



**REQUEST FOR PROPOSALS (RFP)**  
**for**  
**ACCOUNTING SERVICES: INTERNAL CONTROL PROCEDURE  
DEVELOPMENT AND SUPPLEMENTAL ACCOUNTING SUPPORT**

**RFP Number: VRWD-2024-01**

**Release Date: February 23, 2024**

**Proposal Due Date: March 29, 2024**

**Issued by:**  
**Ventura River Water District**  
**409 Old Baldwin Road**  
**Ojai, CA 93023**  
<https://vrwd.ca.gov>

**Submit Questions and Proposals by Email to: [alma@vrwd.ca.gov](mailto:alma@vrwd.ca.gov)**

## **I. Statement of Purpose**

The Ventura River Water District (VRWD) is seeking proposals from qualified accounting firms to assist in developing internal control procedures and to provide supplementary accounting support for complex financial transactions. The selected firm will work closely with VRWD to develop a robust system of internal controls, accurate financial record-keeping, and compliance with relevant regulations and laws.

## **II. Introduction**

The Ventura River Water District (District) serves domestic water in the Ojai valley from Casitas Springs to a portion of the City of Ojai. The district occupies 3.3 square miles and serves a population of approximately 6,100. The District provides potable water to residential, commercial and industrial properties. The District does not serve agricultural water. The District operates five domestic water wells, two booster stations and five water tanks. Two of the District's zones receive Casitas Municipal water exclusively.

Ventura River Water District is organized under the County Water District Code (California Water Code 30000). A five-member board of directors, elected at large, provides governance. Directors serve overlapping four-year terms, and every year at the beginning of each calendar year they select board officers.

VRWD is responsible for providing reliable, high-quality water services to our customers. As part of its commitment to transparency and accountability, the District recognizes the need for the establishment of strong internal controls and supplementary accounting services.

## **III. Scope of Services**

The selected firm will be expected to provide the following services:

### **1. Internal Control Procedures:**

#### Evaluate and Refine the Review Process

- Evaluate the current internal control environment, monthly bank reconciliations, journal entries, fixed asset schedules, depreciation schedules and other reconciling items to assist with preparing a schedule by which transactions can be reviewed by the General Manager on a regular and timely basis.

#### Development of Year-End Procedures

- Analytical review of both income and expenses for reasonableness of changes year-over-year.
- Review and reconciliation of fixed asset accounts to ensure that the ending balances are supported by detailed schedules and transfers out of construction in process have been memorialized within the general ledger.
- Develop documentation process for review of journal entries recorded and related backup to ensure that the entry is proper and agrees to underlying support.
- Development of a year-end close checklist to identify the various types of entries required for consideration.

- Develop documentation process for review of bank reconciliations and related backup to ensure that the reconciliations agree to underlying support.
- Assist with process for posting any identified entries necessary prior to audit commencement.
- Provide recommendations for control enhancements.
- Assist with the development of new internal control procedures.
- Provide training to VRWD staff on internal control best practices.
- Internal control procedures are solely for the use of VRWD.

## **2. Supplementary Accounting Services:**

- Accounting for Reimbursable Grants
- Trial balance preparation
- Preparation of financial statements and reports
- General ledger maintenance.
- Account/Bank reconciliations.
- Payroll deduction support.
- Budget monitoring and variance analysis.
- Assistance with preparation for the annual audit.
- Other related accounting support services as needed.

## **IV. Term of Contract**

The initial contract will be for 1 year with an option to extend the contract for 2 one-year contract periods.

## **V. Other**

The District's Office Manager is responsible for the day-to-day bookkeeping. We are open to new ways of doing things. Consequently, if there are other services not listed in the RFP that may be beneficial to the District, we invite you to add them to your response. Please be specific and define what those services are, how they would benefit the District and what the associated costs would be.

## **VI. Fees and Rates**

VRWD would like to see two cost estimates. The first estimate will be for a lump sum amount to evaluate and develop internal controls. The second estimate will be for supplementary accounting services from senior level staff or higher. We anticipate needed a minimum of 10 hours per month. Please provide an hourly rate schedule with the proposal for supplementary accounting support.

## **VII. Proposal Requirements**

Proposals submitted must include the following information:

1. Firm's background and experience in providing accounting services, particularly for public or government entities.
2. Detailed description of the approach and methodology for providing the requested services, including any innovative solutions or technologies that will be utilized.

3. Qualifications and experience of the key staff who will be assigned to the VRWD account.
4. References from previous clients, preferably within the public sector.
5. Proposed fee structure for (1) developing internal control procedures, and (2) hourly rates and fee schedule for supplementary accounting services.
6. Any additional information or services the firm can provide that may benefit the District.

## VIII. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Firm's experience and past performance.
2. Qualification of personnel.
3. Approach and methodology.
4. Innovation and use of technology.
5. Cost-effectiveness.
6. References.

Since this engagement will be through a Professional Services Agreement, the selection process will not be based exclusively on fees. Firms will be evaluated on their technical merits.

## IX. Submission Instructions

Proposals must be submitted electronically to the email address provided below no later than **5:00 PM PST on March 29, 2024**. Proposals received after this date/time will not be considered.

Email: **alma@vrwd.ca.gov**

Subject Line: **RFP Response - Accounting Services VRWD-2024-01**

## X. Contact Information

For questions or requests for additional information, please contact:

Alma Quezada  
General Manager  
Ventura River Water District  
409 Old Baldwin Road, Ojai, CA 93023  
805-646-3403  
alma@vrwd.ca.gov

## XI. Additional Provisions

The VRWD reserves the right to reject any and all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of a proposal or all items proposed if deemed in the best interest of the District to do so.