

WEST CONTRA CO

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**REQUEST FOR PROPOSAL
RFP #1011-04
ANNUAL BOND PERFORMANCE AUDIT**

March 2011

II. GENERAL INSTRUCTIONS and SUBMITTAL REQUIREMENTS

- Submit one original proposal, unbound, and four (4) copies, in a sealed envelope or other sealed packaging, bearing the complete name and return address of the firm.
- In addition to your complete firm name and address, please annotate the envelope(s) as follows: CONFIDENTIAL: RFP #1011-04 Request for Proposals for Performance (Proposition 39) Audit Services. Improper identification may result in premature opening of, or failure to consider the material. All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the district and may be subject to the California Public Records Act. The district reserves the right to reject any or all proposals or any part of a proposal.
- The total number of pages is limited to 15. The proposal shall be concise and to the point;

IV. SCOPE OF SERVICES

The provided scope of services will encompass a wide array of tasks and shall be comprehensive in nature, including all necessary research, documentation, exhibit preparation, legislative analyses, and meeting attendance.

The CONSULTANT shall:

1. Audit Measures Measure D, 2002; Measure J 2005 and Measure D 2010 bond

accordance with the requirements of Education Code 15286: "Consistent with the provisions contained in subparagraph (C) and (D) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, the required annual independent financial and performance audits shall be conducted in accordance with

D. Scope of Services

Outline, in detail, the tasks your firm will perform to produce information and services requested under the "Scope of Services" section.

Provide an itemized list of client responsibilities; e.g., information the West

agreement and to engage another Performance Auditor as necessary to complete the work provided by Education Code 41020.2.

K. *Equal Opportunity*

It is the policy of the District that in connection with all work performed under contracts, there will be no discrimination against any prospective or active employee engaged in the work because of

