



Request for Proposals for:

**Independent Certified Public Accountant
Audit of Financial Records
and Preparation of Report to State Controller**

Release Date: January 25, 2018

Proposals Due: March 2, 2018

About the Agency

StopWaste helps Alameda County's businesses, residents and schools waste less, recycle more and use water, energy and other resources efficiently. We're a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Our work helps people make better decisions everyday about the products they buy, the resources they use, and the stuff they throw away.

Project Overview & Description

StopWaste ("the Agency") is requesting proposals from qualified firms of Certified Public accountants to audit the Agency's financial statements for three fiscal years, beginning with the fiscal year ended June 30, 2018. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial and compliance audits in the U.S. General Accounting Office's (GAO) Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, the provisions of the Single Audit Act of 1984, as amended in 1996, U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments and Governmental Accounting Standards Board (GASB) Pronouncements.

The proposal shall also include preparation of the annual report to the State Controller and a separate management letter commenting upon the adequacy of internal controls. In addition, the Agency is requesting a proposal for assistance in preparing a Comprehensive Annual Financial Report (CAFR). The Agency may choose not to prepare a CAFR and as such this item should be listed separately.

StopWaste levies various fees that help fund compliance with state and local waste reduction mandates. The budget for FY 2017-18 is \$30.8 million. The activities of StopWaste are accounted for in a single enterprise fund using the accrual basis of accounting. StopWaste's financial statements are prepared in conformance with GASB 34 and have been audited by Maze & Associates for the previous five years. StopWaste uses the MUNIS financial software for general ledger, accounts receivable, accounts payable and fixed assets. The Alameda County Waste Management Authority, The Alameda County Source Reduction and Recycling Board, and the Energy Council are all separate legal entities. As such, the final financial statements document consists of one report, which lists these entities' financial information separately and in a combined format

For more information regarding our organization and programs, visit our website: www.StopWaste.Org.

Agency budget available at: <http://www.stopwaste.org/sites/default/files/SW-FY17-18-Budget-R4.0-FINAL-20170707.3.pdf>

To be considered, the Agency must receive sealed bid proposals by **March 2, 2018 at 5:00 p.m.** It is anticipated that the selected firm will be notified no later than the first week of April, 2018.

Scope of Work

The audit shall be performed in accordance with generally accepted auditing standards accepted in the United States of America, the State Controller's Minimum Audit Requirements for California Special Districts and the standards for financial audits set forth in the US Comptroller General's Government Auditing Standards. Accordingly, the audit shall include such tests of the accounting records and auditing procedures as considered necessary, in order to allow for the expression of an opinion on the condition of the financial statements.

The auditors will examine StopWaste's internal accounting controls and accounting procedures and render written reports of their findings and recommendation. The auditor's findings and recommendations shall be included in a separate management letter to be issued as soon as possible after the conclusion of the examination.

Under the requirements of the Federal Governments's program covering a single audit for all federal grant funds, if applicable the auditors shall conduct an audit in accordance with the Single Audit Act Amendments of 1996 and in generally accepted auditing standards as well as generally accepted governmental auditing standards.

The auditor shall prepare financial statements in accordance with GASB 34 and the Annual Report to the State Controller. The scope of these financial statements will be expanded to include statistics and other necessary documentation should the Agency decide to prepare a CAFR.

Timeline

The financial examination shall begin as soon as possible after the close of the fiscal year. The audit must be completed on a timely basis to allow Agency review and in order to submit the Annual Report to the State Controller by the required deadline.

The auditor shall first deliver a draft report and management letter, allow two weeks for review and comments, then deliver three (3) copies of the final report, one unbound, two (2) printed double-sided on "recycled content paper," (no plastic covers), as soon as possible. Copies must also be available in PDF format. The auditor may be required to attend an Authority, Energy Council and a Recycling Board meeting when the audit is presented and to respond to questions at that time.

Firm Qualifications and Experience

The firms submitting proposal must be properly qualified to perform independent audits and staff assigned to the audit must have relevant experience.

The firms should provide as much information as possible, including resume of persons to be assigned to the audit, projected number of hours and his/her hourly rate. Include a brief overview of your firm, including number of years in business, and number of employees.

The audit firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement and

indicate whether such person is licensed to practice as a certified public accountant in California. The audit firm shall submit a copy of the report of its most recent external quality control review.

Conflict of Interest

The Agency derives revenue from the imposition of fees on wastes disposed in landfills in Alameda County. To avoid any conflict of interest, proposals will not be accepted from auditors which audit any organization that owns/operates any of the Landfills located in Alameda County.

Terms of Engagement

The audit contract will be awarded for up to three years with the option by StopWaste to extend the agreement by up to two additional years.

Submittal Instructions

Include in your proposal:

1. A statement of auditing experience particularly with public sector entities, and a list of references.
2. A brief overview of the manner in which the firm proposes to conduct the audit.
3. The amount that would be charged to the Agency for each year of the contract, beginning with the fiscal year ended June 30, 2018. Also, include the hourly fee which will be charged to the Agency for services during the year should these be required. In addition, the cost for the CAFR should be listed as a separate item.
4. An appendix which contains a brief resume of the person or persons who will be engaged in the audit.
5. Appendix A: Required Contract Elements: Professional Services Agreement including Insurance Requirements and Conflict of Interest. (attached)

Release of RFP:	January 25, 2018
Proposals Due:	March 2, 2018, 5pm PST
Short list Interviews:	March 19, 2018 (Tentative)
Notification of Selected Contractor:	April 6, 2018 (Tentative)

Please email responses and direct questions to: Todd High (thigh@stopwaste.org)

Proposals may also be mailed or hand delivered to:

StopWaste
Attention: Todd High
1537 Webster St.
Oakland, CA 94612

Questions must be in writing (email preferred) and received no later than February 28, 2018 at 5:00 pm. Fax responses, and any applications received after this date will not be accepted

Attachments

Appendix A: Required Contract Elements

Attachment A - Required Contract Elements

Professional Services Agreement including Insurance Requirements and Statement of Economic Interest

It is a requirement of StopWaste that any individual or firm selected to provide professional consulting services must be able to comply with the terms of our professional services agreement (attached) which includes the following insurance requirements:

- A. **Comprehensive general liability insurance:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis including products and completed operations, personal & advertising injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall at least \$1,000,000.
- C. **Statutory workers' compensation and employer's liability insurance** as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
- D. **Professional Errors and Omissions Liability Insurance.** The limit of liability shall be at least \$1,000,000. If the policy is written on a "claims made" basis, Contractor must maintain required coverage for a period of three years after the expiration of this agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

In addition, the individual or firm's project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at <http://www.fppc.ca.gov>

Please sign the statement below to indicate that you and your firm understands and will comply with the terms of the Authority's professional services agreement including the required insurance policies and will submit a Statement of Economic Interest Form if requested by Authority staff.

I have reviewed and will comply with the terms of the Authority's professional services agreement and certify that my firm has the ability to obtain the required insurance policies and submit the Statement of Economic Interest Form.

I understand that failure to comply with any of these requirements will result in the Agency's refusal to enter into a contract for services with my firm.

Name: _____

Title: _____

Firm: _____

Signature: _____ Date: _____