CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT

Request for Interest (RFI) 510 – Re-posted 6/4/13

AUDITING SERVICES

I. BACKGROUND

Community Services Bureau of the Contra Costa County Employment and Human Services Department (EHSD) seeks a qualified agency to perform State-mandated independent audit of the Bureau's financial documents pertaining to California Department of Education (CDE) Child Development programs and Childcare Maintenance of Effort (MOE) contracts. Applicants must possess detailed knowledge of CDE regulations and demonstrated experience auditing CDE Child Development and MOE contracts.

The successful respondent may be selected to enter into a one-year contract to provide auditing services, for the period of July 1, 2013 through June 30, 2014, in an amount not to exceed $40,000. The contract may be renewed for an additional two years based on performance and funding. Fees will be paid in the following format: half upon completion of field work and half upon EHSD approval of the audit.

II. EXPECTED CONTRACTOR RESPONSIBILITIES

The selected respondent shall perform an independent audit of EHSDs financial documents for its CDE Child Development and MOE contracts in accordance with generally accepted auditing standards, the standards applicable to financial audits contained in Governmental Auditing Standards issued by the Comptroller General of the United States, and the standards for financial and compliance audits contained in the "Audit Guide for Audits of Child Development and Nutrition Programs", issued by the State of California Department of Education.

III. ADDITIONAL INFORMATION

A. If responding for a corporation or agency, state in the cover letter the location of company headquarters and company size (number of employees). Contra Costa County actively seeks to contract with local Small Business Enterprises (SBE), defined as companies with less than 100 employees and gross receipts of less than $10,000,000 over the last three years.

B. This RFI should not be construed to create any obligation by EHSD or Contra Costa County to any respondent. EHSD may accept or reject any or all responses without obligation to any respondent. Responses will not be returned.

C. Questions about this RFI should be directed to contractbid@ehsd.cccounty.us or by voicemail to 925-313-1712. Be sure to reference **RFI 510**.

IV. RESPONDING TO THE RFI

To apply, please submit a brief written statement addressing the following:

A. Firm background and experience. Respondents shall have experience auditing State-funded child development programs that focus on governmental accounting.

B. Engagement Staff Qualifications. Provide the names, positions, education and experience of each member of the proposed engagement staff. Indicate whether each person is licensed to practice as a Certified Public Accountant in the State of California. Each such person shall have experience auditing State-funded child development programs and focus on governmental accounting.

C. Related Experience. List the most significant engagements performed in the last five (5) years that indicate the respondent has the expertise to conduct the audit. Please include the names of the agencies for which services were provided and contact information.

D. Other Information. Each respondent shall submit a copy of its most recent external quality review report.

E. Methodology. Discuss the following items in sufficient detail to indicate a clear understanding of each item. If applicable, also discuss how each item will be controlled and/or managed.

1. Scope of Work
2. Statistical Sampling
3. Analytical Procedures
4. Internal Control Structure
5. Anticipated Potential Audit Problems

F. Fee schedule. Respondents must submit a fee schedule for auditing services.

Please submit response by POSTAL MAIL to:

Contra Costa County
Employment and Human Services Department
Contracts Unit, Attention RFI #510
40 Douglas Drive
Martinez, CA 94553

Or by FAX to: (925) 313-1758, ATTN: RFI 510

Or by E-MAIL (in Microsoft Word format) to: **contractbid@ehsd.cccounty.us**
Please put "RFI 510" in the subject line.

Responses must be received no later than 5:00 p.m., Friday, June 14, 2013 for contract consideration beginning July 1, 2013. Postmarks are not accepted.