



CITY OF BURLINGAME

501 Primrose Road, Burlingame CA 94010-3997

(650) 558-7200 | Fax: (650) 342-8386

Web Site: www.burlingame.org

Date: January 26, 2024

To: Prospective Responders

From: Helen Yu-Scott, Finance Director

Subject: Request for Proposal for Auditing Services

The City of Burlingame is soliciting and inviting qualified firms of certified public accountants to submit proposals in response to this Request for Proposals (RFP) issued for the purpose of selecting an auditing firm to perform annual fiscal audits of the City of Burlingame for three (3) years, beginning with fiscal year ending June 30, 2024. At the City's option, the resulting contract may be extended for two additional audit years, subject to the parties' agreement on price terms. The selected firm, in addition to conducting the annual fiscal audit will provide:

- ACFR in conformance with GFOA standards,
- Memorandum of Internal Control
- Gann Appropriations Limit worksheet agreed-upon procedures report,
- Measure A Funds for Local Transportation Purposes audit and compliance,
- Measure W Funds for Local Transportation Purposes audit and compliance,
- Measure I Fund agreed-upon procedures report,
- Single audit and report in conformance with OMB Circular A-133, if applicable,
- Other professional accounting/consulting assistance

In addition, the State Controller's Report is to be prepared by the audit firm if requested. The City of Burlingame reserves the right to consider proposals or modifications received at any time before an award is made, if such action is in the best interest of the City. The City of Burlingame also reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City of Burlingame does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

Sealed written proposals clearly marked "City of Burlingame Auditing Services Proposal" must be submitted in three (3) copies bounded and one copy unbounded, no later than 5:00 p.m., Friday, March 1, 2024 to:

City of Burlingame
Attn: Financial Services Manager
501 Primrose Road
Burlingame, CA 94010-3997

REQUEST FOR PROPOSALS

Professional Auditing Services

City of Burlingame

Due Date: 5:00 p.m., Friday, March 1, 2024
Anticipated Award Date: Monday, April 1, 2024

Issued by:

City of Burlingame
501 Primrose Road
Burlingame, CA 94010-3997

Contact: Darlene Wong
Email: dwong@burlingame.org
Phone Number: 650-558-7221



Table of Contents

I. INTRODUCTION.....	1
II. DESCRIPTION OF THE CITY	2
III. NATURE OF SERVICES REQUIRED.....	4
IV. PROPOSAL REQUIREMENTS	7
V. ASSISTANCE PROVIDED TO THE AUDITOR AND/OR REPORT PREPARATION.....	10
VI. REQUIRED & OPTIONAL REPORTS.....	11
VII. TIME REQUIREMENTS	12
VIII. EVALUATION PROCEDURES	13
IX. CONTRACT & TERMS	14
X. NON-DISCRIMINATION REQUIREMENT.....	14
ATTACHMENT A Audit Work Cost Proposal Form.....	15
ATTACHMENT B Estimate of Cost.....	16

City of Burlingame

Request for Proposal – Financial Auditing Services

I. INTRODUCTION

A. General Information

The City of Burlingame (City) is requesting proposals from qualified certified public accounting firms to conduct the annual independent audit of the City’s financial statements and prepare related reports. Audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) Circular A-133 Audits of State and Local Governments and Non-Profit Organizations.

To be considered, three (3) copies bounded and one copy unbounded of the proposal must be received by the Financial Services Manager, City of Burlingame, at 501 Primrose Road, Burlingame, CA 94010-3997 by 5:00 p.m. on Friday, March 1, 2024.

During the evaluation process, the City reserves the right to consider proposals or modifications received at any time before an award is made, if such action is in the best interest of the City. The City of Burlingame also reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City of Burlingame does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.) unless exempt.

All respondents shall complete and enclose the Proposal Form along with the proposal in a tightly sealed envelope and plainly marked “CITY OF BURLINGAME AUDITING SERVICES PROPSAL.” Proposals opened by mistake due to improper identification will be rejected and returned.

The successful respondent will be required to execute a contract prepared by the City. As a guide to the scope of the engagement, refer to the City’s ACFR for the fiscal period ended June 30, 2023, and other required financial reports on the City’s website at the link below:

https://www.burlingame.org/departments/finance/financial_reports_and_budgets.php#outer-105

B. Term of Engagement

It is the intent of the City to contract for the services presented herein for a term of three (3) years with an option by the City to extend annually for two (2) years thereafter, subject to annual review and approval based on continuing performance and compliance with this RFP. The proposal submitted shall present all-inclusive audit fees for each year of the contract term. The optional two engagement years will be negotiated through separate engagement letters.

II. DESCRIPTION OF THE CITY

A. Background Information

The City of Burlingame is a California general law City incorporated in 1908 that operates under the Council-Manager form of government. A five-member City Council is elected on a non-partisan basis for four-year staggered terms and serves as the board of directors. The City switched to by-district elections in November 2022. The City Council selects a Mayor and Vice Mayor from its members annually. A City Manager is appointed by the City Council and serves as the chief executive officer. The City Manager is responsible for all municipal functions. A City Attorney is appointed by the City Council to serve as chief legal advisor for the governing body and the administration. The City's municipal services include: police, public works, community development, parks and recreation, library services, water, sewer, parking, solid waste, and storm drainage. The City also provides fire protection services through a JPA agreement. The City employs approximately 228 full-time employees.

The Burlingame City limits contain approximately six square miles. The City is located in San Mateo County, on the western shore of the San Francisco Bay approximately 10 miles south of San Francisco. According to the State Department of Finance, the population of the City is approximately 30,136.

B. Operational Information Related to the Audit

The Finance Department consists of the Finance Director and 13 staff members responsible for accounting and financial reporting, payroll, accounts payable, revenue collection, banking and treasury functions, permits and other miscellaneous cash receipts, mailing services, debt issuance and administration.

Official accounting records are on-site in the Finance Department. Some supporting information may be located in other departments or in storage files maintained off-site. The City maintains accounting and payroll records within Tyler Munis Enterprise Resource Planning (ERP) software. Within the ERP system, the City utilizes budgeting, accounts payable, purchasing, fixed assets, payroll, utility billing, project accounting, and accounts receivables, which are fully integrated with the general ledger.

An audit of the City's software is not requested. It is left to the professional judgment of the audit firm to determine the extent to which system testing must be performed in order to express an opinion on financial statements.

City of Burlingame
Request for Proposal – Financial Auditing Services

C. Fund Structure

The City currently uses the following fund types in its financial reporting:

	Number of Individual Funds
<i>Governmental Funds</i>	
General Fund	1
Special Revenue Funds	10
Debt Service Fund	1
Capital Project Funds	8
<i>Proprietary Funds</i>	
Enterprise Funds	6
Internal Service Funds	6
<i>Fiduciary Funds</i>	
Custodial Funds	6

D. Component Units

The City has one legally separate blended component unit for which the City is financially accountable. The Burlingame Financing Authority provides services entirely to the City. The purpose of this Authority is to issue bonds to finance the construction of public capital improvements through the lease of certain land and existing improvements or a pledge of revenue. Facilities are leased by the Authority to the City pursuant to lease agreements.

E. Internal Audit Function

The City does not maintain an internal financial audit function.

III. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

The City desires an Annual Comprehensive Financial Report (ACFR) that is fully compliant with all Governmental Accounting Standards Board (GASB) pronouncements. The latest ACFR, for the fiscal year ended June 30, 2023 is available on the City's website:

https://www.burlingame.org/departments/finance/financial_reports_and_budgets.php#outer-105

The City also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The audit firm is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The selected independent auditor will be required to perform the following tasks:

1. The audit firm will perform an audit of all funds of the City of Burlingame. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States. **The selected firm will be contracted to prepare the financial statements, schedules and accompanying notes for inclusion in the City's Annual Comprehensive Financial Report (ACFR).** The ACFR will be in full compliance with GASB 34 and all other standards. The audit firm will render the auditors' report on the basic financial statements which will include both Government-Wide Financial Statements and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information pertaining to the General Fund and each major fund of the City.
2. The audit firm will perform a single audit on the expenditures of federal grants in accordance with OMB Circular A-133 and render the appropriate audit reports on Internal Control over Financial Reporting based upon the audit of the City's financial statements in accordance with *Government Auditing Standards* and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards. The single audit report will include an appropriate schedule of expenditures of federal awards, footnotes, findings and questioned costs, including reportable conditions and material weaknesses, and follow up on prior audit findings where required. If the City does not meet the minimum requirements to necessitate a single audit, the fees shall be adjusted accordingly.

City of Burlingame

Request for Proposal – Financial Auditing Services

3. The audit firm shall issue a separate “management letter” that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the Finance Director.
4. The audit firm shall prepare the Annual State Controller’s Cities Financial Transactions Report for the City of Burlingame, if requested.
5. The audit firm shall provide an agreed-upon procedures report for the Gann Appropriations Limit worksheet.
6. The audit firm shall provide an agreed-upon procedures report for the Measure I Fund.
7. Measure A Funds for Local Transportation Purposes audit and report are to be provided.
8. Measure W Funds for Local Transportation Purposes audit and report are also to be provided.

B. Auditing Standards To Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with Auditing Standards:

The audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S Government Accountability Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

C. Required Journal Entries

All auditors’ adjusting journal entries must be discussed and explained to the Financial Services Manager prior to recording. All adjusting entries must be formatted to the City’s specifications and include an indicator as to whether the adjustment is required or for reporting purposes only.

D. Working Papers

The audit firm will prepare all audit working papers necessary for expressing an opinion on the fairness of the presentation of the City’s financial statements. Certain schedules, to be agreed upon, will be provided to the auditors for inclusion in their working papers.

All working papers and reports must be retained at the auditor’s expense for a minimum of seven (7) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available to the City or any government agencies included in the audit of federal grants. In addition, the firm shall

City of Burlingame
Request for Proposal – Financial Auditing Services

respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

E. Interim Meetings and Reports

On a weekly basis, or as necessary, the auditor shall meet with the Financial Services Manager and her/his staff to discuss the status of the audit, outstanding items and information requests, proposals for any cost overruns (which must be approved in advance by the Finance Director), total hours incurred, potential management comments or audit findings, potential audit adjustments, and the estimated completion date.

F. Auditor’s Communication with Those Charged with Governance

At the end of each fiscal year engagement, the audit firm will issue an “Auditor’s Communication with Those Charged with Governance” report, advising the City of any significant deficiencies and material weaknesses in accounting controls, opportunities observed for economies in operations, control improvements, recommendations for financial management improvements, or improvements in the effectiveness of the City’s utilization of financial resources if any such findings are observed. A statement indicating no significant deficiencies or material weaknesses and areas for improvement would be required if no findings exist.

G. Exit Conferences

Exit conferences are required at the conclusion of interim and field work for each fiscal year of the audit engagement. Conferences will be held with the Finance Director and her/his management staff. A separate exit conference must be held with the City Manager and/or elected representatives.

H. GFOA Reviews

The City intends to submit its ACFR each year to the Government Finance Officers Association’s (GFOA) Certificate of Achievement for Excellence in Finance Reporting award program. The auditor selected shall be expected to review the City’s ACFR to ensure compliance with the requirements of the award program.

I. Report Presentation

The audit firm shall present the ACFR and “Auditor’s Communication with Those Charged with Governance” to the Audit Committee at the completion of the audit each fiscal year.

J. Consultation, Special Reports and Audits

The auditor shall be available for consultation by phone on accounting and financial issues during the year at no extra cost. The selected firm shall also serve as auditor for certain additional projects and studies as may be deemed necessary by the City. The audit firm shall

City of Burlingame

Request for Proposal – Financial Auditing Services

supply services for audits and other special reports that may be requested by the City Council or the Finance Director. Separate engagement letters will be negotiated for such special requests.

IV. PROPOSAL REQUIREMENTS

A. General Requirements

Inquiries concerning the RFP must be submitted via email to the Financial Services Manager at dwong@burlingame.org.

Sealed written proposals clearly marked “City of Burlingame Auditing Services Proposal” must be submitted in three (3) copies bounded and one copy unbounded, no later than 5:00 p.m., Friday, March 1, 2024. Inquiries concerning the RFP must be received by either U.S. Mail or email by 5 p.m. February 22, 2024.

The proposal should be addressed as follows:

City of Burlingame
Attn: Financial Services Manager
501 Primrose Road
Burlingame, CA 94010-3997

CONTACT WITH PERSONNEL OF THE CITY OTHER THAN THE ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

B. Format for Technical Proposal

1. Title page showing the RFP subject, the name of the firm, local address, telephone number, name of the contact person, and the date.
2. Table of Contents identifying the material by section and by page number.
3. In a signed Transmittal Letter, limited to not more than three (3) pages, briefly state the responder’s understanding of the work to be performed; state the names of the persons authorized to make representations for the firm, their titles, addresses, and telephone numbers. State the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office. Describe the range of activities performed by the local office such as auditing, accounting, and tax or management services.

C. Content of Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Burlingame in conformity with the requirements of this request for proposals. As such, the substance of proposal will carry more weight than their form or manner of presentation. The Technical

City of Burlingame

Request for Proposal – Financial Auditing Services

Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COST INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost proposed). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the responder's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following items must be included. They represent the criteria against which the proposal will be evaluated.

The following material is required to be received by March 1, 2024 for a responding firm to be considered:

1. Affirm that the responder meets requirements of the Generally Accepted Government Auditing Standards, as published by the U.S. General Accounting Office.
2. Firm Qualifications and Experience
 - a. Affirm that the responder shall subcontract no work.
 - b. The responder must provide a list of all current municipal clients.
 - c. Affirm that the responder has successfully completed two or more engagements of local government agencies with 50,000 or more population and \$100 million or more in general governmental revenues in the past two years. At least two local agencies must have had Single Audits performed.
 - d. The responder is also required to submit a copy of a report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements (required by current Government Audit Standards).
 - e. The responder must also provide information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years. The responder shall provide information on the circumstances and status of any disciplinary action(s) taken or pending against the firm during the past three (3) years with regulatory agencies or professional organizations.
3. Partner, Supervisory and Staff Qualifications and Experience
 - a. The responder must identify the principal management, supervisory and professional staff, including engagement partners, managers, supervisors, and other staff, who will be assigned to this engagement. Resumes indicating whether each person is

City of Burlingame

Request for Proposal – Financial Auditing Services

- registered or licensed to practice as a CPA in California. Provide information on the government auditing experience of each person, including information on relevant continuing education. In addition, responders must include two (2) members with three (3) or more years of relevant municipal experience. (The resumes may be included as an Attachment.)
- b. Provide relevant information regarding the training of the specific staff to be assigned to this engagement. Indicate how the continuity of staff will be managed over the term of the engagement.
4. Similar Engagements with Other Government Entities
 - a. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of five) performed in the last three (3) years that are similar to the engagement described in this RFP. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also, indicate whether the audit included preparation of the client's ACFR and, if so, if the ACFR received the Certificate of Achievement for Excellence in Financial Reporting award from GFOA.
 - b. List the recent auditing experience of government clients in California, the client's annual operating budget, number of funds, primary contact person and title, phone number or e-mail address, number of year(s) serviced and if current client. The City reserves the right to contact any or all of the listed references regarding the audit services performed by the responder.
 5. Specific Audit Approach
 - a. The proposal should put forth a working plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this RFP. In developing the working plan, reference should be made to such sources of information that will be utilized such as the City's budget, organization charts, manuals, programs, and management information systems.
 - b. Responders must provide the following information regarding their audit approach:
 - (1) Proposed segmentation for the engagement;
 - (2) Level of staff and number of hours to be assigned to each proposed segment of the engagement;
 - (3) Extent to which statistical sampling is to be used in this engagement and the sample size.
 - (4) Type and extent of analytical procedures to be used in this engagement;
 - (5) Approach to be taken to gain and document an understanding of the City's internal control structure;
 - (6) Approach to be taken in determining laws and regulations that will be subject to audit test work; and

City of Burlingame
Request for Proposal – Financial Auditing Services

(7) Approach to be taken in determining audit samples for purposes of compliance testing.

D. Format and Contents of Cost Proposal

1. Total All-Inclusive Maximum Price

The cost proposal should identify the detailed pricing information relative to performing the audit engagement as described in this RFP, per the format provided in the Attachment. The total all-inclusive maximum price must contain all directed indirect costs, including any out-of-pocket expense.

The City will not be responsible for expenses incurred in preparing and submitting the Technical Proposal or the sealed dollar Cost Proposal in response to this RFP.

The cost proposal should be submitted in the format provided in Attachment A, "AUDIT WORK COST PROPOSAL FORM" and Attachment B, "ESTIMATE OF COST."

2. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month.

V. ASSISTANCE PROVIDED TO THE AUDITOR AND/OR REPORT PREPARATION

A. Financial Management Program and Clerical Assistance

The staff of the Finance Department will be available during the audit to assist the firm by providing information, documentation, and explanations. With the expectation that the auditor provides a detailed audit preparation list no later than two weeks prior to the Field Work. The City's staff will prepare a preliminary trial balance and supporting schedules where necessary. Other schedules will be prepared as reasonably requested by the auditor. The auditor requests shall include formatted Excel worksheets.

B. Office Accommodations

The City will provide the auditor with reasonable workspace, including access to the City's internet access and a scanning/photocopying machine.

C. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

VI. REQUIRED & OPTIONAL REPORTS

A. Required Reports To Be Issued

The City's ACFR will be prepared by the audit firm. The ACFR must be in full compliance with all applicable GASB pronouncements and GFOA standards. The audit firm will render its auditors' report on the basic financial statements, which will include both Government-Wide Financial Statements and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis and required supplementary information pertaining to the General Fund and each major fund of the City. An indexed, electronic copy and ten (10) printed copies shall be delivered to the City.

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance and internal control over compliance applicable to each major federal program, if applicable.
4. The auditor shall issue a management letter.

The reports on compliance shall include all instances of noncompliance, irregularities, and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware.

The auditor shall issue a management letter. The auditor shall issue a statement of compliance with the Office of Management and Budget (OMB), Circular A-133, audits of states, local governments, and nonprofit organizations.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The audit firm shall prepare a Single Audit Act Report and submit the report to the Federal Audit Clearinghouse. The schedule of Expenditures of Federal Awards and related auditor's report, as well as the reports on compliance and internal controls are not to be included in the annual comprehensive financial report, but are to be issued separately.

The audit firm shall provide Measure A Funds for Local Transportation Purposes auditor's opinion, independent auditor's compliance report, as well as an independent auditor's report on

City of Burlingame
Request for Proposal – Financial Auditing Services

internal control structure. An electronic copy and five (5) printed copies of each report shall be delivered to the City.

The audit firm shall provide Measure W Funds for Local Transportation Purposes auditor’s opinion, independent auditor’s compliance report, as well as an independent auditor’s report on internal control structure. An electronic copy and five (5) printed copies of each report shall be delivered to the City.

The audit firm shall prepare the City’s Annual State Controller’s Report.

The audit firm shall provide an independent auditor’s report on the agreed-upon procedures applied to the Gann appropriations limit worksheet. An electronic copy and five (5) printed copies of each report shall be delivered to the City.

The audit firm shall provide an independent auditor’s report on the agreed-upon procedures applied to the Measure I Fund report. An electronic copy and five (5) printed copies of each report shall be delivered to the City.

B. Optional Report

Separate reports may be requested and negotiated under separate engagement letters.

VII. TIME REQUIREMENTS

A. Proposal Calendar

Following are the key dates related to this RFP, proposal review and contract award:

February 2, 2024	Distribution of RFP
February 22, 2024	Deadline for submission of questions
March 1, 2024	Deadline for Proposal Submission
March 8, 2024	Notification to Firms
March 12 - 20, 2024	Oral Presentations/Evaluations of Proposals
March 22, 2024	Finalist selection
April 1, 2024	Award by Council (tentative)

City of Burlingame
Request for Proposal – Financial Auditing Services

B. Date Audit May Commence

The City’s fiscal year ends on June 30 of each year. The interim audit work is expected to be completed by June 30 of each year. The City will close its books by the end of September and will be ready for the audit field work to commence the first week of October each year.

C. Date Reports Are Due

The auditor shall provide draft audit reports and recommendations for internal control improvements (draft “management letter”) within 30 days of completion of the audit field work. The auditor shall be available for any meetings to discuss the draft audit report. The final ACFR and other reports shall be provided to the Finance Director no later than December 1st of each year.

If requested, the Annual State Controller’s Report shall be submitted by the annual deadlines established by the California State Controller.

VIII. EVALUATION PROCEDURES

A. Evaluation Criteria

Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in California.
- b. The firm has no conflict of interest with regard to any of the work performed by the firm for the City.
- c. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
- e. The firm’s past experience and performance on comparable government engagements.
- f. The quality of the firm’s professional personnel to be assigned to the engagement and the quality of the firm’s management support personnel to be available for technical consultation.
- g. Adequacy of proposed staffing plan for various segments of the engagement.

City of Burlingame
Request for Proposal – Financial Auditing Services

- h. Thoroughness of approach to conducting the audit of the City and demonstration of the understanding of the objectives and scope of the audit.
- i. Commitment to timeliness in the conduct of the audit and meeting the target dates for deliverables identified in this RFP.
- j. Maximum fees to conduct the audit and produce the required reports.

IX. CONTRACT & TERMS

Prior to the commencement of services, the successful responder will be required to execute a Professional Services Contract between itself and the City of Burlingame for a term of three (3) years with an optional two additional audit years. The City wishes to negotiate a fixed price contract with a “not to exceed” dollar total based on a clearly defined scope of work. It should be noted that the selected firm will be required to carry both Worker’s Compensation and General Liability Insurance in the amount to be determined by the City.

The successful Responder will not be permitted to levy any service or other charges against the City of Burlingame, other than those listed in its proposal and included in the contract, without prior negotiation with the City.

X. NON-DISCRIMINATION REQUIREMENT

By submitting a proposal, the firm represents that it and its subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religion, sex, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related conditions, political affiliations or opinion, age, or medical condition.

City of Burlingame
Request for Proposal – Financial Auditing Services

Attachment A
AUDIT WORK COST PROPOSAL FORM

In no event may the billable amounts exceed the amounts shown below, which will be incorporated into a professional services agreement. (This is an all-inclusive maximum price.)

Service	Anticipated Hours Expended	2023-24	2024-25	2025-26
Audit Services, including internal control review, “management letter” preparation and other related reports		\$	\$	\$
ACFR Preparation		\$	\$	\$
Single Audit and related reports (if applicable)		\$	\$	\$
State Controller’s Report Preparation		\$	\$	\$
Measure I Agreed Upon Procedures		\$	\$	\$
Gann Limit worksheet Agreed Upon Procedures		\$	\$	\$
Measure A audit and related reports		\$	\$	\$
Measure W audit and related reports		\$	\$	\$
Other Recommended/Suggested Reports (List Separately)		\$	\$	\$
Other costs, including any out-of-pocket expenses		\$	\$	\$
Total for fiscal year (not-to-exceed)		\$	\$	\$

City of Burlingame
Request for Proposal – Financial Auditing Services

Attachment B
ESTIMATE OF COST

Name of Firm: _____

Address: _____

Contact Name: _____

Contact Phone #: _____ Fax #: _____

Contact Email: _____

1. Auditor's Standard Billing Rates

POSITION	2023-24	2024-25	2025-26
Partner	\$	\$	\$
Manager	\$	\$	\$
Senior Accountant	\$	\$	\$
Staff Accountant	\$	\$	\$
Clerical	\$	\$	\$