



CARSON WATER SUBCONSERVANCY DISTRICT
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www.cwsd.org

RELEASE DATE: December 8, 2020

REQUEST FOR PROPOSALS

The Carson Water Subconservancy District (CWSD) is soliciting proposals from Certified Public Accounting firms to perform annual auditing services, Single Audit Act, and monthly accounting assistance beginning with FY 2020-21.

It is anticipated that a three (3) year, fixed price contract for the annual Audit and Single Audit (if necessary), and a fixed hourly rate for accounting assistance will result from this solicitation. However, CWSD reserves the right to vary the arrangement.

This request does not commit CWSD to pay any cost incurred in the preparation or submission of your proposal, nor to procure a contract for any service or supply. CWSD is the only entity which can legally commit expenditure of funds in connection with this proposed contract.

Proposals shall be submitted by **2 p.m. on January 8, 2021** via email to edjames@cwsd.org. [CLICK HERE to review CWSD FY 2019-20 Audit.](#)

RECOMMENDATION FOR AWARD

The Award will be based on the evaluation results of CWSD Staff and CWSD Administrative Committee. CWSD may select based solely on the proposals received or may narrow the field to two or four consultants for possible oral interviews. Once the committee has made a recommendation and a contract is negotiated, the recommendation will be submitted to the CWSD Board for approval.

CWSD CONTACT PERSON

Until the receipt and opening of the RFP submittals, the consultant's principal contact with CWSD will be with Edwin James. All questions are to be submitted in writing by email to

edjames@cswd.org. Questions will only be received through **5 pm, December 21, 2020**. All written responses will be posted on CWSD website (cwsd.org) by **December 28, 2020**.

STATEMENT OF WORK

CWSD 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 generally accepted governmental accounting principles

ACCOUNTING ASSISTANCE

CWSD may request the Consultant to render additional services during the three-year period, including keeping CWSD informed of all reporting requirements including GASB reporting updates. If needed, the auditing firm may need to assist with the preparation of the tentative and final budget and the debt management policy for submission to the Department of Taxation. The accounting records are maintained utilizing Quick Books Pro accounting software and Excel spreadsheets.

The selected firm will provide the hourly rate charges for staff when the CWSD requests assistances to render the above additional service.

CONSULTANT

The Consultant will perform an audit of the basic financial statements, required supplementary information, and other supplementary schedules of CWSD for the fiscal years ending June 30, 2021, June 30, 2022 and June 30, 2023 in accordance with *Government Auditing Standards*, and when necessary will perform a Single Audit accordance with Title 2 U.S. Code of Federal Regulations (CFR) 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and will issue the appropriate auditor's reports thereon.

Consultant will print up to ten (10) bound copies of the audited financial statements, one (1) unbound copy of the audited financial statements, and one complete electronic copy of the audited financial statements.

PROPOSAL EVALUATION CRITERIA

All proposals received by the time specified will be evaluated by CWSD staff and/or CWSD Administrative Committee. This evaluation is to result in the selection of a firm which is, in the opinion of the evaluating body, qualified to perform the audit examination. The selected firm will be submitted to the CWSD Board. The evaluation conducted by CWSD staff and/or CWSD Administrative Committee will be focused on, but not limited to, the following list:

1. Adequacy and completeness of the proposal;
2. Proposer's understanding of and approach to the project with particular attention focused on the firm's understanding of the requirements that pertain to political subdivisions of the State of Nevada and to federal fund recipients;

3. The specialized experience and technical competence of key personnel who will perform the work;
4. The business reputations, capabilities, responsibilities and past performance of the individuals or firms submitting proposals.

RFP REQUIREMENTS

RFP's shall be clear, straightforward, and not exceed 10 pages in length not including company brochures. Company brochures may be provided as attachments to the 10 pages referenced above.

The RFP should include the following information:

- Introductory cover letter.
- Experience relevant to the type of work requested by CWSD.
- Key consultant individual or firm team resumes from the organization chart including any sub consultants.
- Experience in preparing Single Audit
- Methods of keeping CWSD informed of changes and updates to Government Auditing Standards and Federal codes.
- Methods to ensure CWSD is in compliance with Government Auditing Standards and Federal codes.
- References that can be contacted by staff to confirm information presented on the RFP.
- Communication methods of problems identified during the audit.

CONFLICT OF INTEREST:

The firm warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services being required under this solicitation.

RIGHT TO REJECT RFP:

CWSD reserves the right to reject any or all RFPs and to award to the Consultant CWSD deems most qualified and whose award of the contract will accrue to the best interests of the CWSD.

CONTRACT TERMINATION

CWSD reserves the right to terminate the contract if the firm does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited to, the following:

- Substitution of the Team or other identified personnel without prior approval of CWSD.

- Failure to demonstrate the requisite skills as provided in RFP.
- Failure to perform the essential duties set out in the contract for services.

OBJECTION BY UNSUCCESSFUL PROPOSER

Any unsuccessful Consultant may file an objection to CWSD regarding the selection of the Administrative Committee by following the procedure outlined in the paragraph below.

Any objection shall be written and submitted to Edwin James within five (5) calendar days after a recommendation to accept or reject RFPs have been posted to CWSD Website. Describe, in written protest, the issues to be addressed on appeal. CWSD will stay any award actions until after CWSD staff has responded in writing to the protest. If the appellant is not satisfied with the response, appellant may then protest to the CWSD Board, who will render a final decision. **No protests will be heard by CWSD Board unless the consultant has followed the appeal process.**

CWSD is not liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by the appellant in the process.

INSURANCE REQUIREMENTS/HOLD HARMLESS CLAUSE:

Before the effective date of the contract, firm shall furnish CWSD with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with proper and agreed upon limits for:

- Commercial General Liability
- Automobile Liability
- Worker's Compensation
- Directors and Officers Liability

COMPLIANCE WITH IMMIGRATION AND NATURALIZATION LAWS

Successful proposer shall always follow Immigration and Naturalization Laws regarding eligibility of their employees or subcontractors to work in the United States.

OPEN MEETING LAW/AWARD CHALLENGES

Proposers are put on notice that NRS Chapter 241 requires public business to be conducted in an open meeting. The CWSD Attorney will defend any challenge to an award resulting from this RFP.