



PACIFIC STATES MARINE FISHERIES COMMISSION

205 SE Spokane Street, Suite 100 - Portland, Oregon 97202

PHONE (503) 595-3100 FAX (503) 595-3232

website: www.psmfc.org

Request for Proposals for Auditing Services

DATE: May 17, 2024
FROM: Ngu Castro, CPA, Finance Officer
Pacific States Marine Fisheries Commission
SUBJECT: Request for Proposals for Professional Auditing Services
DUE DATE: June 14, 2024

The Pacific States Marine Fisheries Commission is soliciting proposals from qualified firms of Certified Public Accountants to audit the Commission's financial statements for three fiscal years ending June 30, 2024 through 2026, with the option of auditing the Commission's financial statements for the two subsequent fiscal years, June 30, 2027 and 2028.

There is no expressed or implied obligation for the Commission to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, proposals must be addressed to:

Pacific States Marine Fisheries Commission
Attention: Ngu Castro
Email: ncastro@psmfc.org
Address: 205 SE Spokane Street, Suite 100, Portland, Oregon 97202

During the evaluation process, the Commission reserves the right to request additional information or clarification from proposers, or to allow correction of errors or omissions. The Commission reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates that acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Commission and the firm selected.

It is anticipated the selection of a firm will be completed by June 30, 2024. Following the notification of the selected firm, it is expected that the contract will be executed between both parties within two weeks.

I. Scope of Work:

A. Scope of audit services:

The Commission desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America. The auditor is not required to audit the introductory, statistical and required supplementary information sections of the report. However, the auditor shall also be responsible for performing certain limited procedures involving the required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. Also, the auditor is to provide evaluation and report on the presentation of the Commission's schedule of expenditures of federal awards based on the auditing procedures applied during the audit of the financial statements. Pursuant to the Single Audit Act Amendments of 1996, the Commission is required to have an audit performed on the major federal programs. It is anticipated the Commission will require a Single Audit for each of the five years covered by this.

B. Non-Audit Services

- Preparation of financial statements and the related notes
- Preparation of the required supplementary information (RSI)
- Preparation of depreciation schedules
- Preparation of schedule of federal awards
- Preparation of adjusting journal entries
- Implementation of GASB 87 & GASB 96

II. Content of Proposal:

A. Introduction

- Title Page
- Table of Contents
- Cover Letter
- Executive Summary

B. Qualifications and Experience

- Experience with similar works
- Resume for proposed Engagement Partner/Director
- Summary of the proposed audit team including name, office location and duties and related experience.

C. About the Firm

- Profile of the firm
- Provide affirmative statement that the firm and all assigned key personnel are properly licensed to practice public accountancy.
- Indicate authorized point of contact with respect to the RFP and subsequently awarded contract including Names, Titles, telephones & email addresses.
- Describe services of your firm and explain why your firm is the most qualified for this engagement.
- Describe your firm's efforts with regard to protection of client data.

- List of public entity clients.
- Disclose the nature of any past, present, or pending relationship with the Commission's Boards and staff.

D. Firm's Approach

- Provide a description of the overall approach to be used for the work, including your approach to making the transition from the Commission's prior auditor, if applicable.
- Describe in detail your firm's experience in accounting/auditing for self-insured health insurance.
- The Commission needs the audited financial statements no later than December 15. To accomplish this objective, the following timetable must be followed:
 - ✓ August 15-31: Interim audit field work at the Commission's office.
 - ✓ October 15-31 Final audit field work at the Commission's office
 - ✓ December 1: Draft audit report
 - ✓ December 15: Issue audit report

Discuss difficulties, if any, your firm would have in meeting the timetable outlined above.

E. Proposed Fee Schedule

- Fee schedule shall include a total, detailed comprehensive fee proposal listed by year of the three-year contract. Provide single fee for each service (audit & non-audit) each year. This fee should include all out-of-pocket type expenses. Fee proposal structure is required with your proposal.

III. The evaluation criterion for proposals is as follows:

- **Professionalism: 10%**
 - ✓ RFP presentation
 - ✓ Well-written summary of the important features of the RFP
- **Scope of Services Description and Methodology: 30%**
 - ✓ Demonstrated strong understanding of the Commission's objectives and provides a proposed methodology and further refinement of the RFP scope of services to meet Commission's objectives, audit timeline and budget.
- **Qualification, Experience and Accomplishments: 35%**
 - ✓ Demonstrate commitment to the governmental audit practice.
 - ✓ Demonstrate expertise, knowledge of the proposed team in providing the scope of the services.
- **Valuation of Cost: 25%**
 - ✓ The evaluation of the related costs and value indicated in the proposed fee.

IV. Tentative Schedule:

Date	Event
5/17/2024	Release RFP to potential proposers
5/24/2024	5:00 p.m. PST – Deadline to submit questions
5/31/2024	The Commission responds to questions
6/14/2024	RFP response due – must be received by 5:00 p.m. PST
6/17/2024	Evaluation period begins
6/30/2024	Proposal selection

Send all questions regarding this RFP via email to:

Ngu Castro, Finance Officer
Email: ncastro@psmfc.org