



Walker River Irrigation District

Established in 1919

REQUEST FOR PROPOSAL

AUDIT SERVICES

WALKER RIVER IRRIGATION DISTRICT

YERINGTON, NEVADA

I. PURPOSE STATEMENT

The Walker River Irrigation District (the 'District') invites qualified, certified public accounting firms, licensed to practice in Nevada, to submit proposals for the purpose of securing audit services.

II. GENERAL INFORMATION

The Walker River Irrigation District is an irrigation district located in Douglas and Lyon County, NV and Mono County, CA. The District operates as a political subdivision of the State of Nevada and is governed by Nevada Revised Statute 539.

The District is solely funded by constituent assessments and does not have a state approved budget. The District currently has eight budgeted funds consisting of the General Fund, Reservoir Fund, Local #1, Local #2, Local #3, Local #4, Equipment Fund, and a Water Distribution Fund. The District provides payroll and worker's compensation services for eleven independent irrigation ditch companies. The eleven ditch company funds do not carry a fund balance and are operated on a completely reimbursable basis. The District currently has two federal grant funds and is subject to a Single Audit when required. The District's accounting includes revenue/expense tracking, accounts receivable, accounts payable, and asset depreciation. The District uses an outside payroll service, Paycor, for its payroll processing.

The District does not employ an audit firm rotation policy. The selected firm will perform audits beginning with Fiscal Year 2022-23 and could be utilized annually until the selected firm or District Board Members request otherwise.

A copy of the District's most recent financial audit can be viewed at www.wrid.us

III. TENTATIVE SCHEDULE OF EVENTS

The following schedule of events is indicated for planning purposes but may be varied at the District's convenience as required. Every effort will be made to adhere to the schedule.

<u>Event</u>	<u>Deadline</u>
Request for Proposal	February 7, 2023
Deadline for Proposal	April 1, 2023
Selection of Firm	April 7, 2023

IV. SCOPE OF SERVICES

The following services will be required at minimum and should constitute a basis for a response to the Request for Proposal.

1. Perform an annual audit of the Walker River Irrigation District's financial records in accordance with generally accepted accounting standards. If a single audit is required, the audit must be conducted in accordance with the standards set forth in the US General Accounting Office's *Government Auditing Standards*, the provisions of the Single Audit Act, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Audits of State and Local Governments.
2. Prepare the financial statements and notes to financial statements. If necessary, prepare a single audit report, and submit all documents and filings.
3. Prepare a management letter to include a statement of audit findings and recommendations. (Should include but not limited to financial statements, internal control, inefficiencies, duplications, accounting systems, and legality of actions.)
4. Submit a completed audit report and management letter to the District on or before December 1 of each year.
5. Present findings and report to the District on or before December 7 of each year.

V. GENERAL CONDITIONS

1. RFP Responses

Proposals submitted in response to this RFP will remain the property of Walker River Irrigation District and any cost incurred by the bidder in preparing the proposal will be borne solely by the bidder.

2. Acceptance of Offer

The signed proposal shall be considered an offer on the part of the bidder; such offer shall be deemed accepted upon issuance by the District of a notice of acceptance or other contractual document.

3. Conflict of Interest

The bidder certifies that to the best of his or her knowledge or belief, that no elected or appointed Director of Walker River Irrigation District is financially

interested, directly or indirectly in the performance of the services specified in this RFP.

4. Modifications or Changes

No agreement or understanding to modify this RFP and resultant contracts shall be binding upon the District unless made in writing by the Walker River Irrigation District.

VI. FORMAT FOR SUBMISSION OF PROPOSAL

1. In order to simplify the review process and obtain the maximum degree of comparison, proposals must be organized in a standard format. The following outline suggests a typical organization within such format which will provide information necessary for processing of the RFP.

a. Title Page

i. Indicate the name of the firm, local address, telephone number with extension, email address, name of the contact person and the date.

b. Table of Contents

i. Include a clear identification of the material by section and by page number.

c. Letter of Transmittal

- i. Limit to two pages.
- ii. Briefly state the firm's understanding of the services to be performed and make a positive commitment to perform the services within the time period stated in Section IV.
- iii. State the names of the persons who will be authorized to make representations for the firm; their titles, credentials, addresses and telephone numbers.
- iv. State that the person signing the letter is authorized to bind the firm.

d. Profile of the Firm

- i. State whether the firm is local to the Mason Valley or Smith Valley area or is local to the Northern Nevada region.
- ii. State the location of the office from which the services are to be performed and the number of professional staff employed at the office that will be assigned to perform the services.
- iii. Describe the range of activities performed by the local office such as auditing, accounting, tax services, management services, etc.
- iv. Describe the local office's capability of auditing governmental units, including the number of personnel skilled in governmental auditing.

- e. Mandatory Criteria
 - i. State that the firm is a properly licensed CPA firm and holds a permit to practice in the State of Nevada.
 - ii. State that the firm meets the independent standards of the GAO Standards for Audit of Governmental Organizations, Programs, Activities and Functions.
- f. Summary of the Firm's Qualifications
 - i. Identify the supervisors who will work on the audit.
 - ii. Description of the local office's most recent auditing experience similar to the type of audit requested.
 - iii. Provide, in appendix, if necessary, a copy of the most recent peer review letter.
- g. Firm's Approach to the Audit
 - i. State whether the financial information will be evaluated in-person or whether that information will be delivered and evaluated remotely.
 - ii. State what documents will be required for pre yearend testing, year-end testing, and completion.
- h. Compensation
 - i. State the total estimated hours and hourly fee resulting in the maximum fee to be paid annually. Include separately the cost of a Single Audit.
 - ii. In the instance of multiple years of audit services, state the expected annual increase for services provided.

VII. SUBMISSION INFORMATION

1. The bidder must submit a **SEALED, WRITTEN** proposal package to the Walker River Irrigation District no later than 3:30pm, April 1, 2023. The mailing address is:

Walker River Irrigation District

Attn: J Halterman

PO Box 820

Yerington, NV 89447

**** ENVELOPE MUST BE MARKED "REQUEST FOR AUDIT SERVICES" ****

2. Proposal packages may be hand delivered to Walker River Irrigation District at 410 N Main Street, Yerington, NV 89447 no later than 3:30pm on April 1, 2023.
3. All proposals must be signed by a duly authorized individual.

4. All proposals will become the property of the Walker River Irrigation District and the District reserves the right to accept or reject any or all proposals.
5. The Walker River Irrigation District reserves the right to not select the lowest bidder.

VIII. WRID CONTACTS

1. The suggested contacts for your firm during the RFQ and selection process is as follows:
 - a. Jessica Halterman, Executive Director, (775) 463-3523; Jessica@wrid.us
 - b. Robert (Bert) Bryan, General Manager, (775) 463-3523; Bert@wrid.us

Any questions regarding this request for auditing services should be addressed to Jessica Halterman, Executive Director, at (775) 463-3523 x612.