



REQUEST FOR PROPOSALS

AUDIT SERVICES

October 5, 2025

Contra Costa Resource Conservation District (District) invites qualified certified public accounting firms to submit proposals for independent audit services for a three-year term beginning with the fiscal year ending June 30, 2025, with an option to extend at the District's discretion.

Interested firms must notify the District of their intent to submit a proposal and are invited to submit completed proposals electronically via email to: **Patty Pell, Office Manager**, ppell@ccrcd.org.

DISTRICT BACKGROUND

The District is a special district of the State of California, authorized under Division 9 of the Public Resources Code. Established in 1941 by public vote, the District is partially tax-funded, with the majority of its funding derived from local, state and federal grants. It promotes voluntary community participation in natural resource conservation programs and is governed by a 5-member independent, locally appointed Board of Directors.

For the fiscal year ending June 30, 2025, total revenue is budgeted at \$3 million. Cash balances are on deposit at two banking institutions: Tri-Counties, Brentwood and Bank of America. The District employs 17 full-time & semi-full time staff members and utilizes Quickbooks Enterprise accounting, Intuit for payroll and Bill.com for payables.

SCOPE OF WORK

The selected audit firm shall:

- Audit all District funds in accordance with Generally Accepted Accounting Principles (GAAP)
- Express an opinion on the financial statements regarding their fairness and conformity with GAAP
- Verify compliance with applicable state and federal accounting regulations
- Prepare and electronically file the Annual California State Special Districts Report and any required supplements by the state deadline
- Provide a detailed scope of work in the proposal including:
 - Estimated hours per audit year
 - Cost breakdown for each fiscal year (2025, 2026 and 2027), including out-of-pocket expenses



- Estimated duration and timing of the audit process

Note: this list is not exhaustive. Firms are expected to identify additional relevant services in their proposals.

EVALUATION & SELECTION

The District will evaluate proposals based on submitted materials and other relevant information. At its sole discretion, the District may: select one or more firms, conduct interviews, use alternative evaluation methods or reject any or all proposals.

This RFP does not constitute a contractual offer. Submission of a proposal does not create any obligation or entitlement. The District is not responsible for any costs incurred in the preparation or submission of proposals.

Award of contract is subject to approval by a majority of the District's Board of Directors. All reports and documents produced during the engagement will become the property of the District.

PROPOSAL SUBMISSION

Deadline: 4:00 PM on October 31, 2025.

Late proposals will not be accepted.

All proposals shall include company background and qualifications, professional references (preferably from similar-sized special districts/organizations), demonstrated understanding of the scope and methodology required to fulfill the audit, fee schedule and engagement terms.

QUESTIONS & CLARIFICATIONS

All questions must be submitted via email or a letter to: Patty Pell at ppell@ccrcd.org (preferred) or 2001 Clayton Road, Ste. 200 Concord, CA 94520 by **4:00 PM on October 24, 2025**. Responses will be distributed via email to all firms that have expressed interest.

To view a copy of the most recent audit, see www.ccrd.org or send a request to ppell@ccrcd.org. We appreciate your consideration and look forward to reviewing your proposal. Thank you for your time and interest in supporting our District.

Timeline Summary

Questions Due:	October 24, 2025
Proposals Due:	October 31, 2025
Audit Timeframe:	November/December Audit