BEAUMONT LIBRARY DISTRICT

125 E 8th St. Beaumont, CA 92223
(951) 845-1357
http://myBLD.org

Responses to RFP – Accounting Support Services Inquiries:

Delivery Method of Services:

1. Which services, including meeting attendance, are expected to be performed on-site at your office? What tasks are you expecting to be performed on site? What accounting support tasks do you anticipate that may need to be performed in person? Can the District manage that most of the accounting support services be provided remotely?

   A: No specific services are expected to be performed on-site and all services may be conducted remotely.

2. It appears that you are looking for the board presentations to be in person. Is that correct? Also, is the expectation that these presentations will be monthly or a different frequency?

   A: The only required presentation to the Board of Trustees is the annual report. While presenting virtual is fine; however, in-person is welcomed.

Scope of Work:

3. For the monthly, quarterly, and mid-year reports, are these prepared under the modified-accrual basis by recording all known receivables, payables and accruable expenses at the end of each interim period, or do you follow a cash basis (or modified-cash basis) for these interim reports?

   A: We use an accrual basis for all processes and reports.

4. Do you expect your accounting consultant to assist in preparing the draft of the annual financial statements of the District (including the MD&A, note disclosures, and RSI), or is this a task performed by the external auditor?

   A: This task is performed by the external auditor.

5. Do you expect your accounting consultant to assist with the preparation and submission of the annual transactions report?

   A: The annual transactions report is prepared by the auditor.

6. Scope of work - Should the following items be included in the scope of work?

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1099 preparation
Annual state compensation report preparation
Grant reporting, reconciliations
Debt compliance reporting

A: The 1099 preparation will be included in the scope of work. Occasional assistance will be needed for grant reporting and reconciliations. The annual state compensation report and debt compliance reporting is performed by others and will not be included in the scope.

7. Are budgetary financial statements produced for the board monthly or quarterly?

   A: Budgetary financial statements are produced quarterly.

8. Are any management reports needed on a monthly basis?

   A: Monthly management reports are performed in-house and include an account summary and general ledger.

Additional Accounting Information:

9. Have you previously had an external party provide these services, or have they been performed internally in the past?

   A: Yes, we have employed a CPA firm in the past to assist with these services.

10. Are all your accounting policies documented in writing?

    A: Some financial policies are documents but not all. This is an area we would like to seek assistance to improve.

11. How many employees of the District perform accounting tasks and what are the roles of those employees?

    A: Most accounting tasks are performed by one full-time employee of the District, the Business Manager. One additional full-time employee will soon be offering support through invoice processing and filing.

12. What version of QuickBooks is the District using? Desktop or Online?

    A: The District is using QuickBooks Online.

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Reason for RFP

13. What factors prompted the decision to issue this RFP (e.g., staffing changes, routine rebid, evaluation of current services)?

    A: The RFP was issued as a routine rebid to keep pricing competitive and evaluate services required.

14. Is there a reason to change the current accounting consultant, or would you be considering a proposal from the current consultant, if submitted?

    A: While it is unknown if the current consultant will submit a proposal, they could be considered if competitively priced.

15. If they have been provided internally, why is the District looking to change? If you have a current provider, what is the impetus for issuing the RFP?

    A: Please see response to previous two questions (13 and 14).

Costs/Budget:

16. In the RFP it appears that you are looking for a fixed "not to exceed" price and not for a time and materials contract, is that correct. The current scope of services may need to be further refined in order to provide an accurate fixed fee quote.

17. What is the District's budget for these services?

    A: The District has allocated $75,000 for both auditing and accounting services during FY26-27 but we are looking to reduce this costs with a reduction in scope, going forward.

18. The RFP says that "A payment schedule should accompany the work schedule." Does it mean that you expect to see in the proposal an anticipated billing schedule of the accounting support fees, or does it refer to something else?

    A:Yes, we would like the proposal to show the hourly rate and amount of anticipated hours on a monthly basis.

19. Is the District looking for an estimate of cost based on projected hours and hourly rates, or is the District looking for a flat fee amount for the year for the services within the scope of work?

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A: The District would like an estimated cost based on projected hours and hourly rates and is not looking for a flat fee for the year.

Audit:

20. Will the scope of work include preparation of the annual financial statements for the audit?

    A: Yes, the scope will include preparation of the annual financial statements to be used in conjunction with the audit.

21. When is the annual audit scheduled to take place? Last year, the audit was completed and issued by the end of November. Is that the anticipated timing for 2026?

    A: Last year, the audit began in September and completed in November. The schedule for this year is unknown but we anticipate it to be the same.

22. Is Nigro & Nigro expected to be the auditor for the FY 6/30/26?

    A: Yes, Nigro and Nigro are contracted through Fiscal Year 2027-2028 to perform the audit.

23. Has the District received any Federal Grants in FY 26? Is there an expectation that you will require a single audit?

    A: No, the District has not received any new Federal Grants during the current fiscal year nor will we require a single audit.

RFP Selection Considerations:

24. What are your top three priorities or concerns in selecting a service provider?

    A: Great question! Our top three priorities in selecting a service provider is:
    1) **Experience working with Special Districts**
    2) **Willingness to teach, mentor, and support the Business Manager in learning new tasks, when/where needed.**
    3) **The estimated annual cost.**