

**Request for Proposals
Biennial Audit Services
For the Fiscal Years Ended June 30, 2022 and 2021**

The Human Rights/Fair Housing Commission of the City and County of Sacramento (“HRFH”), a governmental joint-powers authority, is soliciting proposals for the audit of its financial statements in accordance with generally accepted auditing standards for the fiscal years ending June 30, 2022 and 2021, with an option to extend the contract to cover the biennial audit of the fiscal years ending June 30, 2024 and 2023. Proposals will be accepted until

Wednesday, June 21, 2023 at 5:00 PM

Via e-mail to humanrights@collinsacct.com

Physical copies of proposals as well as proposals submitted to any other e-mail address will not be accepted.

HRFH reserves the right to reject all proposals submitted or to waive any informalities in proposals submitted. The entities above are not responsible for the costs of proposal preparation and submission.

About HRFH

HRFH is a governmental joint powers authority formed by an agreement between two member entities, the City of Sacramento and the County of Sacramento. In the past, HRFH employed a staff of employees and provided public services, but its activities were wound down and pursuant to an amended joint powers agreement between the City and County of Sacramento dated July 22, 2014 the organization continues in existence solely to continue servicing the unfunded retirement liability to the California Public Employees Retirement System (CalPERS) for former HRFH employees. The total number of accounting transactions posted to the HRFH books in each fiscal year is less than 10 and consists principally the receipt of contributions from the City and County of Sacramento and the payment of contributions to CalPERS. Total revenue for the two fiscal years, June 30, 2022 and 2021 is approximately \$100,000 per year.

The Commission’s funds are on deposit with the Sacramento County Treasury and the Commission uses the County’s COMPASS General Ledger system as the basis for its accounting (with adjustments prepared in Excel as necessary to arrive at an adjusted trial balance for audit purposes). Apart from the General Ledger and banking functions performed by the Sacramento County Department of Finance, some other accounting functions such as the initiation of payment of vendor bills and the invoicing of funding sources are currently performed by a CPA firm specializing in governmental accounting. The CPA firm also prepares an adjusted trial balance at the end of each fiscal year, calculates the annual net pension liability using figures provided by CalPERS under GASB Statement 68, and prepares the annual financial transactions report to the California State Controller.

Under Government Code Section 6505, HRFH is required to have audits of its financial statements, but the audits may be biennial with unanimous approval of the governing board. The governing board typically approves biennial audits every two years. For the last several years, HRFH has used the same audit firm to audit its financial statements, but is seeking proposals at this time pursuant to the audit partner rotation requirements of Government Code Section 12410.6(b).

Questions

Prior year audits will be provided upon request. Please direct all requests and questions concerning this RFP via e-mail to humanrights@collinsacct.com. There is no deadline for question submission, however, please allow at least 24 hours to receive a response to your questions. HRFH is not responsible if you do not receive a response to your questions in time to submit a proposal by the deadline noted above.

Proposal Format and Requirements

Please ensure your proposal includes the following elements:

1. The name, address, phone number, and e-mail of the main contact person for your proposal.
2. A summary description of why your firm should be selected to perform the audit of HRFH.
3. Identification of the personnel who will actually be performing work on the audits, along with their experience and qualifications. Also include the proposed number of hours each staff member will be assigned to the engagement.
4. A list of client references for similar engagements that we may contact.
5. A proposed time schedule for audit completion.
6. Not-to-exceed annual fees the biennial audits for the years ended June 30, 2022 and 2021, as well as not-to-exceed annual fees the year ending June 30, 2024 and 2023, if HRFH was to elect to extend its contract with your firm.
7. Your firm's most recently completed peer review report that has been approved for release. If you are unable to attach a peer review report, please attach an explanatory statement.

Proposal Evaluation

Award of the contract, if made, will be made to the proposer who, in the absolute and sole discretion of HRFH, provides the proposal that is in the best interests of HRFH. While cost will be an important factor, it will not be the only factor considered. The entities reserve the right to request clarification of items noted in proposals and to interview some or all candidates.