



**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES
FINANCIAL STATEMENT AUDITOR**

RFQ Submission Deadline: February 29, 2024 5:00 PM PST

RFQ Submission Address: Finance Department
Monterey Regional Airport
200 Fred Kane Dr., Suite 200
Monterey, CA 93940
MWilson@MontereyAirport.com

RETURN THIS SHEET WITH YOUR RESPONSE

I HAVE READ, UNDERSTAND AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR QUALIFICATIONS, AND TO THE TERMS, CONDITIONS AND ATTACHMENTS REFERENCED HEREIN.

Date: _____ Company Legal Name: _____

Authorized Signature

Name

Title

1.1 REQUEST FOR QUALIFICATIONS

- A. All information regarding this RFQ may be viewed or downloaded from the District's website, <https://montereyairport.specialdistrict.org/legal-notice>
- B. Completed proposals must be submitted to the Airport, either by US Mail and/or electronically by email, no later than February 29, 2024.
- C. Proposals must provide the requested information as described in this RFQ. The wet signatures of all persons signing shall be written in longhand. Proposals not submitted in the manner prescribed herein will not be considered.
- D. Mistake corrections must be initialed in ink by the person signing the proposal.
- E. Alternate proposals will not be considered.
- F. The District reserves the right to reject any or all proposals or to waive any informalities or minor irregularities in connection with proposals received.
- G. The District assumes no obligation in the solicitation of this general statement of interest and qualifications and all costs shall be borne by the interested party.

1.2 GENERAL INFORMATION

Monterey Peninsula Airport District ("District") is requesting qualifications from qualified firms of Certified Public Accountants ("Firm") to audit its financial statements for fiscal year ending June 30, 2024, with the District's option of auditing its financial statements for each of the five (5) subsequent fiscal years. Interested parties should submit a complete set of qualifications addressing the Firm's background, certifications, potential staffing for this project, references, peer review report, list of jobs completed within the past five (5) years, familiarity with the FAA Airport Improvement Program, and any other pertinent information.

Please see the District's Annual Financial and Compliance Report (ACFR) Fiscal Year Ended June 30, 2023 and 2022 (available on the District website at: <https://montereyairport.specialdistrict.org/audited-financial-reports>).

In addition, the Firm's response shall include a separate section or document detailing how they would accomplish an audit for the District's 2024 fiscal year end with respect to the Scope of Services listed below.

2.1 SCOPE OF SERVICES

The District desires the Auditor to perform a single Audit conducted in accordance with generally accepted Auditing Standards; the standards for financial Audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controllers' *Minimum Audit Standards for California Special Districts*, which will include tests of the accounting records of the Monterey Peninsula Airport District and other procedures considered necessary to enable the Auditor to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. The District requires the Auditor to report on the *Schedule of Expenditures of Federal Awards* and on Monterey Peninsula Airport District's compliance with laws and regulations and its internal controls as required

for a single Audit. In addition to preparation of this Audited Financial Statement, the Auditor shall attend one meeting of the District's Board of Directors and one meeting with the District's Budget & Finance Committee to present the Report and answer questions.

Following the completion of the Audit of the fiscal year's financial statements the Auditor shall issue:

- A Report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- Annual Report of financial transactions of Special Districts
- Single Audit Act Required Reports:
 - A Report on the internal control structure based on the Auditor's understanding of the control structure and assessment of control risk.
 - A Report on compliance with applicable laws and regulations.
- A Schedule of expenditures of Federal awards.
- A Report on the internal control structure used in administering Federal financial assistance programs.
- A Report on compliance with specific requirements applicable to major Federal financial assistance programs.
- A Report on compliance with specific requirements applicable to non-major Federal financial assistance programs.
- A Report on compliance with general requirements for both major and non-major Federal financial assistance programs.

The Report on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be Reported in a separate management letter, which shall be referred to in the Report on compliance.

Irregularities and Illegal Acts:

Auditors shall be required to make an immediate, written Report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

- The Monterey Peninsula Airport District Board of Directors,
- The Budget & Finance Committee of the Monterey Peninsula Airport District, and
- The Executive Director of the Monterey Regional Airport.

3.1 SPECIAL TIME REQUIREMENTS

The District's Fiscal Year End:

The District's fiscal year ends June 30 of each year. The accounting ledgers remain open until August 15 each year to record revenue and accounts payable accruals. Further year-end adjustments, accruals, and corrections are recorded during the third week of August. General ledger entries are finalized during the last week of August and financial statements are prepared and available for Audit.

Schedule:

- The interested Firm shall demonstrate the ability to meet the following dates for the FY 2024 Audit and subsequent year Audits if authorized by The District
- The Auditor may, with prior coordination with the Controller, conduct interim evaluation and documentation of financial controls during the month of April 2024 (also April in subsequent years), and conduct Audit field work during the period August 1, 2024 through August 31, 2024 (also August 1 through August 31 in subsequent years).
- The Auditor shall provide all recommendations, revisions and suggestions for improvement to the Controller and Executive Director by September 15, 2024 (also by September 15 in subsequent years).
- The Auditor shall prepare and deliver, to the Controller and Executive Director, draft financial statements, notes and all required supplementary Schedules by September 30, 2024, for Fiscal Year 2024 (also by September 30 In subsequent years).
- The Auditor shall prepare and submit the *2023-2024 Special Districts Financial Transactions Report* to the California State Controller before the deadline communicated in the letter of instruction.
- The Auditor shall meet with the Budget & Finance Committee and present the draft Audited Financial Statements between October 1 and October 21, 2024, (also between October 1 and October 21 in subsequent years).
- The Auditor shall, in coordination with the Controller and Executive Director, resolve any issues raised by the Budget & Finance Committee and prepare final financial statements, notes and all required supplementary Schedules.
- The Auditor shall prepare and deliver, to the Controller and/or Executive Director, twenty (20) copies of the signed Audited Financial Statements, notes and all required supplementary Schedules by November 1, 2024, for Fiscal Year 2024 (also by November 1 in subsequent years).
- The Auditor should be prepared to attend the November regular Board meeting. The Audited financial statements will be presented to the assembled Board of Directors for acceptance at the Regular Meeting in November 2024 (also at the Regular Meeting in November in subsequent years).

The Auditor shall prepare and submit the *Single Audit Report* to The Federal Audit Clearinghouse (FAC) before December 1, 2024 (also before December 1 in subsequent years).

The Audit process shall be completed and the final Report in accordance with the Schedule outlined above unless the District agrees to an extension in writing.

3.2 WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS

All working papers and Reports must be retained at the Auditor's expense for a minimum of three (3) years unless the District notifies the Firm in writing that there is a need to extend the retention period. The Auditor will be required to make working papers available, upon request to the following parties or their designees:

- The Monterey Peninsula Airport District,
- The Government Accountability Office,
- Parties designated by the Federal or State governments or by the District as part of an Audit quality review process, and
- Auditors or entities of which the District is a sub-recipient of grant funds.

In addition, the Firm shall respond to the reasonable inquiries of successor Auditors and allow successor Auditors to review working papers relating to matters of continuing accounting significance.

4.1 SELECTION AND EVALUATION

Qualifier(s) must meet the requirements as stated in Section 1.2, General Information, and demonstrate the capability required to provide the services described in Section 2.1, Scope of Services.

The District reserves the right to solicit from available sources relevant information concerning a Qualifier's past performance, including with the District, and may consider such information in its evaluation and selection of Qualifier(s).

Responses to this RFQ will be evaluated and the District may, at its discretion, invite one or more of the Qualifiers that appear to be the most qualified to perform the requested services for Financial Statement Auditor to present/interview with the District. The purpose of such an interview would be to allow Qualifiers to elaborate upon their Qualifications and respond to specific questions from the District before a recommendation for ranking of the Qualifications is made. Interviews, along with the written Presentation, will become part of the Qualifier's response to be evaluated by the District.

Submittals shall be evaluated based on the following criteria:

- a. Ability to complete work in a timely manner,
- b. Schedule commitments,
- c. Experience of the Firm performing government Audits,
- d. Experience of the Firm performing Airport and Special District Audits,
- e. Experience of the Firm's staff,
- f. Past performance on other related projects,
- g. Proximity to the District,

- h. Familiarity with the FAA Airport Improvement Program, and
- i. Familiarity with the FAA Passenger Facility Charge Program.

Following submittals/interviews, or in the event the District determines that submittals/interviews are not necessary, the District shall make a final ranking and select in order of preference, in order to make a recommendation to the District's Board of Directors, the responsible, responsive, qualified, and in its sole discretion, most advantageous to the District, to invite to propose for the requested services for Financial Statement Auditor.

Rights & Responsibilities:

The District reserves the right to accept or reject any or all qualifications received in response to this request, to negotiate with any qualified source, or to cancel in whole or in part this RFQ if it is in the best interest of the District to do so. Subsequent to contract negotiations, prospective firms may be required to submit revisions to their qualifications. All firms should note that any contract pursuant to the RFQ is dependent upon the recommendation of the Executive Director and the approval of the District's Board of Directors.

General Firm Information

Provide the name of Qualifier's company (including the name of any parent company), include:

- 1. Contact name and complete contact information of individual responsible for account (“**Lead Individual**”).
- 2. Type of organization (corporation, sole proprietor, partnership, other).
- 3. Date the Firm was established.
- 4. Federal employer identification number.
- 5. Cover Letter
 - a. Provide a brief narrative description of the Firm's experience and qualifications in Auditing California Special Districts, generally, and Airports specifically, on matters related to the scope of services set forth in Section 2.1 above.

Qualifier's Experience and Qualifications and Deliverables

- 1. Qualifier shall demonstrate the specialized experience and technical competence of the key individuals and support staff who will provide the requested services, including but not limited to, the proposed lead individual, and key staff.
- 2. Include information such as Firm's past record of performance on contracts with other government agencies or public bodies, including such factors as quality of work, ability to meet Schedules, cooperation, and responsiveness.
- 3. Qualifier shall:
 - a. Provide a list of contracts with a similar scope of services active in the past five years in which you were engaged by public entities or Airports. The list should include Client name and location, including address and phone number of Client's project manager or primary contact, and location where services were provided if different from client location, years of service, and role played (e.g., Auditor).

- b. Identify the **Lead Individual**, highlighting their qualifications and experience. Include the length of time and number of engagements the Qualifier has with the proposed Lead Individual.
- c. Qualifier bears full responsibility for naming references which will respond to the District's reference checks. If the Qualifier's references do not respond to the District's reference checks, the Qualifier's evaluation could be adversely affected by the non-responsive references.

5.1 FAA REQUIREMENTS

Federal law requires that the Monterey Regional Airport, as a recipient of federal assistance, comply with the following Federal Regulations which are herein incorporated by reference:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION 49 CFR PART 29 (VERSION 1, 1/5/90)
THE CONSULTING FIRM CERTIFIES, BY SUBMISSION OF THIS STATEMENT OF QUALIFICATIONS OR ACCEPTANCE OF A CONTRACT, THAT NEITHER IT NOR ITS PRINCIPALS IS PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, OR DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM PARTICIPATION IN THIS TRANSACTION BY ANY FEDERAL DEPARTMENT OR AGENCY. IT FURTHER AGREES BY SUBMITTING THIS STATEMENT OF QUALIFICATIONS THAT IT WILL INCLUDE THIS CLAUSE WITHOUT MODIFICATION IN ALL LOWER TIER TRANSACTIONS, SOLICITATIONS, PROPOSALS, CONTRACTS, AND SUBCONTRACTS. WHERE THE CONSULTANT OR ANY LOWER TIER PARTICIPANT IS UNABLE TO CERTIFY TO THIS STATEMENT, IT SHALL ATTACH AN EXPLANATION TO THIS SOLICITATION/PROPOSAL.

Disadvantaged Business Enterprises

The Monterey Regional Airport encourages qualified Disadvantaged Business Enterprises to respond to this solicitation and to participate in this proposal response.

- a. ACCESS TO RECORDS AND REPORTS. (Reference: 49 CFR part 18.36(i), 49 CFR part 18.42)
- b. BUY AMERICAN PREFERENCE. (Reference: 49 USC § 50101)
- c. AIRPORT AND AIRWAY IMPROVEMENT ACT OF 1982, SECTION 520 (Reference: 49 U.S.C. 47123)
- d. CIVIL RIGHTS – GENERAL. (Reference: 49 USC § 47123)
- e. CIVIL RIGHTS – TITLE VI ASSURANCES.
- f. DISADVANTAGED BUSINESS ENTERPRISE. (Reference: 49 CFR part 26)
- g. ENERGY CONSERVATION REQUIREMENTS. Source: 49 CFR part 18.36(i)(13)
- h. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE) (Reference: 29 USC § 201, et seq.)
- i. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (Reference 20 CFR part 1910)
- j. RIGHT TO INVENTIONS (Reference 49 CFR part 18.36(i)(8))
- k. TRADE RESTRICTION (Reference: 49 CFR part 30)

- I. VETERAN'S PREFERENCE (Reference: 49 USC § 47112(c))
- M. SEISMIC SAFETY
- n. COPELAND "ANTI-KICKBACK" ACT (Reference: 49 CFR § 18.36(i)(4), 29 CFR parts 3 & 5)
- o. CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT
- p. DAVIS BACON REQUIREMENTS. (Reference: 49 CFR § 18.36(i)(5))
- q. TEXTING WHILE DRIVING. (Reference: Executive Order 13513)
- r. AFFIRMATIVE ACTION REQUIREMENT. (Reference: 41 CFR part 60-4, Executive Order 11246)
- s. EQUAL OPPORTUNITY CLAUSE AND SPECIFICATIONS. (Reference 41 CFR § 60-1.4, Executive Order 11246)
- t. NONSEGREGATED FACILITIES REQUIREMENT. (Reference: 41 CFR § 60-1.8)
- u. RECOVERED MATERIAL. (Reference: 40 CFR part 247)
- v. TERMINATION OF CONTRACT. (Reference: 49 CFR § 18.36(i)(2))
- w. DEBARMENT AND SUSPENSION (NON-PROCUREMENT). (Reference: 2 CFR part 180 (Subpart C), 2 CFR part 1200, DOT Order 4200.5 DOT Suspension & Debarment Procedures & Ineligibility)
- x. CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS. (Reference: 49 CFR § 18.36(i)(6))
- y. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES. . (Reference: 49 CFR part 20, Appendix A)
- z. BREACH OF CONTRACT TERMS. (Reference 49 CFR part 18.36(i)(1))
- aa. CLEAN AIR AND WATER POLLUTION CONTROL. (Reference: 49 CFR § 18.36(i)(12))
- bb. DRUG FREE WORKPLACE