



Kensington Fire Protection District

217 Arlington Avenue
Kensington CA 94707
(510) 527-8395

Current mailing address during renovation
10940 San Pablo Avenue, Bldg B
El Cerrito, CA 94530

Request for Proposals Auditing Services

The Kensington Fire Protection District (District) is requesting proposals from experienced, qualified firms of certified public accountants to provide Auditing Services as an independent auditor of the District's financial statements for the fiscal years ending June 30, 2023 through June 30, 2025 with option to extend an additional two (2) years through June 30, 2027.

RFP Schedule

Listed below are the events and target dates. The Districts reserve the right to change these events and dates at any time.

RFP issued	November 9, 2023
Proposals due	November 30, 2023, by 5:00 p.m.
Review of proposals	December 1, 2023
Finalist notified	December 5, 2023
Contract awarded	December 20, 2023

BACKGROUND, SCOPE OF SERVICES, AND OBJECTIVES

District Profile

Kensington is an unincorporated community encompassing approximately one square mile in Contra Costa County. The population is estimated to be 5,288 according to the American Community Survey.¹

The Kensington Fire Protection District (District), founded in 1928 and reorganized as an independent special district in 1937, provides fire protection and emergency medical services. Since 1995, the District's services have been provided through a contract with the City of El Cerrito. While the District contracts with El Cerrito for manpower and other services, it maintains ownership of the Kensington Public Safety Building and associated fire engines, vehicles, and equipment.

The District is funded primarily through property taxes with a Special Tax collected through placement on the property tax bill and collection by Contra Costa County. While the County serves as the District's treasury, a checking account is also maintained for payment of invoices. QuickBooks is utilized for accounting which is maintained by contracted staff with Krisch & Company (formerly Maze & Associates). See [Financial Documents](#) for audits, budgets, and contracts.

Prior Auditors

MANN, URRUTIA, NELSON, CPAs & ASSOCIATES, LLP served as the District's auditors from 2017 through 2022.

¹ <https://censusreporter.org/profiles/16000US0638086-kensington-ca/>

Scope of Services

The selected auditor will be required to provide the following services:

1. Audit the District's basic financial statements including testing internal controls in accordance with Generally Accepted Auditing Standards (GAAS) in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the State Fiscal Agent's Minimum Audit Requirements for California Special Districts, and any other applicable standards.
2. Express an opinion on the financial statements as to whether they present fairly, in all material respects, the financial position of the District and the changes in financial position and cash flows in conformity with Generally Accepted Accounting Principles (GAAP) and issue an independent auditors' report stating this opinion.
3. Apply auditing procedures to the introductory section, combining and individual fund statements and schedules, schedules of capital fund program annual contribution contracts and statistical section and express an opinion on whether they are fairly stated in all material respects in relation to the basic financial statements taken as a whole.
4. Prepare and electronically file the Annual California State Special Districts Report pursuant to Government Code 53891 for the District along with any supplements required by the state in the format required by the state by the required deadline.
5. Prior to issuance of the final audit report, meet (on-site or remotely) with District staff to discuss the results of the audit and to review significant findings.
6. Provide all audit adjustments including appropriate back-up documentation and meet with staff, if requested, to discuss final adjustments.
7. Prepare a report to the Governing Board that identifies significant audit findings, difficulties encountered in performing the audit, identify any corrected and uncorrected misstatements, disagreements with management, management representations, control deficiencies, significant deficiencies, and material weaknesses, if any, and your recommendations for improvements in accounting and administrative controls.
8. Issue the final audit report including Independent Auditors Reports including the audited financial statements and schedules.

Proposal Requirements

Each proposal shall contain the following information:

Transmittal Letter including:

- your understanding of the work to be done and discuss how you will ensure the work is completed within the required time;
- a statement about why the firm believes itself to be best qualified to perform the engagement in terms of audit ability for special districts;
- a statement of how long the firm has been in business and how many financial audits were performed by the firm for public agencies during the past five (5) years;
- name(s) of person(s) authorized to represent the proposer, title, address, telephone number, email address, and signature.

Technical Proposal

This will demonstrate the qualifications (firm, partner, manager, and assigned staff), competence, audit approach, and capacity to complete the scope of services. All points outlined in the RFP should be addressed in a straightforward, concise manner. Please note that the District has limited staff and resources; therefore, assignment of junior-level audit staff should be carefully considered.

Audit Schedule

The audit schedule for the audit through completion of reports should be included. *Note: the District has a Continuing Annual Disclosure Report due by March 31, 2024.*

Audit Fee

The annual audit fee for each year should be listed.

References

KFPD
Request for Proposals
Auditing Services

Please provide a maximum of three (3) references for similar types of audits of special districts or similar government entities in the past five (5) years. As a minimum, please include the client's name, audit type, description, contact name and title, address, phone number, and e-mail address.

Conflicts of Interest

Firms must disclose any actual, apparent, direct, indirect, or potential conflicts of interest that may exist for the firm, management, or employees of the firm. If a firm has no conflicts of interest, a statement to that effect shall be included in the Proposal.

Insurance

Provide a summary of the firm's insurance coverage.

Signature

The proposal shall be signed by an official authorized to bind the firm and shall expressly state that the proposal is valid for 90 days.

Submit a proposal by mail or email no later than 5 p.m., November 30, 2023, to:

Mail:

KFPD
Attn: RFP for Auditing Services
10940 San Pablo Avenue, Bldg B
El Cerrito, CA 94530

Electronic copies:

Mary Morris-Mayorga, mmayorga@kensingtonfire.org
KFPD General Manager

Selection Process

The following will be considered during the proposal evaluation process:

Mandatory Elements

- The audit firm and its team anticipated to be assigned to the District audit are independent, insured, licensed, and in good standing to practice in California.
- The firm has no conflict of interest with any other work to be performed for the District.
- The firm adhered to the instructions in this RFP.
- The firm has experience with GAAP and GAS accounting and reporting.
- The firm submits a copy of its last external quality control review report, and the firm has a record of quality audit work.

Technical Quality

Expertise and Experience

- The firm has substantial experience in performing the required audits on government agencies comparable to the District.
- The quality and stability of the firm's professional staff to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation is proficient and acceptable to the District.

Audit Approach

- The firm provided proposed plans for the various segments of the engagement that are acceptable to the District.
- The firm presented a thorough understanding of the objectives, scope, and issues for this type of engagement.
- Adequacy of a proposed staffing plan.
- The firm is committed to timeliness in the conduct and completion of the audit and other deliverables. Location of firm managing and conducting the audit.

References

Price

Proposal Terms And Conditions

The District will not pay any costs incurred by the firm in preparing or submitting the proposal. The District reserves the right to modify or cancel, in part or in its entirety, this RFP. The Districts reserve

KFPD
Request for Proposals
Auditing Services

the right to reject any or all responses, to waive any informality in any responses, and to select the consultant that best meets the Districts' needs. This RFP does not constitute any form of an offer to contract. Responses must be submitted no later than the date and time stated in this request for proposals.

Once submitted, the proposals will be the property of the district. Submission of a proposal shall constitute a firm offer for 90 days from the date proposals are due to the Districts. By submitting the proposal, it is expected that the audit firm has carefully read and fully understands this RFP. A proposal may be withdrawn at any time before the submittal deadline by delivering the request via email or mail.

Upon award of the contract, it is expected that the successful consultant will accept the agreement terms and conditions "as is" without modification. Any contract modifications are to be stated at the time of submittal. The consultant shall furnish the Districts with such additional information as they may reasonably require.

Questions about this Request for Proposals

Questions may be sent via e-mail to Mary Morris-Mayorga, General Manager:
mmayorga@kensingtonfire.org