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Request for Proposal

District Outside Auditor Services

Date of Release: July 15, 2011

Submittal Deadline: August 15, 2011 4:30 p.m.

Contact: Robyn Sousa, Administrative Services Officer

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Introduction: The Butte County Air Quality Management District (District) is Butte County's local air pollution control regulatory authority and was established by State law in 1967 through the creation of a governing board, now comprised of elected city and county officials. The Governing Body includes all five Butte County Supervisors, and five local city council members or mayors, as appointed by the respective city councils. Currently the District staff consists of 11 employees, including the Air Pollution Control Officer, who is the agency's executive director reporting to the Governing Board.

The District is soliciting proposals from qualified certified public accounting firms, licensed to practice in California, to conduct the annual independent audit of the District's financial transactions and to express an opinion of the fairness of the presentation of the District's financial statements and supplemental schedules. The contract period will be for up to three (3) years (fiscal years 2010/11, 2011/12 and 2012/13).

Background: The District has primary authority for regulating stationary sources of air pollution in Butte County. This is accomplished through a comprehensive program of planning, regulation, enforcement and technical innovation. The District administers an agricultural burning program for Butte County. The District also administers a Clean Air Grant Program to encourage voluntary reductions in air pollution. Further information about the District may be found at the District website: www.bcaqmd.org

Scope of Work: The District is required to cause an audit pursuant to the California Government Code Section 26909. The District presents its financial statements under the reporting model required by the Governmental Accounting Standards Board Statement No. 34 (GASB 34). The audit should include, but is not necessarily limited to the following:

- Review of internal controls,
- Testing of basic financial statements,
- Compliance review of Governmental Accounting Standards,

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- Perform audit to obtain reasonable assurance that financial statements are free of material misstatement,
- Preparation of All Applicable Financial Statements and Related Disclosures, including adherence to all applicable professional standards,
- Prepare year- end closing journals,
- Prepare and deliver 20 bound copies of annual audit report to the District office,
- Appearance at a District's Board meeting to present the annual audit.

Deliverable Products: 30 days after field audit completion.

Proposal Evaluation Criteria: Proposals will be evaluated based on the following criteria:

1. Responsiveness to the Request for Proposal and understanding of the scope of work
2. Qualifications, experience, capability and availability of the firm and individual staff members who will be assigned to perform the audit
3. References
4. Proximity of firm
5. Cost

The District reserves the right to negotiate final details of the final selection prior to award. An evaluation panel consisting of the District Director/APCO and the Administrative Services Officer will evaluate and determine the responsiveness of the bid, including the final selection. It is anticipated that the selection of a firm will be completed by September 1, 2011.

Form of Proposal: Proposals must include the following:

1. Introduction, determined by bidder
2. Description of Certified Public Accountant(s), support staffing and associate personnel. Include qualification, education and experience providing auditing services to government agencies
3. Provide a discussion of how the bidder plans on accomplishing the scope of work including resources that will be utilized, such as software.
4. Communication and Coordination Procedures
5. Ability to Comply with the District's Goals, Standards and Objectives
6. Availability
7. Cost
8. References
9. The most recent Peer Review Report
10. Name, title and signature of person authorized to bind proposal

Due Date: All proposals must be sealed and received at the District office no later than 4:30 p.m., August 15, 2011. The District office hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. (closed for lunch 12 p.m. to 1 p.m.) and is located at 629 Entler Avenue, Suite 15, Chico, CA 95928. Postmarks will not be acceptable. Proposals will not be accepted by facsimile or e-mail.