

Commissioners

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Executive Director

David G. Brody

February 5, 2015

Solicitation for Applications

FIRST 5 of Santa Cruz County is in the process of selecting an independent certified public accounting firm to perform its annual audit. According to FIRST 5 Santa Cruz County's audit policy, FIRST 5 will conduct a competitive selection process to identify an independent certified public accounting firm every five years or sooner if determined necessary.

Any interested firm must submit a written proposal in accordance with this RFQ.

Background

Health and Safety Code section 130150 requires FIRST 5 to conduct an annual audit on or before October 15 of each year. Audit requirements are discussed in Health and Safety Code sections 130150 and 130151.

Proposal Instructions

The written proposal should describe the following:

1. Firm's name, contact name, contact title, business address, phone number, email address and website address (if applicable).
2. A list of staff that would be engaged in the audit with a brief summary of their background and relevant experience.
3. Audit experience with government entities of comparable size and equivalent complexity.
4. Familiarity with Government Auditing Standards (The Yellow Book).
5. Knowledge of and working experience with First 5.
6. Familiarity with the Standards and Procedures for Audits of California Counties Participating in the First 5 California Program.
7. A 3-year cost proposal.
8. References.

Audit Requirements

1. Audit of financial statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits set forth in Government Auditing Standards.
2. Perform state compliance requirements audit on contracting and procurement, administrative costs, conflict of interest, county ordinance, long-range financial plans, financial condition of the commission, program evaluation, and salaries and benefits policies as prescribed in the State Controller's Guidelines.
3. Prepare Independent Auditors' Reports, Management's Discussion and Analysis, Basic Financial Statements, and Required Supplementary Information (Annual audit report). Prior year's reports can be provided upon request.

NOTE: *FIRST 5 of Santa Cruz County contracts with United Way of Santa Cruz County for all administrative and support services. FIRST 5 does not have any employees.*

Audit report due dates:

- First draft due mid-September
- Final draft due-end of September. The specific due dates within this time frame to be agreed upon at a later date.
- Final draft audit report will be presented to Commission at the October Commission meeting. Auditors are required to attend and present this report for the Commission's approval. Commission approval of the audit is required by October 15.

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Application Deadline

Applications are requested in electronic format no later than **5:00 PM PDT, March 31, 2015**, and should be submitted to Karen Sullivan at ksullivan@unitedwaysc.org. Receipt of application will be confirmed via email within one business day. It is the applicants' responsibility to ensure that the application was received.

Questions

Any questions regarding this RFP should be submitted by email to Karen Sullivan at ksullivan@unitedwaysc.org.

Selection Process

Representatives of FIRST 5 Santa Cruz County will review proposals, select individual firms to be interviewed, and select an appropriate firm to perform the annual audit of fiscal year 2014/2015.

An award recommendation letter will be sent to all applicants notifying them of the recommendation. Applicants have five (5) working days to file an appeal in writing with Karen Sullivan at ksullivan@unitedwaysc.org. Grounds for appeal are limited to a violation of FIRST 5 procedure, law, rule or regulation regarding this RFQ process. No other grounds for appeal will be accepted. The Executive Director will review the appeal and issue a decision. The decision on the appeal is final.

Reservations

- First 5 reserves the right to cancel the RFQ process at any time for any reason, even after review of all the proposals, and is not responsible for any expenses incurred by an applicant in developing a proposal.
- First 5 reserves the right to reduce, amend, and/or rescind this RFQ at any time prior to final execution of the contract.
- First 5 is under no obligation to award a contract to the applicant that presents the lowest cost or highest yield. Selection will be made based on overall evaluation of the proposal and the best interest of FIRST 5 as determined by the review panel, the Executive Director, and the Commission.
- First 5 reserves the right to request clarification from any applicant on their proposal.
- All proposals become the property of First 5.
- First 5 reserves the right to accept all or a portion of any proposal.
- All proposals will remain confidential until a contract is negotiated; however, because First 5 is a public entity, all proposals become public after a contract for services is executed.