

# **RFP FOR PROFESSIONAL SERVICES**

## **Request for Proposals (RFP)**

**Audit Services**  
**The Port of Hueneme**  
(Oxnard Harbor District)

**RFP: P<sub>OF</sub>H-FY18-001**  
**FEBRUARY 15, 2018**

**DUE DATE: MARCH 16, 2018, 3:00 p.m.**

*Note: Addenda will be emailed to all persons on record as having received this RFP. Please call 805-488-3677 or email [rcampos@portofh.org](mailto:rcampos@portofh.org) to add your contact information to the list of bidders.*

# **AUDIT SERVICES**

## **For the Port of Hueneme**

Oxnard Harbor District  
**RFP: POFH-FY18-001**

The Port of Hueneme, owned by the Oxnard Harbor District (hereinafter referred to as “the District” or “the Port”), is soliciting qualifications from interested firms to provide the Port with professional services in support of the District’s Financial Audit for three fiscal years.

### **BACKGROUND**

The Port moves \$9 billion in goods each year and consistently ranks among the top ten U.S. ports for automobiles and fresh produce. Port operations support the community by bringing \$1.5 billion in economic activity and creating 13,633 trade-related jobs. Trade through the Port of Hueneme generates more than \$93 million in annual state and local taxes which funds vital community services. The Oxnard Harbor District is a political subdivision of the State of California and operates as an independent special district. The District owns and manages the commercial Port of Hueneme. The District was created in 1937 pursuant to authority of the State of California, Harbors and Navigation Code, which provides for the formation of Harbor Districts (Section § 6000 et. al). A five-member Board of Harbor Commissioners, elected at large from the District, sets the policies for the Port of Hueneme. The District's current political boundaries are comprised of the City of Oxnard (population 201,500), the City of Port Hueneme (population 22,399) and some unincorporated areas within Ventura County. Each Harbor Commissioner is elected at-large by the voters of the Oxnard Harbor District’s service area for a four-year term. Their terms are staggered to maintain continuity. The day to day business operation of the District are administered by the CEO & Port Director and professional staff.

### **SCOPE OF WORK FOR EACH FISCAL YEAR:**

The following specifications cover the key areas of interest to the Board of Harbor Commissioners of the District in regards to this RFP for audit services.

The audit shall be in compliance with generally-accepted auditing standards, Governmental auditing standards, Section 26909 of the California Government Code and related State Controller Guidelines. The review of internal controls shall be performed as is required by the Single Audit Act. The independent auditor will express an opinion on the fair presentation of its general purpose financial statements in conformity with generally-accepted accounting principles.

The audits performed under the Request for Proposal shall cover the following periods:

July 1, 2017 - June 30, 2018

July 1, 2018 - June 30, 2019

July 1, 2019 - June 30, 2020

The auditor selected must provide the District with draft copies for each of the 3 audits performed (as noted above) including financial statements, and suggested adjusting journal entries if any.

Final copies of the audited financial statements, including the opinion letter, footnotes, and supplemental data must be completed by September 30, 2018, September 30, 2019, and September 30, 2020, for each fiscal year, and must be made available for review by the Board of Harbor Commissioners during a regular Board meeting each October. Regular Board meetings are scheduled on the second and fourth Monday of every month.

The auditor shall submit a written management letter to the Board of Harbor Commissioners that communicates any observations for improvements in the District's financial operations, and any deficiencies in internal controls that need to be addressed by the District.

The partner in charge shall be available to attend at least one of the District's Audit Committee meetings, and at least one Board meeting per fiscal year at which the audit report may be discussed.

The auditor shall assist District personnel in applying generally-accepted accounting principles and provide support necessary to maintain sound financial management procedures. The auditor shall provide financial advice and counsel on significant matters occurring throughout the year that would affect the annual reports and sound accounting practices.

The auditor shall perform as part of the annual audit the preparation and transmittal of the Special Districts Financial Transactions Report to the State Controller's Office as required under California Government Code section 53891.

The auditor shall prepare a report to the City of Port Hueneme, verifying (a) the number of automobiles convoyed using City streets and (b) the total cargo throughout at the Port.

The auditor shall prepare a special report of the activity in the Revenue Bond accounts.

The auditor must provide (10) bound originals, one (1) unbound original and one (1) electronic copy of the complete financial statements to the District on or before September 30<sup>th</sup> following the fiscal year being audited.

#### **QUALIFICATIONS REQUIRED:**

- Certified Public Accountants licensed to practice in the State of California.
- Previous auditing experience with California Special Districts.
- Previous single audit experience.
- A record of quality audit work.
- Prior experience with revenue bonds.

#### **PROPOSAL REQUIREMENTS:**

**Draft Transmittal Letter:** A letter signed by an individual authorized to bind the proposing firm, briefly stating the firm's understanding of the work to be done, the commitment to perform the work within the time period specified, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for fiscal years 2018, 2019 and 2020.

**Detailed Technical Proposal:** The technical proposal should include discussion of audit approach and plans, including staffing strength and experience. There should be no dollar units or total costs included in the technical proposal section.

**Cost Proposal: Total all-inclusive Maximum Price:**

All proposals must include a Fixed Maximum price for each year of auditing services in the following format.

*The annual fee for the audit of fiscal year “2018-20” shall not exceed the following:*

	2018	2019	2020	Total
Oxnard Harbor District Audit	\$			
California State Controllers Report	\$			
Out-of-Pocket Expenses (Travel, Postage etc.)	\$			
Total All-Inclusive Maximum Price	\$			
Single Audit Report (if necessary)	\$			

The District will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

**Attachments to the Proposal:**

- Contact information for five Client references.
- Copies of two most recent audited annual financial statements prepared for governmental units by your firm.
- One copy of a sample management letter.
- Copy of most recent Independent Quality Review (Peer Review) report.

**Submission:**

The firm shall adhere to the instructions in this Request for Proposal.  
 Proposals shall be limited to a maximum 8 pages (excluding attachments).  
 Five copies of the proposal are to be submitted.  
 The proposal is required to be received by 3 P.M. on or before March 16, 2018 at the Administrative offices of the District for the proposing firm to be considered.

**EVALUATION SELECTION PROCEDURES**

**Evaluation Committee**

Proposals will be reviewed by an Evaluation Committee.

**Review of Proposals**

The Committee will use a point formula during the review process to score proposals. Each member will first score each proposal by each of the criteria described below. The full Evaluation Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration. Proposals will be scored and ranked based upon the following criteria:

- 25 Points Qualifications.
- 20 Points Governmental Agency Experience.
- 20 Points Audit plan and approach.
- 20 Points Ability to meet audit deadlines.
- 15 Points Fees.

When the list is narrowed down, each finalist may individually be invited to make an oral presentation to the Evaluation Committee. Questions and Answers and discussions regarding the offeror's proposal are allowed.

## **BOARD OF HARBOR COMMISSIONERS PRESENTATIONS**

The Chief Financial Officer shall submit the proposals to the Financial Committee between March 19 and April 9, 2018 to present it to the Board of Harbor Commissioners at the April 9, 2018 public meeting. The Board will be given the list of submitted proposals along with the Chief Financial Officer's recommendation. Selection of the auditor shall be at the sole discretion of the Board of Harbor Commissioners regardless of the ranking and scoring determined by the Evaluation Committee.

### ***Right to Reject Proposals***

The District reserves the right without prejudice to reject any or all proposals.

### **GENERAL INFORMATION:**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The Board may select and announce the District's Audit Firm awarded for Fiscal Years 2018, 2019 and 2020, at the regularly scheduled Board meeting March 26, 2018.

The latest Annual Comprehensive Financial Report (CAFR) for the fiscal year ending June 30, 2017 is available on our website at [www.portofh.org](http://www.portofh.org).

Any inquiries concerning the Request for Proposal should be made in writing or by email and addressed to:

Robin Campos, HR Management Specialist  
Oxnard Harbor District  
333 Ponomo St.  
Port Hueneme, CA. 93041  
Email: [rcampos@portofh.org](mailto:rcampos@portofh.org)  
Phone: (805) 488-3677, extension 2232

The proposing firm warrants the following:

1. The firm is willing and able to obtain an Errors and Omissions Insurance Policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees, or agents thereof.

2. The firm will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the District.
3. All information provided by the firm about this proposal is true and correct.
4. The firm will acknowledge and agree with all terms and conditions stated in this Request for Proposal.

Submit proposals by mail or hand delivery to:

Robin Campos  
HR Management Specialist  
Oxnard Harbor District  
333 Ponomo Street  
Port Hueneme, CA 93041

The following information must appear on each envelope: [Proposer's Name]:  
"Proposal # POFH-FY18-001"

The proposal contents will not be disclosed until the evaluation process is completed, or until the time for acceptance specified in the RFP, whichever occurs first. At the opening of proposals, the Port will prepare a register of proposals for public inspection.

## **RFP POLICIES AND PROCEDURES**

1. Anyone who intends to submit a proposal must contact the District directly and notify Robin Campos, HR Management Specialist, of your intent to respond to the proposal.

Robin Campos  
HR Management Specialist  
Oxnard Harbor District  
333 Ponomo Street  
Port Hueneme, CA 93041  
Phone: (805) 488-3677 ext. 2232  
Email: rcampos@portofh.org

The Port has responsibility for maintaining a control list of all potential proposers.

2. The Port reserves the right to amend this RFP. The Port reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the Port. The Port reserves the right to request additional information from any proposer. The Port reserves the right to award negotiated contracts to one or more consultants.
3. This RFP is not intended and shall not be construed to commit the Port to pay any costs incurred in connection with any proposal or to procure or contract for any services.
4. The decision to award a contract shall be based on the proposer's ability to provide quality services and to comply with all applicable laws, rules, and regulations.

5. The award of any contract will be made as judged to be in the best interest of the Port. The Port will make the final selection of the successful proposer at its sole discretion.
6. Each proposal will be examined to determine whether it is responsive to the requirements and requested professional services in this RFP.
7. While the Port is under no obligation to contact proposers for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, the Port, at its sole discretion, may elect to interview all or some of the proposers during the selection process and to request presentations, including demonstrations of products and services.

### **SUBMITTING INQUIRIES**

All inquiries from prospective candidates concerning this RFP must be submitted in writing and addressed to Robin Campos (e-mail: [rcampos@portofh.org](mailto:rcampos@portofh.org)). Questions may be delivered via postal mail, or e-mail. Inquiries must be received no later than March 15, 2018 at 3:00 PM. All responses to questions will be in writing, will be simultaneously distributed to all recipients of the RFP, and will be made available to all interested parties.

Submit questions by mail, or email:

Robin Campos – HR Management Specialist  
Oxnard Harbor District  
333 Ponomo Street  
Port Hueneme, CA 93044-0608

Email: [rcampos@portofh.org](mailto:rcampos@portofh.org)