

**Request for Proposals**

**# 21-22-FS-01**

**AUDITING SERVICES**



**LITTLE LAKE CITY**  
S C H O O L   D I S T R I C T

**ADVERTISEMENT**  
**Request for Proposals**  
**# 21-22-FS-01 for Auditing Services**

Notice is hereby given that the Little Lake City School District (“District” or “LLCSD”) is inviting proposals from companies to provide Auditing Services as requested by the District.

A proposal form may be obtained from:

Michael Montano  
Director Fiscal Services  
Little Lake City School District  
10515 Pioneer Blvd  
Santa Fe Springs, CA 90670

Website: [www.llcsd.net](http://www.llcsd.net)

(Departments, Business Services, Purchasing)

Proposal must be submitted in writing and marked with the proper proposal information on the outside of the proposal packet. Deliver a proposal in five (5) sets, to the above address no later than **2:00 p.m. on February 8, 2022**. Proposals received after the above stated time and date will be returned to company unopened.

The District reserves the right to accept or reject any or all proposals or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. Responses shall remain valid and subject to acceptance anytime within ninety (90) days after the submission deadline, unless a longer period of time is mutually agreed to by the parties. Proposing firms are hereby made aware that the District will not reimburse costs for the preparation of the proposal to any proposing firm for any reason.

Respondent represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this Request for Proposal and that no person having any such interest shall be subcontracted in connection with this Request for Proposal or employed by Respondent.

Failure to comply with the above provisions shall constitute grounds for immediate rejection of the proposal, in addition to whatever other remedies the District may have.

**LITTLE LAKE CITY SCHOOL DISTRICT**

By authority of the Governing Board of Little Lake City School District, Los Angeles County, State of California.

Publication Dates: 01/25/22 and 02/01/22

Website: <http://www.llcsd.net>

1. GENERAL INSTRUCTIONS

A. Submittal of Proposals

Proposals should be reviewed for accuracy before submission to the District since proposals may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any proposals. The District reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposals.

Written proposals must be received in the Little Lake City School District Office located at 10515 Pioneer Blvd, Santa Fe Springs, CA 90670 by no later than **February 8, 2022 at 2:00 p.m.** Proposal packages must be clearly marked, "RFP #21-22-FS-01 Business Services, Attn: Michael Montano."

In order for the Proposer's response to be accepted, Attachment 1 and 2, must be submitted in their entirety. **Failure to provide signatures on required forms may result in rejection of proposal.**

B. Signatures

All proposals must include a signature of an authorized officer of the accounting firm submitting the proposal. The name and title of the person shall be included following the signature.

C. Disqualified Proposals

Any proposal received after February 8, 2022 at 2:00 p.m., will be refused and returned to the firm unopened.

D. Withdrawal of Proposals

A firm may withdraw its proposal, either personally or by written request, at any time before the proposal due date and time.

E. Copies of Proposal

Each accounting firm submitting a proposal must include the original, plus four (4) copies of the original. A total of five (5) packages shall be submitted.

F. Contacts

In order to control information disseminated regarding this request, firms interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees and District Administration with the exception of the individuals listed below. This Request for Proposals can be located at the District website at: [Current Bids](#)

Michael Montano  
Director Fiscal Services  
10515 Pioneer Blvd  
Santa Fe Springs, CA 90670  
(562) 868-8241

G. Audit Scope and Standards

The audit shall be performed in accordance with the requirements of Education Code Section 41020, 41020.2, 41020.3 and 41020.8 and shall include all funds of the District, including the student body and cafeteria funds and accounts, and any other funds and accounts under the control or jurisdiction of the District. The intent of the code is to encourage sound fiscal management practices among schools for the most efficient and effective use of public funds for education in California by strengthening fiscal accountability at the District, County and State levels.

In addition, the audits of Local Educational Agencies (LEA's) shall be performed in accordance with general accepted auditing standards, as promulgated by the AICPA, generally accepted government auditing standards for financial and compliance audits, the U.S. General Accounting Office (GAO) in Standards for Audit of Governmental Organizations, Programs, Activities and Functions, and the standards issued by the Office of the State Controller in Standards and Procedures for Audits of California K-12 Local Educational Agencies. When applicable, the audits must also be made in accordance with the requirements established by Circular A-133, Audits of State and Local Governments, issued by the U.S. Office of Management and Budget (OMB).

SCOPE OF WORK:

- A. The required annual District financial audit
- B. Assistance with GASB 34 conversion entries
- C. Presentation at Board of Education and committee meetings as requested

H. Link to Prior Audits [Financial Reports](#)

I. Rating Criteria

The District may consider the following factors in rating respondents:

- a. Price
- b. Responsiveness to Request For Proposal
- c. General Information Form Responses
- d. Experience
- e. Company Profile
- f. References
- g. Interview

**ATTACHMENT 1**

**PROPOSAL FORM**

*This form must be included in proposal package*

This Proposal Form must be duly executed and submitted with any proposal to LLCSD.

The Offeror hereby agrees that its proposal is subject to all RFP #21-22-FS-01 AUDITING SERVICES provisions, terms and conditions, attachments, exhibits, amendments and other applicable materials which are attached or incorporated by reference. Proposer hereby agrees to promptly enter into an agreement in substantial accordance with such RFP provisions, terms and conditions.

The Offeror hereby agrees that its attached proposal of which this is part, is a firm irrevocable offer and valid for acceptance by LLCSD for the period through and including June 30, 2024. The Offeror hereby agrees that if its proposal is accepted by LLCSD that it shall provide the audit services in accordance with the RFP, as it may be amended. The term of this contract shall be for a period of three (3) years.

Audit Services Fee \$\_\_\_\_\_ (not to exceed)  
for Fiscal Year 2021-2022 ending June 30, 2022

Audit Services Fee \$\_\_\_\_\_ (not to exceed)  
for Fiscal Year 2022-2023 ending June 30, 2023

Audit Services Fee \$\_\_\_\_\_ (not to exceed)  
for Fiscal Year 2023-2024 ending June 30, 2024

Name of Person Duly Authorized to Execute this Proposal/Offer:

Duly Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date of this Proposal/Offer: \_\_\_\_\_

Offeror Name: \_\_\_\_\_

Offeror Address: \_\_\_\_\_

Offeror Telephone: \_\_\_\_\_

Offeror Facsimile: \_\_\_\_\_

Offeror Email: \_\_\_\_\_

**ATTACHMENT 2**

**GENERAL INFORMATION**

*This form must be included in proposal package*

The Offeror shall furnish all of the following information accurately and completely. Failure to comply with this requirement may cause a proposal rejection. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the Offeror's firm and/or any of its owners, officers, directors, shareholders, parties or principals.

If the same information is provided elsewhere in your proposal and qualification materials, then please clearly identify such in the following questions.

Please be advised that the District may request verbal or written clarifications or additional information or an interview or presentation at any time.

- (1) Firm name, address and contact information:

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- (2) Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Internet Address: \_\_\_\_\_

- (3) Type of firm: (check one) Individual \_\_\_ Partnership \_\_\_ Corporation \_\_\_ State \_\_\_

- (4) Names and titles of all principals/officers of the firm:

NAME	TITLE	PHONE NUMBER

Name of individual(s) who will be responsible for the LLCSD account:

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- (5) Please list any applicable certifications and licenses and the associated numbers:

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- (6) Have you or any of your principals ever conducted similar services under a different name or certification or different license number?
- a. If yes, give firm name, address and certification or license number.
- (i) Name: \_\_\_\_\_
- (ii) Address: \_\_\_\_\_
- (iii) License No. (if any) \_\_\_\_\_
- (7) How many years has your firm been in business under its present business name? \_\_\_\_\_
- (8) How many years of experience does your firm have providing similar services? \_\_\_\_\_
- (9) How many public agencies has your firm provided similar services for? \_\_\_\_\_
- (10) Please list the public agencies including School Districts and the like, that your firm has provided similar services for:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (11) Please attach a short history of the firm including whether it is local, national, or international as well as approximate number of employees. Also provide the number of firm offices and locations.
- (12) Please attach a copy of your firm's most recent financial statement or other financial instruments that would establish your firm's ability to complete its obligations under any agreement resulting from the Request for Proposal.
- (13) Please attach or list below why your firm should be selected by the District to provide the solicited services.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (14) Have you or any of your principals been in litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years? Yes \_\_\_\_\_ No \_\_\_\_\_
- a. If yes, provide the name of the public agency and briefly detail the dispute:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



(15) Have you ever had a services agreement terminated for convenience or default in the prior five (5) years? Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, provide details and name of the other party:

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(16) Is your firm, owners, and/or any principal or manager involved in or is your firm aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment? Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, provide details:

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(17) Is your firm, owners, and/or any principal or manger involved in or is your firm aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency? Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, details:

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(18) Does your firm maintain errors and omissions coverage?

If so, please provide a current copy of the declaration page showing the maximum liability or policy value.

(19) Will your firm comply with all district, local State and Federal legal requirements, Regulations and laws? Yes \_\_\_\_\_ No \_\_\_\_\_

(20) Please provide any other information that may assist the District in ascertaining your qualifications, capability and customer service under any resultant agreement.

(21) Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? Identify any conflict or interest in (a):

a. Please elaborate and discuss any potential, apparent or actual conflict of interest:

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(22) Each firm must include the following references:

- a. List at least three (3) clients for whom you have provided similar services. Show the names, addresses, and telephone numbers of the persons who can be contacted. Information obtained through the references will be evaluated by the District:

NAME	ADDRESS	PHONE NUMBER

(23) Each firm must include a copy of a recent audit report that your firm completed for another California school district.

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing information required of Offeror pages one (1) through eight (8) is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
City County

\_\_\_\_\_  
Print name Signature

\_\_\_\_\_  
Title

Request for Proposal  
Auditing Services  
Timeline

The RFP process may follow the timeline noted below but is, however, subject to change at the District's discretion.

Advertisement	01.21.22 & 01.25.22, 02.01.22	District Website  Newspaper
Request for Information	01.21.22 @ 2:00 pm	VIA EMAIL
RFP Due Date/Time	02.08.22 @ 2:00 pm	
Board Request to award	02.22.22	Little Lake City School District, 10515 Pioneer Blvd, Santa Fe Springs, CA 90670
Contract Execution	02.23.22	Upon Board approval.

Note: