



REQUEST FOR PROPOSALS – ACCOUNTING SUPPORT SERVICES

SECTION I - Introduction and Background

A. Introduction

The Beaumont Library District (BLD) is requesting proposals from qualified contractors to provide Accounting Support Services.

The District is requesting proposals from qualified accountants to act as a consultant to assist us with compliance in Generally Accepted Accounting Principles and provide general governmental accounting assistance, audit preparation assistance, and advice to the District as well as perform regular reviews of the District's accounting.

All proposals must be received by, on, or before **12:00PM NOON, Wednesday, July 15, 2026**. The preferred method for proposal submission is electronic via email to director@mybld.org. However, if you wish to submit a paper copy, please submit it in a sealed envelope, for receipt by deadline, to:

**Beaumont Library District
Attn: Director
125 E. 8th Street
Beaumont, CA 92223**

INFORMATION TO BE PROVIDED BY THE DISTRICT

Available for review by potential firms, the following is located on the agency website, <http://myBLD.org>

- Recent Financial Audit(s)
- Past Board agendas, meeting minutes, and recordings.

B. About the District

The District was founded in 1911 by a public vote and is a tax-funded independent special district responsible for Library services in Beaumont, Cherry Valley, and unincorporated areas of Riverside County.

Total revenue for all funds of the District is anticipated at \$3 million for the fiscal year ending June 30, 2026. The cash balances are on deposit with Riverside County, California CLASS and local financial institutions for accounts payable. The District uses QuickBooks accounting software.

The Library Director reports directly to the Board of Trustees and performs all duties necessary for proper and efficient management of the District, as determined by the Board, state and federal law. The District has a professional staff of ten full-time and eight part-time employees working under the direction of the Library Director. The District owns one facility which is currently undergoing an expansion and renovation project.

SECTION II - OVERVIEW

- The District is requesting proposals from qualified accountants to act as a consultant to the District. Consultants will assist the District to stay compliant with Generally Accepted Accounting Principles and provide general accounting assistance, audit preparation assistance, and advice to the District as well as perform regular reviews of the District's accounting. The Agency operates on a Fiscal Year of July 1st to June 30th.
- Firms, or persons, proposing on this RFP must be legally licensed to provide the requested services in the State of California, and must have experience of at least 5 years. It is anticipated that the selected firm will perform the requested services both at the District offices and remotely.

Following is a partial list of services that the District anticipates that the consultant will perform, including the estimated number of hours anticipated to perform the service.

SECTION III – SCOPE OF SERVICES

A. Scope of Work

The Contractor will produce and provide the following, with a time commitment on average of approximately 20 to 30 hours per month:

- Review District's financial policies and procedures to confirm that internal controls are in place and being followed by the District's personnel.
- Perform ongoing review of the District's accounting for accuracy and compliance.
- Perform ongoing review of the District's payroll data to ensure accurate reporting.
- Provide ongoing mentoring, training, and technical support to the Business Manager with the goal of transferring knowledge to enable that position to assume increased responsibility for day-to-day accounting functions.
- Assist the Business Manager and Director with review and preparation for the Annual

Independent Financial Audit.

- Assist the Director and Business Manager with financial forecasting to support the budget development and monitoring process.
- Provide proactive, cooperative support services to the Business Manager in the areas of bookkeeping and financial reporting including bi-weekly payroll journal entries and retirement processing.
- Reconcile and provide oversight of the reconciliation of District accounts including interest, credit card, payroll, and retirement accounts.
- Assist with preparation of monthly, quarterly, mid-year, and annual financial reports as needed and present the annual report to the Director and Library Board of Trustees as requested.
- Assist the Business Manager and Director with other financial matters to maintain accuracy and compliance as needed.

SECTION IV – QUALIFICATIONS

A. Qualifications of Contractor and Personnel

The ideal Contractor will have the following characteristics:

- Minimum of five (5) years' experience in government accounting.
- Experienced in Generally Accepted Accounting Principles (GAAP), ensuring consistency, transparency, and comparability in financial statements for public agencies, set primarily by the GASB (Governmental Accounting Standards Board).
- Experience with budgetary review, development, analysis, and oversight.
- Demonstrated accounting expertise, which may be met through a Certified Public Accountant (CPA), or through professional(s) with equivalent advanced accounting credentials and substantial experience in governmental financial management.

SECTION V – PROPOSAL REQUIREMENTS AND TIMELINE

The following represents the tentative schedule for this RFP. Any change in the scheduled dates for the Pre-Proposal Conference, Deadline for Final Questions, Proposal Submission Deadline, or Interviews will be advertised in the form of an addendum to this RFP. The schedule for other milestone dates may be adjusted without notice.

A. Proposal Format and Content Requirements

All proposals must include, and will be evaluated on, the following criteria:

Qualifications of Contractor and Personnel (40%)

- Describe your staff's unique qualifications and training for this type of work.
- The names, title, and qualifications of the proposed project manager and support staff and subcontractors, who will be conducting this work assignment, including their experience and projects in which they had "hands-on" responsibility and length of time with the firm. The project manager will be expected to be fully involved and conversant in the details of the project on a day-to-day basis.

- Describe the organizational structure of staff members and sub-consultants (if any).
- Describe your contingency plan for unexpected interruptions in your staff's capacity to ensure the District's deliverables are consistently met in a timely manner.

Client References (20%)

- Provide a list of current and former clients, including the governmental agencies you have serviced. Include client name, contact person and title, complete address, telephone number, type of organization, and a brief description of work performed.

Budget, Retainer, and/or Rates (25%)

- A description of the project budget itemized according to individual tasks.
- The consultant shall present a specific fixed fee including associated fees (i.e. printing costs, attendance at meetings, travel, clerical support, overhead costs, mileage, parking and other miscellaneous items).
- A requested payment schedule should accompany the work schedule.
- Each phase of work should have an itemized budget including labor costs and expenses for each piece of work.
- The proposal should include staff hourly rates.
- Consultant's billing rate schedule: The consultant's hourly rate schedule and the rate associated for extra work incurred that is not part of this RFP.

Outline: Timeline and Deliverables (15%)

- Provide an outline of the proposed plan.
- Provide a timeline that provides an overall schedule including any milestones and potential public meetings.
- If selected, please provide your firm's availability to begin contract services with the BLD.

Identify Existing and Potential Conflicts of Interest (Pass/Fail)

- List all current public clients in Riverside County for which the Contractor provides service. To the extent they are reasonably foreseeable, please indicate any actual or potential conflicts of interest that might arise from the Contractor's representation of the Beaumont Library District. Please outline the manner in which conflicts would be resolved, mitigated, or avoided.

Disclosure of Litigation (Pass/Fail)

- Contractor must include in its proposal a complete disclosure of any civil or criminal litigation or indictment involving the Contractor. Contractor must also disclose any civil or criminal litigation or indictment involving any of its joint ventures, strategic partners, prime Contractor team members, and subcontractors. This disclosure requirement is a continuing obligation, and any litigation commenced after a Contractor has submitted a proposal under this RFP must be disclosed to the Beaumont Library District in writing

within five (5) days after the litigation has commenced.

7. Additional Information

Include the location of the business and the availability of appropriate professionals as needed. Identify any other related qualifications and information not specified in this RFP that the firm may consider essential and relevant to the Beaumont Library District.

B. Timeline

DATE – 2026	EVENT
6/3/2026	RFP release date
7/1/2026	Deadline to submit written questions due by 12:00 PM (PST)
7/15/2026	Proposals due by 12:00 PM (PST)

7/16/2026	Preliminary screening process begins, including reference checks.
7/19/2026	Preliminary screening process complete; negotiate and finalize contract.
7/30/2026	Board consideration of staff recommended Contractor (including proposer presentation, if requested)
TBD	Agency Director signs contract (if applicable)

On or after 8/1/2026	Contract begins
-----------------------------	-----------------

C. Questions

All questions (requests for interpretations or corrections) pertaining to the content of this RFP must be made in writing to director@mybld.org with the email subject line of **QUESTIONS – ACCOUNTING SUPPORT SERVICES RFP by Wednesday, July 1, 2026, 12:00 PM**. Requests submitted after said date may not be considered. Questions will receive a response within five (5) business days. Questions and responses will be posted anonymously in a Q & A posted with the original posting located at the BLD website: <https://www.mybld.org/open-bids-rfps>. BLD reserves the right to determine the appropriateness of comments/questions that will be posted on the BLD website.

D. Submittal Instructions

If you are interested and qualified, please submit one (1) electronic copy of your proposal, in Adobe (.pdf) format, to director@mybld.org with the email subject line of **PROPOSAL – ACCOUNTING SUPPORT SERVICES RFP, by Wednesday, July 15, 2026, 12:00 PM**.

SECTION VI - RFP PROPOSAL EVALUATION AND SELECTION PROCESS

A. Criteria Weight

Proposals will be reviewed upon receipt, and the most qualified firms may be requested to make a presentation to the Library Board of Trustees.

B. Final Selection

BLD Staff will formulate its recommendation for award of the Contract and forward its selection to the Board of Trustees for approval. The final contract will be signed by the Beaumont Library District Director.

C. Contract Award and Execution

The BLD reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer. The BLD reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon a proposer and does not obligate the BLD in any manner. The BLD reserves the right to award no contract and to solicit additional offers at a later date.

The contract awarded for this request will be written by the Beaumont Library District.

Each proposer, by submitting a proposal, agrees that if the BLD accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will not be considered.

Proposers may be disqualified, and the proposal may be rejected by the BLD for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP.
- Failure to comply with the specification requirements of the RFP.

Terms, conditions, prices, methodology, or other features of the proposal may be subject to negotiation and subsequent revision.