

Tumalo Irrigation District

Request for Proposals (RFP) *Audit Services*

Date of Issuance: May 29, 2018

Proposals Due: June 12, 2018

64697 Cook Ave

Bend, OR 97703

541-382-3053

An Equal Opportunity Provider

Tumalo Irrigation District Request for Proposals – Audit Services

Tumalo Irrigation District (the “TID”) is soliciting proposals from qualified, independent, Oregon licensed municipal auditors (“Auditor(s)”) having sufficient governmental and auditing experience to provide certain audit services for and on behalf of TID. The requested audit services are specific to federal grant compliance.

BACKGROUND

Tumalo Irrigation District, located in Deschutes County, Oregon is an irrigation district (form of special district) organized under ORS Chapter 545. TID operates under a board of directors-district manager form of government. TID’s board is composed of five elected members representing the five divisions within the District. TID’s boards appoints the district manager who is responsible for TID functions. Using resources appropriate by TID’s board, the district manager ensures TID policies are implemented to achieve desired service results for TID’s patrons. Services provided by TID to its patrons include, without limitation, management of water rights, delivery of irrigation waters, maintenance of and improvements to irrigation infrastructure, and service of accounts. TID regularly receives federal grant funding for water conservation activities including, without limitation, piping projects. Grant agreements for such federal funding requires compliance with federal auditing requirements.

SCOPE OF SERVICES

1. **Services.** TID is requesting proposals for the services of an Auditor to provide the following audit services for and on behalf of TID (collectively, the “Services”):

(a) Conduct a “single audit” on TID’s expenditures of federal grants in accordance with OMB Circular A-133, TID’s grant agreements, and other applicable law for fiscal years 2016 (to be completed no later than July 12, 2018), and 2017 (to be completed by September 31, 2018). The single audit report will include, without limitation, appropriate financial statements, schedule of expenditures of federal awards, footnotes, findings and questioned costs, including reportable conditions and material weaknesses, and follow up on prior audit findings where required.

(b) Assist with any other financial and/or audit projects requested by TID’s district manager from time to time, including, without limitation, performing tests of documentary evidence, evaluating internal control procedures, preparing and filing state documents, preparing a single audit (if necessary), reviewing adjusted journal entries, and reviewing year-end financial reports.

2. **Auditor Standards.** The selected Auditor will apply industry standards for auditing, and the audits performed will be made in accordance with all applicable federal, state, and local laws, rules, regulations, standards, and ordinances, including, without limitation, the following: (a) generally accepted governmental procedures as prescribed in the American Institute of CPAs (AICPA) Industry Audit Guide – Audits of State and Local Government Units and in Governmental Accounting, Auditing, and Financial Reporting (GAAFR); (b) generally accepted government auditing standards (GAGAS),

government auditing standards, and Oregon minimum standards; (c) the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996; (d) 2 CFR Ch. II, Subpart F; and (e) OMB A-133: Audits of State, Local Governments, and Non-Profit Organizations. All audits will conform to reporting standards for government entities as determined by the Governmental Accounting Standards Board (GASB) and/or the Financial Accounting Standards Board (FASB), as appropriate. The Auditor's opinion will be directed toward compliance with TID's grant agreements and applicable law.

PROPOSAL

An Auditor interested in performing the Services must submit a signed and dated written proposal to TID containing the following information:

1. Auditor's name, address, and contact information and the name of the primary contact in reference to the proposal. Also, please provide the Auditor's authorization or licensing by the State Board of Accountants to conduct audits.
2. Brief information concerning the Auditor (e.g., background, size, types of services provided, experience, and types of similar governmental and accounting engagements).
3. A list of the current and prior municipal government audit clients indicating the type(s) of services performed and the number of years for each engagement. Please also identify and include contact information for at least three municipal audit clients.
4. Identification of the person(s) who will be assigned and responsible to perform the Services, including any partners, managers, and other key staff members. Identify each individual's experience in auditing governmental jurisdictions. Describe the experience and knowledge that your firm and supervising staff have in performing examinations in accordance with the provisions of the Single Audit Act and component units.
5. A copy of the Auditor's most recent quality control review report or peer review.
6. Please (a) disclose all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability and/or stability of the proposing organization, (b) disclose any actual or potential conflicts of interest in performing the Services, or (c) warrant that no such condition is known to exist.
7. Include a statement indicating whether subcontractors will be used and, if so, provide the information contained in this section (i.e., "Proposal") for each subcontractor.
8. Identification of the fees the Auditor desires to receive for the performance of the Services. In addition, please identify the maximum fee associated with performing the Services and include a maximum annual percentage increase that can be expected for the next three fiscal years. Please describe how the fee is allocated to each of the following: (a) the audit TID; (b) the audit of the

Commission; (c) the Single Audit Report required under OMB Circular A-133 (should TID be subject to it); (d) report writing; and (e) travel costs.

9. A description of the Auditor’s audit approach and customer service philosophy. To this end, please describe the Auditor’s values that ensure quality controls are in place throughout an audit.

10. Anticipated completion dates and availability of Auditor’s team members to respond to questions/requests and attend meetings as necessary.

PROPOSAL SUBMISSION

To be considered, please submit your proposal to Office Manager April Harris via email (single electronic copy) at April April@tumalo.org or by mail or hand delivery (three (3) hard copies and electronic copy) at the address provided below:

Mail or Hand Delivery:
Tumalo Irrigation District
Attn: April Harris
64697 Cook Ave
Bend, OR 97703

Please mark clearly on the outside of your proposal “Auditor Services Proposal.” Proposals must be received by TID on or before **3:00 p.m. on June 12, 2018.** Proposals received after the deadline date/time may not be considered. Proposals must address all the items listed in this RFP; incomplete proposals may not be considered. TID reserves the right, if in TID’s best interests, to (1) reject any and all proposals, (2) postpone an award of the contract for a period of time TID determines reasonable, (3) waive any and all formalities, and/or (4) terminate this informal solicitation. TID reserves the right to accept or reject any proposal, or to hold the proposals for sixty (60) days before rendering a decision. Proposers responding to this solicitation do so at their own expense. TID is not responsible for expenses associated with the preparation of any proposals.

AWARD AND CONTRACT

Any contract award will be made to the Auditor whose proposal will serve TID’s best interests, taking into account price and various other considerations, including, without limitation, the following: (a) responsiveness to the request for proposal, (b) relevant experience, (c) availability of staff with professional qualifications and technical abilities, (d) the results of peer and external quality control reviews, and (e) price. No single factor, such as cost, will determine the final decision to award.

TID will enter into a professional services contract with the selected Auditor concerning the Services. The contract will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to TID. Without otherwise limiting the generality of the immediately preceding sentence, the contract will include terms and conditions concerning, among

other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, and representations and warranties.

The contract will include single audits for fiscal years 2016 and 2017. The contract may be extended for fiscal year 2018 by the parties' mutual written agreement.

Any questions regarding this solicitation should be submitted to April Harris, Office Manager, via email at April@tumalo.org prior to June 6, 2018.