
REQUEST FOR PROPOSAL

for

Professional Auditing Services

within the City of Highland, California



FINANCE DEPARTMENT
HIGHLAND, CALIFORNIA

CHUCK DANTUONO
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

PREPARED BY:

City of Highland
Finance Department
27215 Base Line
Highland, CA 92346
(909) 864-6861

January 2012

Table of Contents

I.	ABOUT THE CITY	1
II.	PROPOSALS DUE:	2
III.	PROCEDURE FOR SUBMITTING PROPOSALS	2
IV.	NATURE OF WORK REQUIRED	2
A.	General	2
B.	Scope of Work to be Performed	3
1.	Annual Financial Statement Audit	3
C.	Auditing Standards to Be Followed - Annual Financial Statement Audit	3
D.	Reports to Be Issued	4
E.	Special Considerations	5
F.	Working Paper Retention and Access to Working Papers	5
G.	Fund Structure	6
H.	Budgetary Basis of Accounting	6
I.	Pension Plans	7
J.	Component Units	7
K.	Joint Ventures	7
L.	Magnitude of Finance Operations	7
M.	Computer Systems	7
N.	Internal Audit Function	7
O.	Availability of Prior Audit Reports and Working Papers	7
P.	Date Audits May Commence	7
Q.	Schedule for the 2011-12 Fiscal Year Annual Financial Audit	8
R.	Entrance Conferences, Progress Reporting and Exit Conferences for Annual Financial Audit	8
S.	Date Final Report is Due for Annual Financial Audit	8
V.	ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION	9
A.	Administrative Services Department Assistance	9
B.	Electronic Data Processing (EDP) Assistance	9
C.	Schedules to be Prepared by Staff of the City	9
D.	Work Area, Telephones, Photocopying and Fax Machines	9
E.	Report Preparation	9
VI.	DATA TO BE SUBMITTED WITH PROPOSALS	10
A.	Summary Sheet	10
B.	Table of Contents	10
C.	Letter of Transmittal	10
D.	Firm Organization	10
E.	Conceptual Plan	10
F.	Prepared by Client Schedules	10
G.	Ability to Serve	10
H.	References	11
I.	Certification of Proposals	11
J.	Cost	11
VII.	EVALUATION	11
VIII.	GENERAL REQUIREMENTS	12

Table of Contents

A. Agreement-----	12
B. Taxes-----	12
C. License to Practice in California-----	12
D. Personnel -----	12
E. Right to Request Information -----	12
F. Right to Reject Proposals -----	12
G. Proposal Interpretations and Addenda -----	13
H. Public Record-----	13
I. Additional Services -----	13
J. Undue Influence-----	13
APPENDIX "A" -----	14
APPENDIX "B"-----	15
APPENDIX "C"-----	16
APPENDIX "D" -----	17
APPENDIX "E"-----	18
APPENDIX "F"-----	19

REQUEST FOR PROPOSAL

Professional Auditing Services

The City of Highland seeks proposals from qualified firms for Professional Auditing Services.

Responses must conform within the requirements of this Request for Proposal (RFP). The City reserves the right to waive any irregularity in any proposal or to reject any proposal that does not comply with this RFP. Selection of the proposer will be made solely by the City on criteria determined by the City.

The use of the term “firm” throughout this document means an individual proprietorship, a partnership, a limited liability company, a corporation or joint venture.

The successful proposer will be required to enter into a professional services agreement that will include the requirements of this RFP as well as other requirements. By submitting a proposal, the proposer agrees to all of the terms of this RFP.

Other than as specified in the RFP, proposers may not contact individual City Council Members or the City’s staff. To do so will disqualify the proposer. Except for questions of Chuck Dantuono, Director of Administrative Services, proposers may only speak with staff or City Council Members in a setting that is part of the formal selection process. This is for the protection of all proposers so that all proposals will be submitted to the same evaluative process.

I. ABOUT THE CITY

The City of Highland is located in San Bernardino County and serves an area of approximately 13 square miles with a an estimated population of approximately 53,444. The City of Highland’s fiscal year begins on July 1 and ends on June 30.

The City was incorporated in 1987, operates under the Council/Manager form of government, and is considered a contract City. The five (5) Members of the City Council are elected at-large. They serve staggered four-year terms, with the Mayor being selected annually from among the Council Members. The Council meets on the second and fourth Tuesday of each month. The Council acts as the Highland Redevelopment Agency Board.

The City of Highland is organized into four (4) departments. Key personnel are listed in Appendix “A” and an organizational chart is attached in Appendix “B”.

The firm’s principal contact with the City of Highland will be Chuck Dantuono, Director of Administrative Services, or a designated representative, who will coordinate the assistance to be provided by the City of Highland to the proposer.

City Hall is located at 27215 Base Line, Highland, California 92346. The telephone number is 909-864-6861 and the fax number is 909-862-3180.

II. PROPOSALS DUE:

The desired schedule is as follows:

Proposals Due at City Hall no later than February 21, 2012.

III. PROCEDURE FOR SUBMITTING PROPOSALS

Proposals must be received at City Hall no later than 5:00 PM on the date indicated in Section II. Proposals received after 5:00 PM on the date indicated in Section II, regardless of the date of their postmarks, may be rejected.

Proposals submitted must:

- ◇ Not be Folded
- ◇ Show Page Numbers for all Pages in the Proposal
- ◇ Include One (1) Copy
- ◇ Be on 8 ½" X 11" Paper
- ◇ Appendix E, must be submitted in a separate sealed envelope, but included with the rest of the proposal.
- ◇ Be Submitted in One Envelope, which clearly States "Professional Auditing Services Proposal" & identifies the Proposer
- ◇ The Envelope Must be Addressed as Follows:

**City of Highland
Attn: Betty Hughes, City Clerk
27215 Base Line
Highland, CA 92346**

Proposals must address the requirements of the RFP in the exact order set forth in this Section. They should be as concise as possible and must NOT contain any promotional, advertising or display material.

IV. NATURE OF WORK REQUIRED

A. General

In accordance with the Policy of the City Council, the City of Highland is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2012. The City may consider a multiple year agreement up to five years. The audit is to be performed in accordance with the provisions contained in this RFP. This RFP also includes the annual audit for the City's Redevelopment Agency.

Other audits/financial reviews may also be identified during the term of the agreement.

B. Scope of Work to be Performed

1. Annual Financial Statement Audit

The City of Highland desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles, including but not limited to GASB No. 34.

The auditor is not required to audit the combining and individual fund and account group financial statements and supporting schedules. However, the auditor is to provide an “in-relation-to” opinion on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of Federal financial assistance. However, the auditor is to provide an “in-relation-to” report on that schedule based on the auditing procedures applied during the audit of the financial statements, except to the extent required by the Single Audit Act of 1984.

Management is not aware of any unusual circumstances warranting an extended scope beyond that called for above. However, if in due course of the examination, evidence of such circumstances appears, you shall agree to provide the City with all ascertainable facts relative to such circumstances together with an estimate of additional services required and the additional cost thereof in order that proper contract modifications may be completed before you commence with such extended examination.

C. Auditing Standards to Be Followed - Annual Financial Statement Audit

To meet the requirements of this RFP, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accounts, the most recent and relevant standards for financial audits set forth in the U.S. General Accounting Office’s Government Auditing Standards, the provisions of the Single Audit Act and the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, and any recent changes thereto, and any other guidelines, as applicable. The audit shall result in financial statements in compliance to all required pronouncements including, but not limited to GASB No. 34.

D. Reports to Be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

- (1) A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- (2) A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risks.
- (3) A report on compliance with applicable laws and regulations.
- (4) An "in-relation-to" report on the schedule of Federal financial assistance, if applicable, or Single Audit report.
- (5) A report on the internal control structure used in administering Federal financial assistance programs (this report may be combined with report Number 2), if applicable.
- (6) A report on compliance with specific requirements applicable to major Federal financial assistance programs, if applicable.
- (7) A report on compliance with specific requirements applicable to non-major Federal financial assistance programs (this report may be combined with report Number 6), if applicable.
- (8) A report on compliance with general requirements for both major and non-major Federal financial assistance programs, where applicable.
- (9) A management letter, including appropriate recommendations regarding the City's systems of internal control, accounting procedures and other significant observations.
- (10) A report on the Article XIIB annual review of appropriations limit calculations.
- (11) Compliance reports required of redevelopment agencies that are normally prepared by audit firms.
- (12) Any other related report, as determined necessary through the course of the engagement.

In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit.

A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.

No-reportable conditions discovered by the auditor shall be reported in a separate letter to management, which shall be referred to in the report(s) on internal controls.

The reports on compliance shall include all instances of noncompliance.

Irregularities and Illegal Acts

Auditor shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which he/she becomes aware to the following parties:

- ◇ Director of Administrative Services
- ◇ City Attorney
- ◇ City Manager
- ◇ City Council

Reporting to the City Council

The City has a Finance Subcommittee through which auditor shall assure that the City of Highland City Council is informed of each of the following:

- (1) The auditor's responsibility under generally accepted auditing standards.
- (2) Significant accounting policies.
- (3) Management judgments and accounting estimates.
- (4) Significant audit adjustments.
- (5) Other information in documents containing audited financial statements.
- (6) Disagreements with management.
- (7) Management consultation with other accountants.
- (8) Major issues discussed with management prior to retention.
- (9) Difficulties encountered in performing the audit.

E. Special Considerations

- (1) The City of Highland may prepare official statements in connection with the sale of debt securities that will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the financial advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters".
- (2) The City of Highland receives Federal financial assistance. Federal assistance has been comprised of Disaster Assistance through the Federal Emergency Management Agency, Community Development Block Grant through the Department of Housing and Urban Development and Federal Highway Administration monies through the State Department of Transportation. Additional grants may be, or have been obtained through State or Federal governments not listed above.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Highland of the need to extend the retention period. The auditor will be required

to make working papers available, upon request, to the following parties or their designees:

- ◇ City of Highland
- ◇ Highland Redevelopment Agency

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers related to matters of continuing accounting significance.

G. Fund Structure

The City of Highland reporting entity uses the following fund types and account groups for its internal accounting:

Fund Type/Account Group	Approximate Number of Individual Funds	Number With Legally Adopted Annual Budgets
City:		
General Fund	1	1
Special Revenue Funds	19	19
Debt Service Funds	2	1
Capital Projects Funds	3	2
Enterprise Funds	0	0
Internal Service Funds	2	2
Fund Type/Account Group	Number of Individual Funds	Number With Legally Adopted Annual Budgets
Expendable Trust Funds	0	0
Non-Expendable Trust Funds	0	0
Pension Trust Funds	0	0
Agency Funds	1	0
General Fixed Assets Accounting Group	1	0
General Long-Term Debt Account Group	1	0
Redevelopment Agency:		
Capital Projects Fund	2	2
Special Revenue Fund	1	1
Debt Service Fund	1	1

H. Budgetary Basis of Accounting

The City of Highland prepares its budget on a basis consistent with generally accepted accounting principles, except that the City treats encumbrances as expenditures for budgetary comparison schedules for the governmental fund types.

I. Pension Plans

The City of Highland participates in the following pension plans:

- ◇ Regular Employees -- State of California -- PERS
- ◇ Part-time Employees -- Social Security

J. Component Units

Highland Redevelopment Agency

K. Joint Ventures

None

L. Magnitude of Finance Operations

The Administrative Services Department is headed by Chuck Dantuono, Director of Administrative Services. The Department is comprised of administration, budgeting, finance, treasury, personnel, purchasing, city clerk, risk management, and data processing. The Finance Division consists of five regular employee positions:

- ◇ Director of Administrative Services (1) (Department Head)
- ◇ Senior Accountant (1)
- ◇ Accounting Technician (1)
- ◇ Accounting Specialist (2)

M. Computer Systems

- ◇ Network IBM compatible -- PC using Windows-based servers
- ◇ Finance-related applications – Eden InForum Gold (Tyler Technologies)
- ◇ Microsoft Office Related Products
- ◇ Business License software (HdL)

N. Internal Audit Function

The City of Highland does not maintain an internal audit function.

O. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Chuck Dantuono, Director of Administrative Services, at 909-864-6861, extension 224.

The City of Highland will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid in their response to this RFP.

P. Date Audits May Commence

Work on audits contemplated under the Agreement may commence as early as September 17, 2012. Interim can start in May 2012.

For the annual financial audit, City finance staff will have all records ready for the year-end work portion of the audit and all management personnel available to meet with the firm's personnel as of September 17, 2012.

Q. Schedule for the 2011-12 Fiscal Year Annual Financial Audit

Each of the following should be completed by the auditor no later than the dates indicated:

(1) Detailed Audit Plan:

The auditor shall provide the City of Highland, by April 30, 2012, both a detailed audit plan and a list of all schedules to be prepared by the City of Highland.

(2) Fieldwork:

The auditor shall complete all fieldwork by or around October 5, 2012.

(3) Draft Reports:

The auditor shall have drafts of the financial statements and notes to the financial statements, audit report(s) and recommendations to management available for review by the Director of Administrative Services by October 26, 2012.

R. Entrance Conferences, Progress Reporting and Exit Conferences for Annual Financial Audit

At a minimum, the following conferences should be held by the dates indicated on the schedule:

<p>Entrance conference with the Director of Administrative Services:</p>	<p>Prior to first fieldwork date</p>
<p>The purpose of this meeting will be to discuss prior audit problems, if any. This meeting will also be used to establish overall liaison for the audit, review confirmation letters, review prepared by client schedules, to make arrangements for work space and other needs of the auditor.</p>	
<p>Exit conference with the Director of Administrative Services:</p>	<p>At conclusion of last day of fieldwork, if possible</p>
<p>The purpose of this meeting will be to summarize the results of the fieldwork and to review significant findings.</p>	

S. Date Final Report is Due for Annual Financial Audit

It is desired that the auditor prepare financial statements, notes and all required supplementary schedules, along with an auditor's report(s), by November 27, 2012.

The Director of Administrative Services and staff will complete their review of the draft report as expeditiously as possible. It is not expected that this process

should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report(s) shall be delivered to the Director of Administrative Services within five (5) working days. It is anticipated that this process will be completed and the final report delivered on November 27, 2012.

It is anticipated that at least one meeting will be scheduled for the Auditor to present financial reports to the Finance Subcommittee before reports are submitted to the entire City Council. This meeting is typically held in early November.

The final report(s) and three (3) signed copies should be delivered to the Director of Administrative Services at City Hall. The auditor shall then be prepared to present up to 20 bound copies of The Single Audit Report and RDA financial statements upon conclusion after meeting with the Finance Subcommittee.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Administrative Services Department Assistance

Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City from drafts supplied by the auditor.

B. Electronic Data Processing (EDP) Assistance

EDP personnel will be available to provide systems documentation and explanations. The auditor may be provided computer time and/or the use of the City's computer hardware and software, as necessary.

C. Schedules to be Prepared by Staff of the City

City staff will prepare certain schedules for the auditor. Item VI. F, of this RFP requests the auditor to list all schedules that are expected to be prepared by the City.

D. Work Area, Telephones, Photocopying and Fax Machines

The City of Highland will provide the auditor with reasonable workspace, desk and chair. The auditor will also be provided with access to photocopying facilities and fax machines.

E. Report Preparation

For the annual financial audit, report preparation shall be the responsibility of the auditor. Printing shall be the responsibility of the auditor. This includes the Redevelopment Agency audit report, Single Audit Report and Management Letter.

VI. DATA TO BE SUBMITTED WITH PROPOSALS

The content and sequence of the information contained in each copy of the proposal shall be as follows:

A. Summary Sheet

The front page of the proposal must be a fully completed copy of the Summary Sheet (Appendix "D") included with this RFP.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Letter of Transmittal

Include your firm's understanding of the work to be performed. In addition, state why your firm believes it to be the best qualified to perform the services requested.

D. Firm Organization

Please provide the following information:

- (1) How long has the firm been in existence?
- (2) State whether the firm is local, national or international.
- (3) Give the location of the firm's main office in Southern California and national headquarters.
- (4) State whether the firm is an individual proprietorship, partnership, limited liability company, corporation or joint venture.
- (5) Describe the range of services provided by the firm.
- (6) Provide the name, title, experience and qualifications of the officers, directors and owners (if involved in management) of the firm.
- (7) Give the name(s) of the person(s) who will be authorized to make representations for the firm, their titles, addresses and telephone numbers.
- (8) Provide the resumes of both the management contract with the City and the person responsible for day-to-day work on the account.
- (9) Describe your firm's practice on assigning "seniors".

E. Conceptual Plan

Provide a conceptual plan for services to the City that you believe are appropriate for the City. Indicate features, skills or services that distinguish your firm and make it the better choice for the City.

F. Prepared by Client Schedules

List all schedules the auditor expects City staff to prepare and the expected completion date for each schedule.

G. Ability to Serve

Proposals must address all items set forth in Section IV, "Nature of Work Required". Additional information which, in your opinion, should be included

must be clearly identified. The items must be addressed in the order in which they appear in the RFP.

H. References

Each firm must include the following references:

- (1) List similar services performed for up to five (5) additional organizations and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.
- (2) List additional references if desired, including addresses, telephone numbers and names of contact persons.
- (3) List five (5) similar public agencies lost by the firm in the last three (3) years. Show names of organizations and names and telephone numbers of persons who can be contacted.

I. Certification of Proposals

Return a copy of the entire completed certification properly executed as provided for in Appendix "C".

J. Cost

A dollar cost proposal shall be submitted with the proposal. The fees for the City and Agency audits shall be listed separately. The fees for the Single Audit shall also be combined with the City. Please use Appendix "E". Please submit your proposal for a one, two, three, four and five-year agreements.

VII. EVALUATION

Proposals submitted will be reviewed by the Director of Administrative Services and will be evaluated based upon technical qualifications and price.

The City reserves the right to retain or reject all proposals submitted, as well as to extend the proposal deadline.

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentation.

There is no expressed or implied obligation for the City of Highland to reimburse responding firms for any expenses incurred in making an oral presentation.

The Director of Administrative Services will recommend a firm or firms for selection to the City Manager or the Finance Subcommittee, as appropriate.

VIII. GENERAL REQUIREMENTS

A. Agreement

It is expected that the firm selected will be required to enter into a professional services agreement prior to the commencement of fieldwork.

B. Taxes

All bids are to include any and all applicable taxes.

C. License to Practice in California

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in California. In addition, the firm selected shall be responsible for obtaining a City of Highland Business License.

D. Personnel

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. The personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.

Firm specialists identified in response to the proposal can only be changed with the express prior written permission of the City, which retains the right to approve or reject replacements.

Other staff personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

E. Right to Request Information

During the evaluation process, the Selection Committee and City reserve the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City or of the Selection Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right without prejudice to reject any or all proposals.

G. Proposal Interpretations and Addenda

Any change to or interpretation of the RFP by the City will be sent to each firm or individual to whom an RFP has been sent and any such changes or interpretations shall become a part of the RFP for incorporation into any contract awarded pursuant to the RFP.

H. Public Record

All proposals submitted in response to this RFP will become the property of the City of Highland and a matter of public record.

I. Additional Services

The general service requirements outlined above describe the minimum work to be accomplished. Upon final selection of the firm, the scope of service may be modified and refined during negotiations with the City.

J. Undue Influence

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Highland in connection with the award or terms of the Agreement that will be executed as a result of award of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City of Highland will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of the Agreement or any work to be conducted as a result of the Agreement. Violation of this Section shall be a material breach of the Agreement entitling the City to any and all remedies at law or in equity.

APPENDIX "A"

LIST OF KEY CITY PERSONNEL

Joe Hughes, City Manager

Chuck Dantuono, Director of Admin. Services/City Treasurer

Betty Hughes, City Clerk

Craig Steele, City Attorney (Richards Watson Gershon)

Ernie Wong, Public Works Director/City Engineer

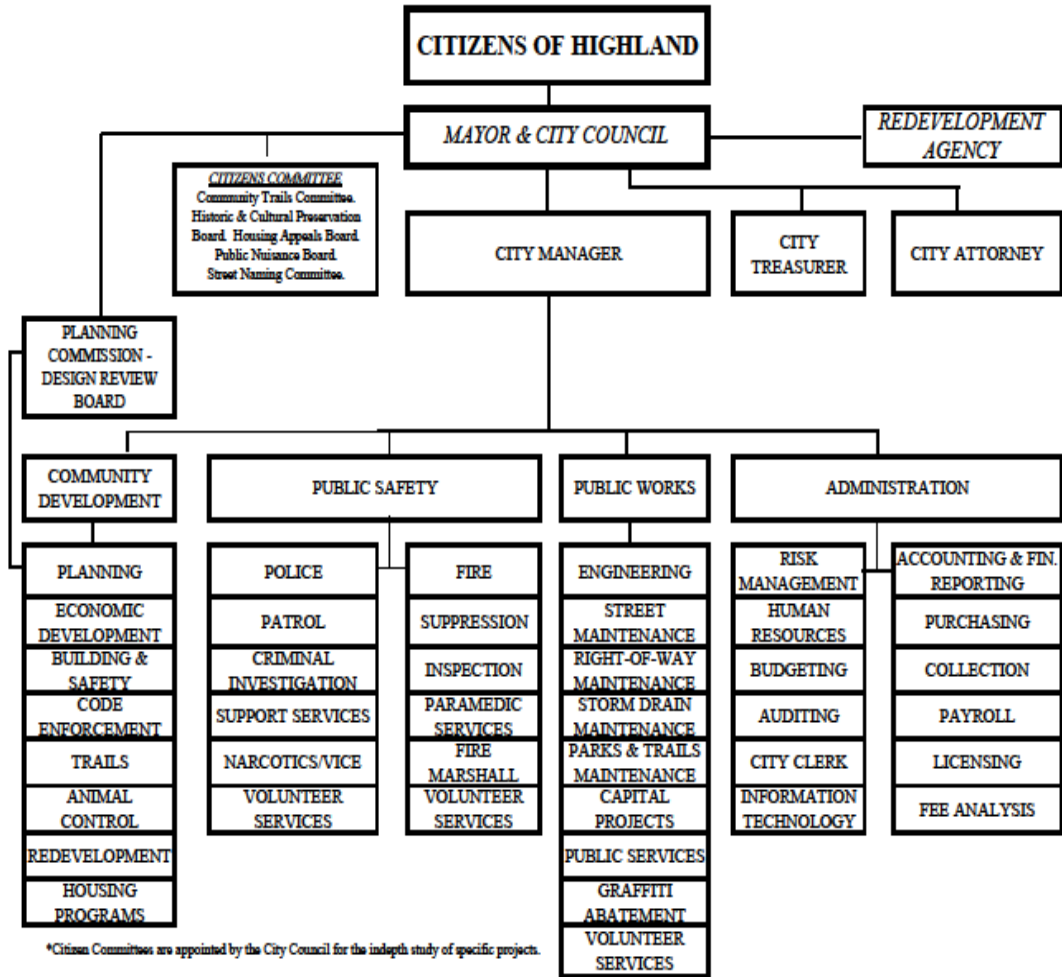
John Jaquess, Community Development Director

Carlos Zamano, Asst. Public Works Director

Dennis Barton, Asst. Public Works Director

APPENDIX "B"

ORGANIZATIONAL CHART



APPENDIX "C"

CERTIFICATION OF PROPOSAL TO THE CITY OF HIGHLAND

- I. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Proposal (RFP), dated (DATE) and to be bound by the terms and conditions of the RFP.
- II. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
- III. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
- IV. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated (DATE).
- V. This firm has carefully read and fully understands all of the items contained in Section VII, "General Requirements". This firm agrees to all of the general requirements except for those listed on an attachment.
- VI. The proposal by this firm is an irrevocable offer and shall be valid for ninety (90) days from (DATE).

Name of Firm: _____

By: _____

Print Name: _____

Title: _____

Address: _____

Phone Number: _____

Fax Number: _____

Date: _____

APPENDIX "D"

SUMMARY SHEET

Firm Name: _____
Firm Parent or
Ownership: _____
Firm Address: _____
Firm Phone Number: _____
Firm Fax Number: _____

Management person responsible for direct contact with the City of Highland and services required for this Request for Proposal (RFP):

Name: _____
Title: _____
Phone Number: _____
Email: _____

Person responsible for day-to-day servicing of the account:

Name: _____
Title: _____
Phone Number: _____
Email: _____

APPENDIX “E”

COST PROPOSAL SHEET (includes all fees & expenses)

Fiscal Year Ending June 30,	2012	2013	2014	2015	2016
Audit of the City of Highland (including preparation and word processing of CAFR, ongoing GASB#34 audit procedures, A-133 Single Audit and GANN limit review procedures):	\$	\$	\$	\$	\$
Financial and compliance audit of Highland RDA (including GASB#34 audit presentation):	\$	\$	\$	\$	\$
Total all inclusive maximum price:	\$	\$	\$	\$	\$

Appendix “E” must be submitted in a separate sealed envelope called “Appendix E-Cost Proposal Sheet”. This separate sealed envelope must be included with the “Professional Auditing Services Proposal” envelope.

APPENDIX "F"

PREFERRED SCHEDULE

Notice of RFP	January 18, 2012
Due date for proposals	February 21, 2012
Interviews	Week of March 12, 2012
Selected firm notified	March 20, 2012
City Council approval	April 10, 2012
Detailed Audit Plan due	April 30, 2012
Interim may begin	May 2012
Fieldwork begins	September 17, 2012
Fieldwork ends	October 5, 2012
Draft reports due	October 26, 2012
Comments from City staff due	November 2, 2012
Draft reports #2 due	November 6, 2012
Finance Subcommittee meeting	November 13, 2012
Final drafts due	November 27, 2012
City Council/RDA Board	December 11, 2012

Note: A final time schedule for interim, fieldwork and the due dates for reports will be worked out between City staff and the selected audit firm.