

Request for Proposals  
For  
403(b) Auditing Services

Issued by



July 2011

## TABLE OF CONTENTS

I.	Introduction .....	1
II.	Scope of Services .....	1
III.	Audit Criteria .....	2
IV.	Public Disclosure .....	2
V.	Submittal Format and Content .....	2
VI.	Submittal Schedule .....	3
VII.	Submittal Selection Process .....	3
VIII.	Submittal Evaluation Criteria .....	4
IX.	Terms and Conditions .....	4
X.	Equal Opportunity Requirements .....	5
XI.	Corporate Contact .....	6

## **INTRODUCTION**

The Southeastern Economic Development Corporation (SEDC) is a non-profit benefit corporation under contract to the Redevelopment Agency of the City of San Diego (Agency) for planning and implementing redevelopment activities in a 7.2 square mile area in Southeastern San Diego. SEDC's Area of Influence is bounded by the Martin Luther King Jr. Freeway (Highway 94) on the North, Interstate 5 on the south and west, and 69<sup>th</sup> Street to the east.

The purpose of this Request for Proposal (RFP) is to encourage perspective Certified Public Accounting firms to submit information regarding areas of expertise, qualifications, references and service rating. This information will enable SEDC to select a CPA firm who will be eligible to enter into a contract agreement for auditing services for a period of one year, with optional renewal periods.

## **SCOPE OF SERVICES**

The Scope of Services will include: performing the audit of our corporate 403(b) Plan in connection with our annual reporting obligation under the State of California Government Section Code 7504, audit statement of net assets, related statement of changes in net assets, and express an opinion whether the Plan's financial statements are fairly represented, in all material respects, in conformity with U.S. generally accepted accounting principles. Also, but not limited to tests of Plan's accounting records, procedures, documentary evidence, and direct confirmation of investments, assets and liabilities by correspondence with financial institutions and other third parties.

### Additional Services

- Provide reasonable assurance there are no material misstatements or violations of laws or governmental regulations.
- Obtain an understanding of the Plan and its environment.
- Perform procedures directed at considering the Plan's compliance with applicable Internal Revenue Service (IRS) requirements for tax exempt status.
- Obtain written approval from SEDC prior to the performance of additional work.

## **AUDIT CRITERIA**

Consultant shall on an as-needed basis identify and communicate deficiencies in internal controls under professional standards. Also the consultant shall communicate matters or ways in which management practices can be improved.

## **PUBLIC DISCLOSURE**

As a general rule, all documents received by the Corporation are considered public records and will be made available for public inspection and copying upon request. If your company considers any documents submitted in this response to be propriety or otherwise confidential, please submit a written request for determination of whether the documents can be withheld from public disclosure **no later than ten (10) days prior to the due date of** the response. If the consultant does not obtain a determination of confidentiality prior to the submittal deadline, any document(s) submitted will be subject to public disclosure.

## **SUBMITTAL FORMAT AND CONTENT**

All respondents are required to follow the format specified below. The content of the submittal must be clear, concise, and complete. Each section of the submittal shall be tabbed according to the numbering system shown below to aid in the retrieval of information.

(NOTE: Respondents shall base the submittal on the “Scope of Services.”).

Submittal Cover – Include RFP’s title and submittal due date, the name, address, telephone number and email address.

Table of Contents – Include a complete and clear listing of heading and page numbers to allow easy reference to key information.

- I. Cover Letter – Include a brief description of the delivery of audit services to SEDC. In addition, describe those conditions, constraints or problems that are unique to the Scope of Services that may adversely affect either the cost or the consultant’s ability to perform certain tasks; identify the team members (i.e. sub-consultants), if any, and include the title and signature of the contact person for this response.
  
- II. Method and Plan – include a description of the method and plan for carrying out the Scope of Services.

- III. Qualification and Experience – Include the consultant’s experience in the past five (5) years specifically related to the Scope of Services.
- IV. Other Information – Include all other pertinent information regarding this response in the following order:
  - A. Description of insurance coverage (types of coverage and policy limits deductible, exclusions, and outstanding claims);
  - B. Copy of valid MBE/WBE/DBE/DVBE, if applicable
- V. Schedule of Rates – Include a Schedule of Rates which identifies all personnel that may be assigned to this contract.

**SUBMITTAL SCHEDULE**

The solicitation, receipt and evaluation of proposals and the selection of the consultant to provide services will conform to the following schedule.

**(Note:** Dates are subject to change.)

Advertisement/Mailings	Week of July 25, 2011
Proposal Deadline	August 12, 2011
Proposal Review	Week of August 15, 2011
Interviews	Week of August 22, 2011
Notice to Proceed	The awarding of this contract will occur on or about August 26, 2011

One (1) bound and three (3) copies of the proposal shall be delivered not later than Friday, August 12, 2011 @ 5:00 p.m. **Postmarks will not be accepted.**

Southeastern Economic Development Corporation  
 Attn: Ms. Terry Darden, CFO  
 404 Euclid Avenue, Ste #221  
 San Diego, CA 92114

**SUBMITTAL SELECTION PROCESS**

SEDC will review submittals which meet the requirements stated herein and will “short-list” the most qualified respondents, utilizing the selection criteria listed below and conduct interviews of those consultants on the final list.

## **SUBMITTAL EVALUATION CRITERIA**

Submittals received by SEDC will be evaluated according to the criteria listed below:

- Conformance to the specified RFP format;
- Organization, presentation, and content of the proposal;
- Specialized experience and technical competence of the consultant(s), including record of performance and the strength of the key personnel who will be dedicated;
- Knowledge and understanding of the local governmental and non-profit environment.
- Ability to meet the insurance requirements as stated in the Terms and Conditions section of this RFP.

## **TERMS AND CONDITIONS**

Issuance of this RFP does not commit SEDC to award a contract or to pay any costs incurred in the preparation of a response to this request. All Respondents should note that the execution of any contract pursuant to this RFP is dependent upon the approval of the SEDC Audit Committee.

SEDC retains the right to reject all submittals. Selection is dependent upon the negotiation of a mutually acceptable contract with the successful Respondent. Each proposal shall be valid for not less than ninety (90) days from the date of receipt.

The consultant selected to perform the work described in this RFP will be required to provide evidence of public liability and property damage insurance with limited of not less than One Million Dollars (1,000,000) for injury to, or death of, one or more persons and/or for property damage arising out of a single accident or occurrence, insuring against all liability of the City of San Diego, SEDC, Redevelopment Agency of the City of San Diego, the selected consultant, its subcontractor(s), and its authorized representatives, arising out of, or in connection with, the performance of work under the contract with SEDC. Professional liability insurance (errors and omissions) shall be required of said consultant company in the minimum amount of Five Hundred Thousand Dollars (\$500,000). Said insurance shall be provided at the sole costs and expense of the consultant company(s) selected, unless the requirement is modified or waived by the SEDC Board of Directors.

## **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, the Contractor agrees as follows:

- a. Contractor shall comply with all applicable provisions of the California Fair Employment Practices Act (California Government Code Section 12940-48), and/or the applicable Equal Employment Provision of the Civil Rights Act of 1964 (42 U.S.C. 200E – 217), whichever is more restrictive.
- b. The Contractor will not discriminate against any employee or applicant for employment because of race, gender, religion, sexual orientation, age, national origin or disability or on any basis prohibited by law. The Contractor will provide equal opportunity in all employment practices. The Contractor will ensure that its sub-contractor comply with the City of San Diego's Equal Employment Opportunity Outreach Program (San Diego Municipal Code Section 22.2701-22.2707). The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, gender, religion, sexual orientation, age, national origin or disability. Such action shall include, but not be limited to, the following:  
employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- c. The Contractor will, in all solicitations or advertisements for employees placed by or behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, gender, religion, sexual origination, age national origination, age, national origin or disability.
- d. The Contractor will cause the foregoing provision to be inserted in all subcontracts for any services covered by this Agreement so that such provisions will be binding upon each Subcontractor, provided that the forgoing provision shall not apply to contracts or Subcontractors for standard commercial supplies or raw materials.
- e. The Contractor shall comply with the City of San Diego Nondiscrimination in Contracting Ordinance, (San Diego Municipal Code Section 22.23501-22.3517) and are required to provide a completed Work Force Report (WFR).
- f. The Contractor shall comply with Council Policy 100-4, adopted by Resolution No. R-282153, relating to the federally mandated Americans with Disabilities Act.

## **CORPORATION CONTACT**

Any questions about this RFP may be directed to:

Ms. Terry Darden, CFO  
Southeastern Economic Development Corporation  
404 Euclid Avenue, Suite 221  
San Diego, CA 92114  
[TerryD@sedcinc.org](mailto:TerryD@sedcinc.org)  
(619) 527-7345

**Note: The Corporation reserves the right to reject any and all submittals and to re-advertise. Incomplete or incorrect information shall be cause for immediate disqualification.**