



The California Statewide Communities Development Authority (CSCDA) invites qualified firms or individuals to submit proposals for Audit Services as described in the scope of work set forth below in this request for proposals (RFP).

## **BACKGROUND**

CSCDA is a joint powers authority sponsored by the League of California Cities ("League") and the California State Association of Counties ("CSAC"). CSCDA was created by the League and CSAC in 1988 to enable local government and eligible private entities access to low-cost, tax-exempt financing for projects that provide a tangible public benefit, contribute to social and economic growth and improve the overall quality of life in local communities throughout California. CSCDA has issued more than \$60 billion through 1,500 financings since 1988 and consistently ranks in the top 10 of more than 3,000 nationwide public issuers of tax-exempt debt, as measured by annual issuance amount.

CSCDA meetings are typically the first and third Thursday of each month, and are held at the offices of CSAC or the League in Sacramento. The CSCDA Commission consists of current and former employees of city and county governments and one Commissioner who is a retired executive from the League of California Cities.

More information can be found on the CSCDA website: [www.cscda.org](http://www.cscda.org)

## **RFP CONTACT**

Questions regarding the RFP should be directed to:

James Hamill  
Managing Director  
CSCDA  
(925) 476-5644  
[jhamill@cscda.org](mailto:jhamill@cscda.org)

## **PROPOSAL DUE DATES**

Electronic copies of the proposal must be **received** by CSCDA no later than **Noon (12:00 p.m.) on May 1, 2017**. Proposals will be accepted by e-mail only and are to be e-mailed to:

James Hamill  
Managing Director  
[jhamill@cscda.org](mailto:jhamill@cscda.org)

Proposals received after 12:00 p.m. on May 1, 2017 will be disqualified.

## **Incurred Costs**

CSCDA is not liable for any costs incurred by a proposer in the preparation and/or presentation of the proposal.

## **Independent Contractor**

The Auditor will be an independent contractor. All persons employed by a firm in accordance with a contract resulting from this RFP will be employees of the firm and not CSCDA.

## **Term of Contract**

Pursuant to the CSCDA Contract Policy, the auditor contract will begin on June 1, 2017, for a term of three years, and can be renewed for up to two years without any limitations on extensions. Under the Contract Policy there will be annual reviews of the services provided.

## **SELECTION PROCESS**

### **Clarifications**

CSCDA reserves the right to seek clarification of each proposal submitted. CSCDA also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection.

### **Interviews**

CSCDA may invite one or more proposers to be interviewed by members of the Commission on.

### **Method of Selection**

The members of the Commission and program managers will review the submitted proposals. After review, the Commission and program managers will interview the finalists. The Commission will choose a finalist with whom to negotiate a contract and will make the final determination. The Commission reserves the right to not award a contract or issue a new solicitation.

### **Agreement**

A contract between CSCDA and the selected individual or firm will define the extent of services to be rendered, method and amount of compensation. The contract will be executed upon the Commission's approval.

## **AUDIT SERVICE REQUIREMENTS SCOPE OF WORK**

The Auditor is appointed by and reports to the Commission and is responsible for providing annual audit services and other related matters.

### **PROPOSAL FORM AND CONTENT**

#### **Proposal Submittal**

The proposal shall not exceed ten (10) pages in length. Resumes and licenses shall not count against this page limit. The proposal must be organized in accordance with the list of proposal contents.

#### **Proposal Form and Content**

Proposers must include the following items in their proposals addressing the scope of work. All items must fall within the maximum page count (10 pages). Proposals and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with CSCDA.

#### **A. Letter of Transmittal**

Include a cover letter signed by a duly authorized representative of the firm. The cover letter must include name, address, telephone number and e-mail address of the proposer submitting the proposal. In addition, the name, title, address, telephone number, fax number and e-mail address of the person or persons to contact whom are authorized to represent the proposer and to whom correspondence should be directed should also be included. Additionally, the cover letter must include the following table containing the requested information:

1. Name of proposed relationship manager
2. Office address for auditor
3. Annual Audit Preparation Fees
4. Hourly rates for services
5. Areas of expertise within your firm

#### **B. Approach to Audit Services and Background**

Provide a response to each of the following items:

1. Describe your view of the role of the Auditor
2. Describe how you track and manage audit costs so that CSCDA audit costs are held to a minimum. Please provide an example.
3. Describe your firm's background and history; include number of years in business.
4. Describe your firm's municipal, joint powers authority and bond financing audit services experience.
5. Location of office(s) that would serve CSCDA.

#### **C. Proposed Auditor(s)**

Name the person whom you propose to designate as the Auditor(s). Provide the following for each:

1. Certificates or licenses;
2. Description of education (including name of educational institutions, degrees conferred, and year of each degree);
3. Professional background and professional associations;
4. Experience with and knowledge of the law relating to joint powers authorities and bond finance;
5. Expertise and training.

#### **D. Expertise of Other Auditors to assist CSCDA**

1. Indicate the expertise your firm can provide CSCDA (e.g., bond financing)
2. Provide names and qualifications of auditors in your firm which would be able to provide such audit services.

#### **E. References**

Provide contact information for three municipal clients for which services have been provided in the last three years, so reference checks can be conducted. Please include the contact person's name, title, municipality, telephone phone, and email address.

#### **F. Fee Schedule**

The selected Auditor will be required to provide services under a fee agreement for services rendered in a table format.

1. Please provide an hourly rate for all the individuals who may be working with CSCDA from the firm. In addition, please provide a rate for special audit services.

#### **G. Additional Information**

Any other information that the proposer feels applicable to the evaluation of the proposal or of their qualification for accomplishing the audit services should be included in this section. You may use this section to address those aspects of your services that distinguish your firm from other firms.