



**WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT**
1108 Bissell Avenue
Richmond, CA 94801-3135
(510) 231-1190

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Contract Documents

For

RFP #1011-04

ANNUAL BOND PERFORMANCE AUDIT

March 2011

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL RFP #1011-04 ANNUAL BOND PERFORMANCE AUDIT

March 2011

NOTICE IS HEREBY GIVEN that West Contra Costa Unified School District, will receive up to but no later than 4:30 p.m. on March 31, 2011, sealed proposal for the award of an agreement for Annual Bond Performance Audit.

All proposals shall be submitted in the format specified by West Contra Costa Unified School District. Proposals shall be received at the office of the Director, General Services, West Contra Costa Unified School District, 1108 Bissell Avenue, Room 130, Richmond, CA 94801-3135.

Each proposal must conform and be responsive to the RFP instructions.

I. INTRODUCTION and BACKGROUND

West Contra Costa Unified School District is an urban district operating 38 elementary schools, two K-8 schools, six middle schools, six high schools, and dependent charter, adult education, and alternative education campuses. The district's current enrollment averages 31,000 in all grades. The district's annual budget exceeds \$300,000,000.

The goal of the facility improvement program is to ultimately bring all District facilities to a common standard with regard to seismic/structural safety, upgrades to building systems, new classrooms, technology upgrades, and security. The District is in the midst of a \$1.3 billion facility improvement program that began in earnest in November 2000 with the approval of 2000 Measure M, a \$150 million bond measure that was approved by the voters for the authorization for repair/replacement of the District's elementary schools. In March 2002, the District received approval of the Measure D \$300 million authorization for the repair/replacement of the District's secondary schools (Measure D Bond Program). In November 2005 the District received approval of the Measure J \$400 million authorization to fund the acquisition, construction, reconstruction and modernization of school facilities. In November 2010 the District received approval of the Measure D \$380 million authorization to fund the acquisition, construction, reconstruction and modernization of school facilities. The 2002 Measure D Bond, 2005 Measure J and the 2010 Measure D Program is subject to the requirements of Proposition 39, which includes annual financial and performance audits. The scope of this RFP is limited to the Performance Audit of the Bond Program, which includes the Measure M Bond Program (2000); Measure D Program (2002); Measure J Program (2005) and the Measure D Bond Program (2010).

The district is seeking the professional services of a consultant to provide all the necessary and related services for the preparation of an annual Performance (Proposition 39) audit of the district's Proposition 39 bond program.

II. GENERAL INSTRUCTIONS and SUBMITTAL REQUIREMENTS

- Submit one original proposal, unbound, and four (4) copies, in a sealed envelope or other sealed packaging, bearing the complete name and return address of the firm.
- In addition to your complete firm name and address, please annotate the envelope(s) as follows: CONFIDENTIAL: RFP #1011-04 Request for Proposals for Performance (Proposition 39) Audit Services. Improper identification may result in premature opening of, or failure to consider the material. All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the district and may be subject to the California Public Records Act. The district reserves the right to reject any or all proposals or any part of a proposal.
- The total number of pages is limited to 15. The proposal shall be concise and to the point; however, it must be sufficiently detailed to allow for a thorough evaluation and comparative analysis.
- Each proposal must be signed by an authorized representative.
- Any additions or corrections to the RFP will be addressed in the form of addenda.

III. DUE DATE, TIME, PLACE:

Deadline for submission: March 31, 4:30 p.m.

Proposals must be delivered on or before the due date and time specified to the attention of David Johnston, Director General Services at the address specified below. Late proposals will not be accepted.

Office hours for receipt of proposals are Monday through Friday from 8:30 a.m. to 4:30 p.m., local time, excluding holidays.

Mailing and Delivery Address for Proposals

Mr. David Johnston
Director General Services
1108 Bissell Avenue, Room 130
Richmond, CA 94801-3135

Contact Personnel

For information regarding Requests for Proposals:
Mr. Martin Coyne
Director Internal Audits
(510) 231-1148
mcoyne@wccusd.net

IV. SCOPE OF SERVICES

The provided scope of services will encompass a wide array of tasks and shall be comprehensive in nature, including all necessary research, documentation, exhibit preparation, legislative analyses, and meeting attendance.

The CONSULTANT shall:

1. Audit Measures Measure D, 2002; Measure J 2005 and Measure D 2010 bond expenditures and financial records from July 1, 2010, through June 30, 2013, in accordance with the requirements of Education Code 15286: "Consistent with the provisions contained in subparagraph (C) and (D) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, the required annual independent financial and performance audits shall be conducted in accordance with the Government Auditing Standards issued by the Comptroller General of the United States for financial and performance audits."
2. Prepare and provide the District and its Governing Board a status report of the results of the audits; and,
3. Attend meetings of the Governing Board and the Citizens' Bond Oversight Committee, if requested by the District.

V. PROPOSAL CONTENT

In submitting your firm's response to this Request for Proposals, please include the following information:

A. *Project Understanding/Executive Summary*

Present a brief and non-technical narrative describing CONSULTANT'S understanding of the requirements and proposed approach.

B. *Firm's Qualifications/Experience*

Describe your firm's experience with respect to Proposition 39 performance audits.

Indicate the number of Proposition 39 performance audits performed by your firm.

Include criteria your firm has used to evaluate bond performance for other clients.

C. *Personnel*

Identify the CONSULTANT in charge of the project. Designate the individual(s) who will be working on day-to-day activities with District staff. Provide a brief description of their experience.

D. Scope of Services

Outline, in detail, the tasks your firm will perform to produce information and services requested under the "Scope of Services" section.

Provide an itemized list of client responsibilities; e.g., information the West Contra Costa Unified School District will need to provide to the CONSULTANT to initiate and complete the audit process.

E. Client References (Minimum of 3)

Provide the name, title, agency name, and phone number of the contact person(s) for which your firm has provided Proposition 39 performance audit services.

F. Fee Proposal

Provide the total cost by audit for the required scope of services.

Provide an hourly rate schedule for any additional services the District may request that are not involved in the normal audit process outlined in the scope of services.

G. Sub-consultants

List any sub consultant(s) anticipated on this project, along with their specific tasks and references and experience.

H. Reporting Requirements

The initial contract for the Performance Auditor will be for the three fiscal years July 1 2010 - June 30, 2011; July 1, 2011 – June 30, 2012; and July 1, 2012 – June 30, 2013.

Performance audits shall be provided as follows:

Period Covered	Type of Audit	Due Date
July 1, 2010 – December 31, 2010	Progress	September 30, 2011
July 1, 2010 – June 30, 2011	Annual	December 15, 2011
July 1, 2011 – December 31, 2011	Progress	June 30, 2012
July 1, 2011 – June 30, 2012	Annual	December 15, 2012
July 1, 2012 – December 31, 2012	Progress	June 30, 2013
July 1, 2012 – June 30, 2013	Annual	December 15, 2013

I. Insurance Information

Be prepared to provide a certificate of your firm's errors and omissions and professional liability insurance coverage upon your firm's selection.

J. Failure to Complete Work

In the event the Performance Auditor is unable to complete the work as required, the District expressly and specifically reserves the right to terminate the

agreement and to engage another Performance Auditor as necessary to complete the work provided by Education Code 41020.2.

K. Equal Opportunity

It is the policy of the District that in connection with all work performed under contracts, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, or marital status. Consultant agrees to require like compliance by any subconsultant employed on this project.

VI. RESPONSE FORMAT

Responses are required for Part V, Proposal Content, sections A through K. Responses to each section must be identified by the applicable section title.

VII. EVALUATION CRITERIA

The committee evaluating the proposal will base the selection on criteria that includes, but is not limited to, the following un-prioritized attributes:

- ♦ Adherence to the specified format;
- ♦ Completeness of the proposal;
- ♦ Acceptable and verifiable references;
- ♦ Level of service and support;
- ♦ Experience, professional, and technical expertise of staff;
- ♦ Proposer's demonstration of project knowledge; and
- ♦ Fee proposal.

VIII. SELECTION CRITERIA

Following the evaluation of submittals, interviews may be held for some or all firms. If scheduled, we will contact you regarding a specific interview time. For scheduling purposes, **please include a contact person and phone number in your written response.**

The District will evaluate the responses to the RFP, and recommend award of contract to the Board of Education.

IX. OTHER PERTINENT INFORMATION

CONDITIONS FOR PROPOSAL ACCEPTANCE — This Request for Proposals does not commit the District to award a contract or to pay any costs incurred for any services. The District, at its sole discretion, reserves the right to accept or reject any or all proposals received. All proposals will become the property of the West Contra Costa Unified School District. **Any proprietary information contained in the proposal should be clearly identified.**

*** End of RFP ***