

Tomales Village Community Services District

## Financial Advisory Committee (FAC) Meeting Minutes

Monday, March 17, 2014

**Present:** Deborah Parrish (TVCSO Board Member and FAC Chair), Sue Sims (TVCSO Board Member), Chick Petersen, Bruce Bramson, Donna Clavaud

**Absent:** Venta Leon (excused due to work)

**Guests:** Louise Gregg, Samantha Kimmey (Point Reyes Light reporter)

Deborah Parrish called the meeting to order at 6:38pm. Donna Clavaud recorded minutes of the meeting. The Agenda included a review of the Competitive Bidding Policy and The RFP Guidelines presented at the March 12, 2014 Board meeting with Board changes to the texts of both; and FAC committee preparation of a draft Summary RFP Letter, as requested by the Board at the March meeting. We also discussed the Working Budget Committee and brainstormed ideas for recruiting community participation and input on budget issues for 2014-15, and discussed the short-term committee role, how it might interface with FAC and the TVCSO Board, and a timeline for accomplishing committee outcomes to the budgeting process for 2014-15.

The Board approved and FAC corrected **Competitive Bidding Policy and RFP Guidelines** documents (see attachments).

The **Accounting RFP** changes are now made and the document will be added to the April Board Packet (see attachment).

The majority of the meeting was the preparation of a **Summary RFP Letter**, which was recommended by Board members at the last meeting as a document that might be useful for advertising the TVCSO competitive bidding process for vendor services. There is a consensus that it might serve as a short version announcement with basic RFP information and a referral to a TVCSO link for the full and various RFP's for the open bid positions. We developed a draft letter to include:

\*Name, Contact and Address

\*Positions (One question to be answered is can and will multiple positions be listed?)

\*Background information from TVCSO website on the sewer system and park.

\*Various Deadline Dates: for questions; for addenda; and for submission

FAC members agreed that the FAC goal is to submit a draft document for Board approval at the April 9, 2014 Board meeting. The draft document will be forwarded by Deborah Parrish to Karl Drexel for inclusion in Board packet by March 28, 2014.

**Temporary Budget Committee** was discussed to explore its role for the 2014-15 budget process. Since FAC is directly involved in ongoing budget work for policy and RFP's, some members wondered how this temporary Budget Committee might interface with FAC and the TVCSD. The postcard mailed has garnered only one response and we discussed ways to elicit more community input. Louise Gregg is the only resident who contacted us and she was present at the FAC meeting and interested in how the budget is decided upon and how community members can offer input. Various FAC members voiced concerns of the fast approaching public budget hearings and the goal to have more ratepayer input. We decided if people are not coming to us, perhaps we can do a different kind of outreach. We brainstormed ideas and agreed on doing outreach at local post office, deli and bakery to seek ideas and concerns from the community and to seek more participation on Budget Committee.

All agreed that we will send our questions to Deborah Parrish to compile for the April 7 FAC meeting. Bruce Bramson and Sue Sims will volunteer to outreach in Tomales in early April.

Donna Clavaud and Chick Peterson reported they are working on "Scope of Work" drafts for Administrator and Operator RFP's and will circulate preliminary drafts for input and approval from FAC members before submitting to TVCSD Board for review, changes, and approval.

All members present reached consensus that we will schedule FAC meetings for April 7 and April 24 to address continuing work on the next fiscal budget.

April 7 FAC Agenda will include:

- Decide on a set of budget questions for community outreach
- Write a draft response letter to RCAC on Draft Rate Analysis that includes expense reductions
- Continued policy development for TVCSD Policy and Governance Manual
- Review of Administrator's Proposed 2014-15 Budget Draft

The FAC meeting was adjourned at 8:10pm.

# DRAFT

## TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D) Policy on Competitive Bidding

### **Purpose:**

The purpose of this policy is to ensure that Tomales Village Community Services District (TVCS D) is obtaining its products and services at a competitive cost given the required product or service quality. This policy also establishes responsibility for the development of procedures and the bidding process. TVCS D Board of Directors has the responsibility to promote maximum competition in meeting the District's procurement needs. The TVCS D Board of Directors will develop procedures for the solicitation of competitive bids and the use of alternative means of procurement in those cases where competitive bidding cannot be reasonably or practically followed.

### **Definition:**

Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the lowest prices by stimulating competition, and by preventing favoritism. In open competitive bidding (also called open bidding) the sealed bids are opened in full view of all who may wish to witness the bid opening; in closed competitive bidding (also called closed bidding), the sealed bids are opened in presence only of the TVCS D Board of Directors.

### **Annual Expenses/Project Costs greater than or equal to \$5,000:**

The TVCS D Board of Directors is required to solicit quotes/bids from at least 3 potential suppliers (assuming there are at least three feasible suppliers). The three quotes/bids are reviewed and the best value supplier selected. All quotes received are included as well as a short explanation of why the winning entity was selected (e.g., offered lowest cost, able to meet specific requirements, etc). This includes a proposed contract modification that changes the scope of a contract or increases the contract amount by more than the amount of the \$5,000 threshold.

### **Recurring contracts over \$25,000:**

If a need is recurring, the TVCS D Board of Directors is not required to do a solicit bids each year but is required to go out to do a competitive review at least once every 3-5 years, or at the term of the contract, whichever comes first and provide a summary of that review.

### **Soliciting Bids:**

The TVCS D Board of Directors will appoint a contact person to receive all sealed bids. This designated person *must not be a bidder*.

In order to provide maximum open and free competition, the District's purchasing procedures will not restrict or eliminate competition and, whenever appropriate, will not be brand name specific. When soliciting bids for products and/or services, the District should:

- Provide a clear and accurate description of the technical requirements for the product or service.
- Provide any and all requirements that must be fulfilled by the bidder and/or District as well as criteria that will be used during the evaluation of the bids or proposals.

- When applicable, provide a description of performance requirements including the range of acceptable characteristics and minimum standards.
- Provide any specific features of “brand name or equal” that must be met by the bidders.
- Accept, when applicable and feasible, products or services that conserve resources, protect the environment, and/or are energy efficient.

**Guidelines on Review of Bids:**

Bid documents should include any required specifications and deadlines. All bidders will be determined to meet all requirements.

Bids received within specified timeline that meet requirements shall be considered for review. The bid should be awarded to the lowest bidder based on either cost alone or best value and/or quality. If using the best value method, rationale for selection should be documented and submitted with the contract.

Upon receipt of the competitive bids, a comparison of products and costs will be performed. Documentation verifying prices of the products and services are fair and reasonable will be maintained in the Central Purchasing files. Documentation includes, but is not limited to, advertisements, past purchases and quotes, and current list prices.

**Exceptions:**

Instances will arise where it may not be possible or appropriate to solicit competitive bids (for example, some products or services may only be available from a single source such as specialized research equipment or supply purchases; maintenance agreements; site licenses). In such situations, a sole source justification must be provided and, if compelling, will be approved by the TVCSD Board of Directors.

When a purchase involves a sole source vendor, a written justification needs to accompany the purchase request. The following components should be included within the justification:

- Reason the purchase is thought to be a sole source selection.
- Reason why the vendor was selected.
- Description of the selection process.
- Explanation of how the price was determined to be “reasonable.”

**Awarding of Bids:**

TVCSD Board of Directors will only make contracts with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. When reviewing bids and offers, consideration will be given to contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

The bidder or offeror whose bid meets the criteria set forth in the solicitation and who presents the most advantageous offer relating to price, quality, and ability to provide the goods and/or services, will be awarded the contract.

# **Tomales Village Community Services District (TVCS D) REQUEST FOR PROPOSAL (RFP) GUIDELINES**

## **A. TYPES OF SOLICITATIONS**

When seeking information from vendors, it is important to identify the specific type of goods and/or services required and use the appropriate type of solicitation document. There are important differences among various documents used to solicit responses from vendors: the request for information (RFI), the request for bid (RFB), and the request for proposal (RFP).

An RFI is used when you don't know exactly what you want or you don't know what is available in the marketplace. The information received as a result of the RFI may assist in determining whether a formal request for bid or proposal is necessary.

An RFB is used when you know precisely what you need and have precise requirements and specifications.

The RFP is a hybrid of these documents. An RFP is used when you have a general idea with some specifications and/or it's a large, complex project with potential for multiple solutions.

## **B. OVERVIEW OF THE RFP PROCESS**

Effective communication is the bottom line with any RFP. The process begins with your scope of work (SOW) statement (description of services) or specifications (description of goods), proposal evaluation criteria, and a recommended sources list. These are submitted to the TVCS D Board of Directors, which takes this SOW or specifications and develops a complete Request for Proposal including standard (boilerplate) contract clauses, special clauses, instructions to prospective vendors, and any requisite technical exhibits or attachments. The RFP states a specific date and time deadline for proposal receipt and often has mandatory pre-proposal meetings for vendors to attend. This meeting offers the opportunity to ask questions and gives the District a chance to determine whether any changes need to be added to the RFP. This is also an excellent time to conduct any requisite site visits to familiarize vendors with the project site(s).

After proposals are received, they are then evaluated against evaluation criteria, which were stipulated in the RFP. Purchasing and the department then agree on the awarded firm. Once approved, a purchase order and/or contract are processed.

After award, the department monitors the contractor's performance, approves invoices, and notifies Purchasing if any problems are encountered with vendor's performance.

## **C. WHEN IS AN RFP NECESSARY**

A formal RFP is not required for justified single source purchases. An RFP is rarely used for equipment or supplies at any dollar value, and is usually not required for service purchase orders

under the \$5,000 limit. Additionally, certain personal services and consultant services are subject to other purchasing methodologies. Examples of situations, which may require an RFP, are purchases of specialized research, custom computer equipment, custom software, custodial services, marketing services, food services, and security services. In general, an RFP is needed when the product/services required exceed \$5,000 and the expected contract performance, terms, and conditions cannot be completely described by a detailed specification attached to a purchase order.

## **D. DEVELOPING THE SCOPE OF WORK**

The scope of work is the heart of the RFP. A well-written scope of work can do more for the success of a contract than any other part of the contracting process. A good scope of work is clear, complete, and logical enough to be understood by the vendor and department. Because it describes the details of performance, it is the yardstick against which the vendor's performance is measured. Enhancing a vendor's ability to read and understand the needs articulated in the RFP is critical to success. The RFP must be concise and clear. The structure of the document is used to keep your thoughts on track and to organize a vendor's response. Emphasize points that you feel are especially important. Organize the RFP document in sections, and require the vendors to use this same sectioning format in their responses. This ensures clarity and consistency in the RFP and in the vendors' responses, and will make the evaluation and selection process easier.

- Suggested Content - Introduction and general information, task description, constraints on the contractor, contractor personnel requirements, District responsibilities, special conditions, and evaluation criteria.

## **E. EVALUATION OF PROPOSALS**

A prerequisite for award is that the vendor must be responsible and must submit a responsive offer. To be responsible means the vendor has the requisite business integrity, as well as financial and organizational capacities, to ensure good-faith performance. To be responsive, an offer must conform in all material respects to the RFP. Beyond these two basic criteria, the only method we have of selecting the offer most advantageous to the District is through the proposal evaluation criteria, which is published in the RFP.

Because of the nature of most goods and/or services purchased and the sealed competitive bid procedure, we must make objective comparative analyses of different vendor's proposals to justify recommendation for award. The recommendation for award must be defensible. This makes the drafting of reasonable and definitive evaluation criteria very important to the RFP and source selection process.

Some evaluation criteria to consider for inclusion in the RFP are as follows: (1) performance record of the contractor, (2) safety record, (3) relevant experience in providing comparable services on projects of similar size and scope, (4) overall quality of proposal, (5) pricing.

The RFP must contain a cost proposal format that allows the vendors to explicitly identify their charges for the deliverables identified in the project. Deliverables must be well defined so that all

vendors can respond to the same deliverables thus allowing the District to make comparative analyses of the vendor's costs.

## **F. PRE-PROPOSAL CONFERENCE**

While a pre-proposal conference is not always required, it is highly recommended. If one is conducted, vendors are required to attend, or attendance may be by "invitation and urge to attend," to be sure that all vendors receive the same information and receive constructive feedback about the RFP. Although the TVCSD Board of Directors leads the conference and answers any contractual questions, questions should be expected regarding the technical aspects and performance anticipated in the scope of work detailed in the RFP. During the conference, District representatives must not discuss the merits of a vendor's question, and it must be clear that nothing discussed that materially affects the RFP can be relied upon unless it is documented in a written addendum to the RFP. The District will not be bound by oral discussion surrounding a bid document. If a site visit is needed to familiarize vendors with the work site, it is normally conducted following the pre-proposal conference.

## **G. PROPOSAL OPENING**

Proposal openings are open to the public and are generally scheduled two to four weeks after the pre-proposal conference. This may vary depending on the complexity of project that is being bid. Late proposals are marked with the time and date received; however, they are not opened or read and will not be considered.

## **H. PROPOSAL EVALUATIONS**

After each vendor's proposal has been reviewed to determine that they are complete, the proposals are then presented to the TVCSD Board of Directors for evaluation. During the period of evaluation and prior to award, possession of proposals and accompanying information is limited to personnel responsible for participating in the evaluation. Any communications with vendors must be approved in advance by the TVCSD Board of Directors.

Recommendation for award must be in written form and must address how each vendor has met or failed to meet the evaluation criteria stated in the RFP. All areas of non-conformity with any terms, conditions, or listed specifications must be clearly stated in the evaluation.

To assist in the evaluation of proposals, an evaluation matrix may be created, based upon evaluation factors listed in the RFP.

## **I. NEGOTIATION**

When all proposals are determined to be non-responsive, all must be rejected and a new RFP issued. Negotiation is normally only permitted where effective competition is not available. However, when written evaluations support it, the TVCSD Board of Directors may authorize negotiation with each vendor whose proposal can reasonably be expected to be amended to meet the needs of the District.

## **J. CONTRACT COORDINATION**

### **Monitoring Performance**

After award, vendor's performance is monitored and documented, and the TVCSD Board of Directors is notified if any problems are encountered. Depending on the type of service, the manner in which performance is monitored may involve any number of procedures including regular and unscheduled inspections, complaints brought to management's attention, and reports or surveys of consumers of the services.

### **Changing the Contract**

Since the purchase order or contract incorporates the contractor's response to the RFP, these documents reflect the agreement between the parties. Amending or canceling the contract can only be accomplished under the terms and conditions of the agreement and such actions must be done through the TVCSD Board of Directors.

## **K. DEALING WITH POOR PERFORMANCE**

The key to rectifying poor performance is keeping good documentation. Each contract contains provisions for dealing with poor performance. Such provisions are usually cited under the default clause in a contract. Under the standard default clause, the contractor has a specified time period to correct, or provide a corrective action plan for any non-conformances identified by the project coordinator. While the project coordinator may initially deal with minor issues verbally, a written record of these occasions becomes increasingly important when the contractor's performance deteriorates to the point where it becomes necessary to cancel the entire contract or parts of it. If the contractor is clearly at fault and there is documentation to prove it, the contract is cancelled for default and the contractor held liable for the increased costs of obtaining substitute services from another vendor. The TVCSD Board of Directors will be the sole responsible body for addressing repeated problems with contractors.

## **L. TERMINATING WITHOUT PENALTY**

Under a standard termination clause, the District has the option of terminating the contract without penalty for any reason with an advance written notice to the contractor. Care must be taken to read the contract clause to ensure that the stipulated number of days for written notice has been given.



# **Request for Proposal**

***Fiscal Management Services for  
Community Special District***

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## 1 PURPOSE

The Tomales Village Community Services District (TVCS D) is requesting proposals from qualified and experienced firms who can provide providing sound fiscal management to the TVCS D located in Marin District for the fiscal year ending June 30, 2015, and for 2 to 4 subsequent fiscal years. This Request For Proposal (RFP) position will be completed by private contract through the public competitive bidding process.

The purpose of the RFP is to provide the TVCS D with the assurance that the financial management of the District facility is in substantial compliance with all local, state, and federal provisions (where applicable). An important objective is to maintain a level of high quality service to the people of this service district through appropriate documentation and workflow methodology (best practices) in the most cost effective manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the TVCS D hereinafter referred to as the "District" and the Contractor entity is hereinafter referred to as "Contractor."

The contract will be regulated according to the provisions of all State and local laws and ordinances that are applicable.

## 2 BACKGROUND

The Service District was formed in 1998 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the waste water treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through an ad valorem tax voted on by the community. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers and grants. The District is a post Prop 13 special district and as such gets no tax money from the county or state. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

**For more information, please refer to the TVCS D website: [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)**

## 3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

#### **4 SELECTION CRITERIA – SEE FORM AT APPENDIX A**

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications and experience of the personnel of the successful proposer, their performance of similar work and the possession of all licenses to perform the work.
4. References.
5. Proposed fees.
6. Interview, if conducted.

The Board will rank all timely and responsive proposals. The Board may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from the proposal due date.

#### **5 SCOPE OF WORK**

The Scope of Work is to provide full service financial management of the District in accordance with all provisions within this RFP. The contract term is a three to five year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California entity and all subjects working the District's financial transactions will have the appropriate qualifications. Your proposal should contain, but not be limited to the following considerations:

Eligibility – educational background and references.

Experience with government financial accounting (GASB) and preferably non-profit.

A list of similar local government and non-profits or pertinent accounts served by you or your firm.

Your staff assignments and availability to complete the required duties on a timely basis.

- Participation of senior personnel assigned to the engagement.
- Frequency of contact with assigned accounting personnel.
- Availability of staff to respond to questions within the scope of the described duties and the hourly charge, if any, for services outside the scope of the described duties (“additional duties”).

Stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to this engagement? Describe transition plan in the event of personnel changes.

Describe capability to manage and maintain existing TVCS D accounting system.

Procedures used to transmit accounting transactions and all supporting documents along with management summaries to the responsible personnel within the District structure.

Describe financial package to be provided for regular Board meetings, availability of assigned personnel to attend Board meetings and discuss financial results, as well as projections based on approved budget and District needs.

Your fee proposal to conduct the required accounting function, along with your fee schedule for additional services that may be required beyond the scope of the accounting engagement. The proposal should also state that any increase in the accounting fee will be immediately disclosed to the TVCS D Board of Directors. This disclosure should include an estimation of the increased fees and the reason for the increase.

Estimated number of hours to complete the requested accounting duties by classification of you and your employees, i.e. partners, senior, junior.

Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

Accounting personnel will produce monthly statements to be included in monthly TVCS D Board packet, annual budget documents (as necessary), and provide financial input and analysis into the annual report.

## **5.1 COMMUNICATIONS**

### **5.1.1 REPORTING**

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

### **5.1.2 DOCUMENT FORWARDING**

Both District and Contractor will immediately forward to each other any document or information received which concerns the operations, management and maintenance of the Facility.

### 5.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

### 5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the financial management of the Facilities.

### 5.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least monthly the Contractor will attend a Board of Directors meeting and present financial management report.

### 5.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's engineers, attorneys, sub-contractors or others engaged by the District to ensure that financial transactions are complete and accurate. Non-Schedule Work may apply where appropriate.
- Professionalism - Contractor will conduct business in a professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

## 5.2 DISTRICT FINANCIAL MANAGEMENT:

### 5.2.1 CONTRACTORS REPRESENTATIVE

Contractor will designate an Engagement Manager as a main point of contact to conduct the business of the Contractor.

### 5.2.2 SCOPE OF DUTIES

The Engagement Manager, or his designee, will have responsibility for managing the Contractors activities under these Specifications.

### 5.2.3 NATURE OF SERVICES REQUIRED

Fiscal period will be July 1, 2014 through June 30, 2015. 2 to 4 additional years may be proposed, priced accordingly.

#### 5.2.3.1 Reporting

Reports, exhibits, and schedules required monthly, quarterly and annually in accordance with Government Accounting Standards Board (GASB):

- Income Statement.
- Balance sheet.
- Schedule of cash.
- Budget Variance Analysis
- Statements of changes in financial position.
- Notes of financial statement.
- Supporting documents.
- Other Duties (to support accurate and timely fiscal management):
  - Reconcile general ledger accounts

# TVCS D Request For Proposal:

## Financial Management Services for Community Services District

Enter and pay bills approved by General Manager  
Bill Customers including SUSD annual billing  
Research and advise Board on deposit institutions and investment opportunities  
Maintain separate accounting procedures for Park and Sewer  
Maintain separate account for Measure A funds  
File annual financials with County, State, and Bonding Agency

### 3. Required Meetings:

- TVCS D Board of Directors meets 10 times per year on the second Wednesday of each month, excluding August and December.
- Annual budget meetings, as necessary.
- Audit support – interface with Board approved auditor to provide input for the annual audit, as necessary.

### 4. Description of Entity and Records:

- Non-profit entity. California Special Services District.
- General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable.

### 5. Available Manuals and Information Sources:

- Minutes of the board meetings of the District.
- Accounting function work description of Fiscal Manager.
- By-laws.

### 6. Details of fixed assets are maintained. Fixed assets are based on cost when available otherwise on estimates authorized by the Board of Directors. The fixed assets ledger was constructed with historical information by the current contracted General Manager during prior accounting periods.

### 7. Available for Examination:

- Prior Audit Reports.
- Prior fiscal year financial statements and supporting documents.
- Budgets – current and prior year. Budget is maintained and is available for examination.

### 8. Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior Board approval.

### 9. Work areas will be provided by the District in close proximity with the financial records on the premises.

### 10. Reporting Requirements

The reports will be addressed to the Board of Directors and will contain items listed in item #2. All accounting must be performed in accordance with Government Accounting Standards Board (GASB) and include a statement of opinion as to whether the statements conform to GASB.

- A monthly management summary report will be required to accompany the financial statements. It should contain a discussion of accounting results and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and GASB, and any other material matters.

11. Time Requirements

- Proposals will be delivered to the District office at \_\_\_\_\_ not later than \_\_\_\_\_ p.m. on \_\_\_\_\_.
- If presentations of possible finalists are necessary, no one with personal bias will interview proposers.
- The Board of Directors has made no decision as to the date of the award of the accounting services. All proposers will be notified of the Board action in a timely manner.
- Once a contract has been signed, work may begin immediately to transition the accounting tasks in a progressive manner with costs to be billed to the District as the charges generated by the Contractor in accordance with the original agreement.
- Preliminary work to review accounts can begin immediately.
- The accounting transition will be completed prior to \_\_\_\_\_.

**5.2.4 AVAILABILITY**

The Engagement Manager will be available to consult with District staff during normal business hours.

**5.3 NON-STANDARD OPERATIONS**

This section is intended to provide a mechanism to equitably manage changes in District financial management that is considered to be beyond the normal scope of work.

**5.3.1 NON-SCHEDULED WORK**

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with our then-current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractor's option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals "RFPs" and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor's scope and the District desires to receive multiple bids or proposals.

### 5.3.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

### 5.3.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

### 5.3.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the financial management of new or modified projects as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified projects.

### 5.3.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

## 5.4 INSURANCE

### 5.4.1 CONTRACTOR'S INSURANCE

Contractor will maintain and keep in full force the insurances listed in this section. Additionally, the Contractor will name the District as additional insured. Contractor will provide Certificates of Insurance to the District.

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence. All questions and correspondence should be directed to ME OF CONTACT] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCS D personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

**6 APPENDIX A - PROPOSAL EVALUATION FORM**



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)  
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES  
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

*Prepared March 30, 2014 by TVCS D Board of Directors*

DATE: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

**RATING POINTS:**

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

<b>CRITERIA</b>	<b>WEIGHT FACTOR</b>	<b>X</b>	<b>RATING</b>	<b>=</b>	<b>WEIGHTED</b>
<b>RATING</b>					
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	<b>(0.20)</b>		_____		_____
• Specific experience with similar wastewater treatment work	<b>(0.20)</b>		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	<b>(0.20)</b>		_____		_____
• Quality of staff based on recent experience	<b>(0.10)</b>		_____		_____
D. References	<b>(0.05)</b>		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	<b>(0.20)</b>		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	<b>(0.05)</b>		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
<b>Comments:</b>			<b>Total Score</b>		_____

**DRAFT**