



SUN CITY FIRE DISTRICT

Request for Proposal – Professional Auditing Services

Dated: May 20, 2020

CONTACT PERSON

Gabe Buldra, Finance Director
(480) 422-9777 or by Gabe@jamesvincentgroup.com.

RFP-Professional Auditing Services

- **Category:** Sun City Fire District
- **RFP Number:** 2020-F-1
- **Start Date:** 05/20/2020 2:00 PM
- **Close Date:** 06/30/2020 3:00 PM

Request for Proposal Professional Auditing Services

The Sun City Fire District is requesting proposals from qualified firms of certified public accountants to audit financial statements for a period of five (5) years, beginning with fiscal year ending June 30, 2020. Governmental audits – Fire District audits – require very specialized knowledge in yellow book and government accounting standards. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth in the U.S. General Accounting Office’s *Government Auditing Standards (2007, Revised)*, the provisions of the Federal Single Audit Act of 1984 and the Single Audit Act Amendment of 1996 and Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and,

There is not an expressed or implied obligation for the Sun City Fire District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Sealed Proposals will be received at the Sun City Fire District, 18602 North 99th Avenue, Sun City, Arizona 85373, until 3:00 P.M., Arizona time, June 30, 2020. Any proposal received after 3:00 P.M. on the above-stated date will be returned unopened. The outside of the proposal envelope shall indicate the name and address of the proposer, shall be addressed to Ron Deadman, Fire Chief, Sun City Fire & Medical Department, at the above address and shall be marked: “2020-F-1 SEALED RFP – PROFESSIONAL AUDITING SERVICES” and shall contain one (1) original and five (5) copies of the proposal. The District anticipates selecting a firm and awarding a contract by July 1, 2020.

The full and complete request for proposal may be obtained by contacting Gabe Buldra, Financial Director, by phone at (480) 422-9777 or by Gabe@jamesvincentgroup.com.

During the evaluation process, the Sun City Fire District reserves the right, where it may serve the District’s best interest, to request additional information or clarifications from proposers. At the discretion of the Sun City Fire District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Sun City Fire District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the Sun City Fire District and the firm selected.

See Amendment #1

- **[2020-F-1 Amendment No. 1 \(FAQ\)](#)**



SUN CITY FIRE DISTRICT

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AMENDMENT #1 (FAQ)

Dated: May 20, 2020

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The Amendment to the solicitation referenced above provides answers to frequently asked questions solicited by proposers. Answers to questions stating “prior fiscal year” are based on FY2019, unless otherwise indicated.

FREQUENTLY ASKED QUESTIONS (FAQ)

FAQ Question 1. What were the contracted audit fees for the prior year audit?

- a) Answer 1. The contracted audit fees for the prior year audit were as follows: a. Single Audit Report

FAQ Question 2. Have there been any additional fees beyond those on the original contract? If so, what were the amounts and what services did they cover?

- a) Answer 2. Federal Grants Audit

FAQ Question 3. How many auditors, and how many days, were the auditors in the field for interim and final fieldwork?

- a) Answer 3. Interim fieldwork was limited as most of the items were uploaded to a web portal and several phone calls between the District's team and the audit team were held to answer any questions or address any items. Final fieldwork encompassed anywhere from 1 day depending on the auditors' work schedule. Most days the auditors were on site 10 hours per day.

FAQ Question 4. Have there been any significant changes in key staff in the past year that would affect the upcoming audit?

- a) Answer 5. No. The Accounts payable system was Bill.com and payroll was outsourced to ADP.

Proposer hereby acknowledges receipt of the above amendment.

Signature _____

Date _____

Printed Name and Title

Name of Company