovis Veterans Memorial District invites proposals from qualified Certified Public Accounting Firms to provide the following services over a three-year term, pertaining to the District's *fiscal year of 2022 (*which ends June 30th, 2022) with the option, at the District's sole election, to extend the project for two additional one-year terms:

- Audit the District's financial records
- Prepare the Special District's Annual Report for submission to the State Controller
- Prepare the District's Annual Financial Statements

To obtain a copy of the Request for Proposals contact the receptionist at the District office by mail or by phone.

One (1) electronic copy shall be submitted. The electronic copy shall be in MS Word or PDF format and be on a compact disc or flash drive or emailed. Proposals shall be submitted in a sealed package delivered to the following address before 12:00 p.m. *on April 6, 2022.*

Clovis Veterans Memorial District
Attn: Professional Auditing Services RFP
808 Fourth Street
Clovis, CA 93612
Phone: (559) 299-0471

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Clovis Veterans Memorial District
Request for Proposals Professional Auditing Services

A. GENERAL INFORMATION

About the Clovis Veterans Memorial District
The Clovis Veterans Memorial District ("District") is a special district public agency governed by a five-member board of Directors serving portions of the City of Fresno and the City of Clovis. The District provides a permanent living memorial honoring U.S. Military and Veterans; provides facilities and supports programs to promote a legacy of service for preserving our community's and country's foundational ideals.

The District is funded through annual property tax and assessment revenue. The Administrative Department is responsible for handling all accounting functions including accounts payable, accounts receivable, payroll administration, coordinating the preparation of the annual budget, fiscal planning, analysis of resources and reporting. The Fiscal Year is July 1 to June 30. The District keeps it's books in a modified fund accounting basis which includes recording of fixed assets and depreciation of it's capital assets.

About the Proposal
The District is looking to hire a qualified Firm to conduct an Annual Audit of its' Financial Records, and prepare and file associated State Controller's Reports and various Financial Statements. The District anticipates that the initial term of this engagement would be three (3) year (the "Term") and the project shall pertain to:

1. The three (3) Fiscal Year

The District, at its sole option, may extend the Term, and the Firm's obligation to perform services for up to two (2) additional one-year periods, each of which will cover an additional fiscal and calendar year of the District. The terms and conditions governing the project are provided in the Professional Services Agreement (the "Agreement"), attached hereto as Exhibit "A" and incorporated into this RFP by this reference. The selected Firm shall execute a Professional Services Agreement with the District in substantially the form provided in the Agreement.

Questions or Clarifications
Questions or interpretations regarding this RFP may be brought by email to *Amy Whitacre, amyw@cvmdistrict.org*. Responses to questions, clarifications or interpretations will be answered via email.

Proposal Deadline Date
Responding firms must deliver one (1) electronic copy of the proposal no later than 12:00 p.m. on *April 6, 2022*. The electronic copy shall be in MS word or pdf format and be on a compact disc or flash drive.

B. MINIMUM QUALIFICATIONS

The following are the minimum qualifications to be considered for selection as the District's Audit Firm.

1. Possess a license to practice as a Certified Public Accountant in California.
2. Provide at least three (3) favorable references from audit clients similar in scope to this request.
3. Have a minimum of five (5) years of experience conducting audits and preparing reports for local government agencies or California Special Districts.
4. Be capable of assigning competent staff to the District's project including individuals with prior public agency audit experience with Fund Accounting.
5. Ability to commit the resources necessary to complete the project in the timelines specific in this RFP.

C. PROPOSED TIME LINE

The District plans to have the Firm under contract by May 2022. The timeline and key milestones for this RFP and the District's Fiscal Year 2022 are listed in the following table:

Distribution of Proposals	March 15, 2022
Proposals Due	April 6, 2022
Contract with Firm is in Place	April, 2022
Field Work Begins – Audited Financial Statement	August 1, 2022
State Controller's Report Due	January 31, 2023
Audited Financial Statements Due	January 31, 2023

Except for those dates pertaining to this RFP, the Firm shall comply with the above-described timeline.

D. SCOPE OF SERVICES

The District is seeking a Firm to provide auditing services of the District's Financial Statements and Retirement Program.

Auditing and Reporting of the District's Financial Records

1. In accordance with the Generally Accepted Auditing Standards and the standards referenced in Section E of this RFP, convert the modified fund balances to a true fund balance and audit the statement of fund balance and net position and statement of revenues, expenditures, and changes in fund balance and statement of activities, including the related notes to the financial statements, which collectively compromise the basic financial statements of the District as of and for the year ended June 30, 2022 and the next two years. Complete the audit based on modified accrual accounting and full accrual accounting.

2. Prepare and submit the Special District's Financial Transactions Report to the California State Controller's Office.

3. Following completion of the audit, assist in the preparation of all necessary Financial Statements including:
    i. Governmental-Wide Financial Statements,
    ii. Fund Financial Statements,
    iii. Combining Fund Financial Statements,
    iv. Supplemental Schedules.

4. Prepare a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements.

Reporting Deadlines
For each of the District's Fiscal Years during the Term, the Firm shall comply with the following reporting deadlines:

1. The Special District's Financial Transaction Report shall be submitted by the Firm to the State Controller within 7 months after the close of the District's fiscal year. The District's fiscal year ends June 30, the paper report is due January 30.

2. The Special District's Audit is due within 7 months of the financial year close. The District's fiscal year ends June 30, the report would be due June 30 the following year, however the District would like the audit completed no later than December 31st of each year.

3. Ten (10) bound copies of the completed financial statements and one (1) PDF are to be submitted to the District on or before December 31 of each year.

Exit Conference
Within sixty (60) days of completion of field work and prior to completing the financial reports, the Firm shall conduct a conference with the District to review the following items:

- Recommended changes to any significant accounting policy, procedure or business practice related to internal controls.
- Significant audit adjustments.
- Review all adjusting journal entries including enough detail for the District to enter the information into the general ledger.
- Difficulties encountered in performing the audit.

Additional Professional Services

If it should become necessary for the District to request the Firm to render any additional service to either supplement the services requested in this Request for Proposal, or to perform additional work as a result of the specific 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 District and the Firm. Any such additional work agreed to between the District and the Firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Cost Proposal.

E. AUDITING STANDARDS

To meet the requirements of this Request for Proposal, the audit and all related reports and activities shall be performed in accordance with the following:

- Minimum audit requirements and reporting guidelines for Special Districts pursuant to California Code of Regulations, State Controller, Subchapter 5, § 1131.1 "Minimum Audit Requirements and Reporting Guidelines for Special Districts".

- The Firm shall be responsible for performing certain limited procedures involving required supplementary information required by the Government Accounting Standards Board (GASB) as mandated by Generally Accepted Auditing Standards (GAAS).

- The Firm shall follow standards set forth in California Government Code §§ 7501 – 7504 relating to the auditing of governmental pension plans.

- The State Controller's Office has published "Minimum Audit Requirements and Reporting Guidelines For Public Retirement Systems"

Working Papers

All working papers and reports must be retained, at the Firm's expense, for a minimum of seven (7) years, unless the Firm is notified in writing by the District of the need to extend the retention period. The Firm will be required to make working papers available, upon request, to the following parties or their designees:

1. Parties designated by the Federal or State governments or by the District as part of an audit quality review process.
2. Auditors or entities of which the District is a sub-recipient of grant funds.
3. District Staff.

F. TERMS AND CONDITIONS

1. WAIVER OF MINOR ADMINISTRATIVE IRREGULARITIES

The District reserves the right, in its sole discretion, to waive minor administrative irregularities contained in any proposal.

2. SINGLE RESPONSE

In the event that the District receives less than two proposals to this RFP, the District will deem this process to be a failed procurement and may terminate this RFP. In such an event, the District may release another RFP or enter into a sole-source agreement with a Firm it deems to be satisfactory.

3. PROPOSAL REJECTION
The District reserves the right to reject any or all proposals at any time without penalty.

4. WITHDRAWAL OF PROPOSALS
Respondents may withdraw a submitted proposal at any time up to the Proposal Deadline, provided that the District receives the Respondent's written request to withdraw the proposal signed by an authorized representative of the Respondent before the Proposal Deadline. Respondents may submit another proposal at any time up to the Proposal Deadline.

5. NON-ENDORSEMENT
The selected Firm agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the District.

6. PROPRIETARY PROPOSAL MATERIAL
Respondents must clearly designate any information contained in the proposal that is proprietary. However, irrespective of such markings, the District reserves the right to determine whether or not the contents of a proposal are disclosable under the California Public Records Act. If a Public Records Act request is made to view all or part of a Respondent's proposal, the District will comply with its policies and California law regarding the release of public records.

7. RESPONSE PROPERTY OF THE DISTRICT
All materials submitted in response to this RFP become the property of the District. Selection or rejection of a proposal does not affect this right.

8. NO OBLIGATION TO BUY OR CONTRACT
The release of this RFP does not compel the District to purchase or contract with any Respondent.

9. COST OF PREPARING PROPOSALS
The District is not liable for any costs incurred by Respondents in the preparation and presentation of proposals and demonstrations submitted in response to this RFP.

10. ERRORS IN PROPOSAL
The District will not be liable for any errors contained in any proposals. Respondents may not alter proposal documents after the Proposal Deadline.

11. CONTRACT AWARD AND EXECUTION
The District will select the proposal that, in the District's sole discretion, is the most advantageous to the District. The District reserves the right to make an award without further discussion of the submitted proposal. The District may not provide a procedure by which it will allow Respondents to submit their best and final offer or supplement the terms of the proposal. Therefore,

Respondents should submit their proposals on the most favorable terms that the Respondent can offer.

G. PROPOSAL FORMAT

In order for the District to adequately compare proposals and evaluate them uniformly and objectively, Respondents shall submit a response in accordance with this section. Proposals should be prepared and organized with following major section headings and content:

1. **Table of Contents**

2. **Transmittal Letter**: (Suggested three pages maximum). The letter should address the Firms' (1) level of interest in being selected (2) any exceptions to the scope of services required and (3) a commitment to perform the work within the time period including a statement that should you be the successful Firm, you will have the time and resources available to complete field work in sufficient time to prepare and file Special District's Financial Transaction Report to the State Controller (Controller's Report) without extension.

3. **Firm's Profile:** (Suggested two pages maximum). Identify the owners, principals, and management staff of the Firm. Indicate the type of Firm or partnership and indicate whether the Firm is locally owned, state wide, national, etc. and how long the Firm has been in business. Provide the Firm's history, address (main and local office), telephone numbers, email address and website address.

4. **Response to Questions**: Firm shall provide responses to questions listed in Exhibit "B".

5. **Cost Proposal**: Firm shall provide a cost proposal on the forms provided in Exhibit "C".

6. **Implementation Plan**: (Suggested two pages). Firm shall provide a description of the project implementation starting from the award of a contract through preparation of the financial statement. Include a brief description of the major project milestones and key implementation check points to ensure a successful audit.

7. **Reference List**: Firm shall list three references that are similar in size and complexity to this District. Provide a brief description of each audit and the contact information for the audit coordinator. Include the name, address and telephone number of the contact person for each reference listed.

8. **Potential for Conflict of Interest**: Firm shall list any persons or situations that may give rise to a conflict of interest, such as the Firm's affiliation to an employee, officer or director ofthe District. The Firm shall fully disclose any relationship with persons on the reference list other than their relationship as contracting parties.

9. **Proof of Insurance**: Firm shall provide the District proof of required insurance with the proposal. Firm shall provide and maintain general liability insurance with limits of at least one million dollars ($1,000,000) per occurrence ($2,000,000 general aggregate, if used) for

bodily injury, personal injury and property damage arising out of the activities and properties as described herein. Coverage shall include contractual liability. The general liability coverage shall give the District, its directors, officers, agents, employees, and authorized volunteers insured status using ISO endorsement CG2026 or equivalent. Firm shall provide the District with a certificate of insurance and additional insured endorsement before scheduled use. Any insurance, self-insurance or other coverage maintained by the District, its directors, officers, agents, employees, and authorized volunteers shall not contribute to it. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-: VII, or equivalent, or as otherwise approved by the District.

Firm shall insure, or be a qualified self-insured, with respect to the applicable laws relating to worker's compensation coverage (California Labor Code § 3700), all of the Firms' employees working on or about the District's facilities. The successful Firm shall provide the District with a certificate of Insurance showing Worker's Compensation and Employer's Liability insurance coverage to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by the District. The employer's liability limit shall be no less than $1,000,000 each accident.

10. **Subcontractors**: The Firm shall list any and all subcontractors that it intend to use for the Project, including their name, address, telephone number and a brief description of the service.

11. **Additional Information:** This section should be used to provide any additional information the Firm would like to submit for consideration of the proposal (e.g. sample reports, technical specifications, etc.).

H. EVALUATION PROCESS

District staff will submit to the District's Board of Directors a report identifying the top three (3) proposals ranked in order; first, second, and third. The report will include a staff recommendation and the justification supporting the recommendation.

Board of Director's Review: The District may invite representatives of the Firms with the top three proposals to attend the Board of Directors meeting at which the staff report is submitted. The invited representatives may make brief summary presentations, the length of the presentations to be determined by the Board of Directors. The Board of Directors shall make the final selection of the Firm from among the top three (3) proposals.

I. FINAL COMMENTS

The District will make every effort possible to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the District reserves the right to modify the proposal process and dates as it deems necessary in its' sole discretion.

The District reserves the right to negotiate and/or reject any and all proposals and to request additional information from the Respondents. By requesting proposals, the District is in no way obligated to award a contract or to pay expenses of the Respondents in connection with the preparation or submittal of a proposal.

The District has made every effort to include enough information within this specification for a Respondent to prepare a responsive proposal. The District discourages any contact with District members or staff while the selection process is pending, unless District staff initiates the contact.

District staff anticipates that the proposal submittal review and selection process will take approximately one week.

Interpretation or Corrections to Request for Proposal: Any Firm contemplating submission of a proposal may submit a written request to the District for interpretation or correction if in doubt as to the true meaning of any part of the RFP. Requests for interpretation will not be accepted after the Proposal Deadline. The Firm submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the proposal will be made by written addendum only and Firm may not rely on any other information. The District will mail a copy of such addendum to each person or entity receiving a set of these documents.

J. EXHIBITS TO THIS RFP

The following exhibits are included as part of the RFP.

Exhibit A: Professional Services
Agreement Exhibit B: Response to
Questions Form Exhibit C: Cost Proposal

EXHIBIT "A"

PROFESSIONAL SERVICES AGREEMENT
FOR AUDITING SERVICES
( )

THIS PROFESSIONAL SERVICES AGREEMENT (this "Agreement") is made and entered into this ____ day of _____, 2022 (the "Effective Date"), by and between the CLOVIS VETERANS MEMORIAL DISTRICT, a California public corporation (the "District"), and _____ [name], a _____[state] _____ [type of entity]. The District and Firm are collectively referred to herein as the "Parties" or singularly by their individual names or as a "Party."

R E C I T A L S:

A. On _____, the District issued that certain Request for Proposals for Professional Auditing Services (the "RFP"), the terms and conditions of which are incorporated herein by this reference.

B. The District's Board of Directors has authorized the retention of Contractor's services to provide auditing services of the District's financial statements and retirement program.

C. Contractor acknowledges that it possesses the qualifications required to provide said services.

D. The District desires to retain Firm to provide the services described herein, pursuant to the terms and subject to the conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the recitals set forth above, which are hereby incorporated by this reference, and the mutual promises contained herein, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. **Scope of Work**. During the Term (as defined in Paragraph 6 below), Firm shall perform any and all audits, prepare and submit any and all reports, prepare any and all financial statements, conduct any and all exit conferences, and perform any and all additional services, all of which pertain to the District's financial records in the manner described and as specifically set forth in Section D, "Scope of Services and System Requirements," of the RFP (the "Services"). The Services shall pertain to a minimum of three (3) District Fiscal years, ending with June 2022, June 2023, June 2024. The District may, at its sole option, elect to extend the term of this Agreement for a two (2) one-year extension periods upon Board Approval

2. **Timeframe for Performing Services**. In performing the Services, Firm shall comply with the deadlines set forth in Section D, "Scope of Services and System Requirements," of the RFP, under the subheading "Reporting Deadlines" (the "Reporting Deadlines"). Firm shall also comply with the timeline, deadlines, and provisions set forth in

Section C, "Project Time Line," of the RFP (the "Timeline"). Failure by Firm to comply with the Reporting Deadlines or the Timeline shall constitute a material breach and shall trigger the District's right to terminate this Agreement in accordance with Paragraph 7, below.

3. **Auditing Standards**. Firm shall perform the Services, including, but not limited to, the audit and all related reports and activities, in accordance with the Generally Accepted Auditing Standards, the Generally Accepted Accounting Principles, and the standards detailed in Section E, "Auditing Standards," of the RFP, including, but not limited to, all provisions under the subheading, "Working Papers."

4. **Qualifications**. Firm acknowledges that it possesses the qualifications required to perform the Services, including the qualifications described in Section B, "Minimum Qualification of Vendors," of the RFP.

5. **Compensation**. Compensation by the District to Firm for completion of the Services shall be at the rates set forth in Exhibit "A" attached hereto and incorporated herein by this reference (the "Compensation Schedule"). The District shall pay charges due for Services satisfactorily performed within thirty (30) calendar days after its receipt of invoices from the Firm. Invoices shall be submitted monthly, and shall be itemized to identify the tasks as defined in the scope of work and billing rate.

6. **Term and Extension**. This Agreement shall commence on the Effective Date and shall continue in effect for three (3) years, or until the District executes a notice of completion of the Firm's obligations hereunder, whichever occurs first, unless sooner terminated as set forth below (the "Term"). Subject to approval by the District's Board of Directors, the District shall have the sole option of extending the Term an additional two (2) one-y ear terms.

7. **Termination**.

(a) **Termination For Cause**. Should either Party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching Party may terminate this Agreement by giving written notification to the breaching Party. Termination shall be effective immediately upon receipt of the notice, or three (3) days from mailing of the notice, whichever occurs first. For the purposes of this Paragraph, material breach of this Agreement shall include, but not be limited to, the following:

(1) Failure of the District to pay Firm in accordance with Paragraph 5 of this Agreement and not cure such failure within thirty (30) days of notice of delinquency;

(2) Failure of Firm to meet any of the requirements set forth in Section D, "Scope of Services and System Requirements," of the RFP; or

(3) Failure of Firm to comply with the Reporting Deadlines and the Timeline, or failure of Firm to otherwise perform the Services in a timely manner and to the satisfaction of the District, in the District's sole discretion.

(b) **Automatic Termination**. This Agreement terminates automatically on the occurrence of any of the following events: (a) Firm's bankruptcy or insolvency; or (b) sale of discontinuance of the business or operations of either Party.

(c) **Termination without Cause**. The District shall have the right to terminate this Agreement for any reason with no less than thirty (30) days written notice to Firm

8. **Defense, Indemnity, and Hold Harmless**. Firm shall defend and indemnify the District, its directors, officers, employees, agents, independent contractors, authorized volunteers and consultants against, and hold them harmless from, any and all claims alleged to result from, arise out of, or be in any way connected with, Firm's intentional acts, or active or passive negligence, errors or omissions in the performance of its duties under this Agreement.

9. **Insurance**.

(a) Upon execution hereof, Firm shall furnish to the District satisfactory proof of the required insurance (Certificates of Insurance), which shall include a commitment by Firm's insurers that they will mail notice of any cancellation or reduction of coverage below the amounts herein required by the District, at least thirty (30) days prior to the effective date of such cancellation or change.

(b) Such insurance shall include general liability coverage of at least one million dollars ($1,000,000) per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately or the general aggregate limit shall be twice the required occurrence limit (i.e., $2,000,000). The Certificate of Insurance shall specifically include the District, its directors, officers, employees**,** authorized volunteers and consultants as additional insureds.

(c) Such insurance shall also include automobile liability coverage with a combined single limit of at least one million dollars ($1,000,000) per accident for bodily injury and property damage on all vehicles operated under Firm's authority, whether or not owned by the Firm.

(d) Contractor shall also carry workers' compensation insurance in compliance with the California Labor Code.

10. **Professional Services.** Firm provides Professional Audit Services. All persons employed to furnish the Services under this Agreement are employees of the Firm and not of the District.

11. **General.**

(a) **District Representatives**. The Chief Executive Officer of the

District and his duly appointed representative(s) shall administer this Agreement, and shall have authority to act on behalf of the District. Routine program management communications and administrative drafts shall be directed to Amy Whitacre, Director of Operations.

(b) **Professional Service Representatives**. The Firm's _____ [title, e.g., President], _____, and his/her duly appointed representative(s) shall have authority to act on behalf of the Firm.

(c) **Entire Agreement**. This Agreement, together with the RFP and all exhibits attached hereto, constitutes the entire agreement between the Parties relating to the Services described herein, and supersedes all prior and contemporaneous agreements, representations, and understandings of the Parties with regard thereto.

(d) **Modification**. No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing.

(e) **Notices**. All notices under this Agreement must be in writing and may be delivered in person (by hand or by courier) or may be sent by regular, certified, or registered mail, or U.S. Postal Service Express Mail, with postage prepaid, by facsimile transmission, or by electronic transmission (email) and shall be deemed sufficiently given if served in a manner specified in this paragraph. The addresses and addressees noted below are that Party's designated address and addressee for delivery or mailing of notices. Either Party may, by written notice to the other, specify a different address for notice. Any notice sent by registered or certified mail, return receipt requested, shall be deemed given on the date of delivery shown on the receipt card, or if no delivery date is shown, three (3) days after the postmark date. If sent by regular mail, the notice shall be deemed given forty-eight (48) hours after it is addressed as required in this paragraph and mailed with postage prepaid. Notices delivered by United States Express Mail or overnight courier that guarantee next day delivery shall be deemed given twenty-four (24) hours after delivery to the Postal Service or courier. Notices transmitted by facsimile transmission or similar means (including email) shall be deemed delivered upon telephone or similar confirmation of delivery (confirmation report from fax machine is sufficient), provided a copy is also delivered via personal delivery or mail. If notice is received after 4:00 p.m. or on a Saturday, Sunday or legal holiday, it shall be deemed received on the next business day.

To the District: Lorenzo Rios
Chief Executive Officers
CLOVIS VETERANS MEMORIAL DISTRICT
808 Fourth Street
Clovis, California 93612

To Contractor: _____
_____
_____

Either Party may change its address for purposes of this paragraph by giving written notice of the change to the other Party in the manner provided in this paragraph

(f) **Assignment and Binding Effect**. Firm shall not assign all or any part of this Agreement, or any obligation or interest hereof, or any monies due or which may become due hereunder, without the prior written consent of the District, which consent may be withheld in the District's sole discretion. Subject to the provisions of the preceding sentence, this Agreement shall be binding upon, and inure to the benefit of, the respective heirs, executors, administrators, successors and assigns of the Parties hereto

(g) **Headings**. The subject headings of the sections and paragraphs of this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions.

(h) **Governing Law and Venue**. This Agreement shall be governed by and construed in accordance with the laws of the State of California. The Parties agree that venue for any litigation arising under this Agreement shall be in the County of Fresno, State of California, if instituted in the State courts, or the Eastern District of California (Fresno), if instituted in the Federal courts.

(i) **Time**. Time is of the essence of this Agreement and all of its provisions.

(j) **Partial Invalidity**. If any provision of this Agreement, or any portion thereof, is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement, including, without limitation, the portions thereof not held to be invalid, void or unenforceable, shall nevertheless continue to be in full force and effect without being impaired or invalidated in any way.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date and year first above written.

"District"	**"Firm"**
Clovis Veterans Memorial District, a California public corporation	_____ [name], a _____[state] _____ [type of entity]
By _____	

Lorenzo Rios
Chief Executive Officer

By _____
Name:
Title:

EXHIBIT "B"

Response to Questions Form
Clovis Veterans Memorial District

Please type your responses in the text box underneath each question. Contact the Clovis Veterans Memorial District if you would like this in a Microsoft Word or PDF format to assist in preparing your response.

Name of Firm: _____

1.	Discuss the ability of your firm to complete audit services for the **FY19** fiscal period in accordance with the requirements set forth in this RFP.
	Response:
2.	Identify the extent to which District staff would be required to provide assistance to the audit team. Include a list of schedules that will need to be prepared by the District and the date they are needed to ensure completion of the audit in compliance with the RFP.
	Response:
3.	Identify the individual team members you will assign to each of our Audits. Include their specific expertise and experience providing audit services to public sector clients and for Public Agency Defined Contribution Plans, educational background and professional affiliations. Include an affirmative statement for each individual that they are licensed to practice in California.
	Response:
4.	Discuss your firm's experience in the performance of audit for public agencies, specifically those cases involving fund accounting.
	Response:
5.	Describe how your firm will coordinate with the District to become familiar with the fee schedule and the related accounting transactions.
	Response:
6.	Identify any other services your firm offers to pubic agencies that may be used by the District.
	Response:

7.	The audit team assigned to this project will spend a considerable amount of time becoming familiar with District practices, record keeping procedures and reporting formats. How will your firm maximize continuity and efficiency of the team members assigned to this project on a year to year basis?
	Response:

EXHIBIT "C"

Cost Proposal
Clovis Veterans Memorial District

Each proposal must include a complete pricing proposal. The proposal must include the total cost to provide complete auditing and reporting services of the District's financial records. Cost proposals for the **FY22, 23, 24** audit.

Name of Firm: _____

Task	Description	Cost Per Audit Year
1.	In accordance with Generally Accepted Auditing Standards and the requirements of this RFP, audit the financial records of the District; prepare the financial statements, and complete the related services defined in Section D – Scope of Services.	
	Total by Year	

Schedule 2 – Rate Schedule

Provide a fee schedule for the staff needed to complete the project. List the title and the hourly rate for work outside of the scope of this RFP.

Item	Job Title	Hourly Rate
1.		
2.		
3.		
4.		
5.		
6.		
	Total	