

ELKO TELEVISION DISTRICT

P.O. BOX 456

ELKO, NV 89803

Request for Proposals for Professional Auditing Services for Fiscal Year 2023 - 2024

I. Introduction

A. General Information

Elko Television District, a Nevada local government, is requesting proposals for a one (1) year and three (3) year commitment from qualified independent certified public accountants to audit its financial statements for the fiscal year ending June 30, 2024. It is the board's responsibility, and not that of the auditor, to prepare all required components of the financial statements to be audited. If requested, an electronic copy of the previous year's audit can be provided by calling McMullen, McPhee & Company, LLC at (775) 738-7157. The audit is to be conducted in accordance with U.S. generally accepted auditing standards.

The following conditions apply to this Request for Proposal (RFP):

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

The board reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the board. During the evaluation process, the board reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Firms may be requested to make oral presentations to the board as part of the final evaluation process.

It is anticipated the selection of a firm will be completed by March 29, 2024. Following the notification of the selected firm it is expected a contract will be executed between both parties following the March 2024 special meeting of the Elko Television District.

II. Nature of Services Required

A. Scope of Work to be Performed.

The selected independent auditor will be required to perform the following tasks:

1. Perform an audit of and prepare financial statements for all funds of Elko Television District, which collectively comprise the basic financial statements.
2. Render the Auditor's Report on the financial statements, which will include both Government-Wide Financial Statements, and Fund Financial Statements, budgetary comparisons, implementation of GASB Statement No. 87, and other supplementary information.
3. Apply limited audit procedures to Management's Discussion and Analysis, required supplementary information pertaining to the Enterprise Fund.

4. Apply certain limited procedures or procedures applicable to an attestation review of compliance with the Nevada Revised Statutes (NRS).
5. Provide a report on the internal controls related to the financial statements and compliance with laws, regulations, and the provisions of contracts, noncompliance with which could have a material effect on the financial statements in accordance U.S. generally accepted auditing standards. Identify any reportable conditions that are also material weaknesses as such in the report.
6. Present the results of the audit in person or via phone at a public meeting of the Elko Television District and communicate any reportable conditions found during the audit.

B. Auditing Standards to be Followed.

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.

C. 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 party: Steve Guitar, Chairman.

D. Working Paper Retention

All working papers and reports must be retained at the auditor’s expense for a minimum of seven (7) years, unless the firm is notified in writing by the Elko Television District of the need to extend the retention period. The auditor will be required to make working papers available to the board or any government agencies. 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.

III. Description of the Government

A. Background

Elko Television District (the Board) is governed by a five-member board, which has been elected representatives from Elko Television District Area that extends beyond the Elko City limits. The board is authorized under Nevada Revised Statute Chapter 308. The Board is legally separate and fiscally independent of other governing bodies; therefore, the Board is a primary government and is not reported as a component by another governmental unit. The Board’s one fund is the governmental fund and is comprised of the Enterprise Fund. The Board’s fiscal year begins July 1 and ends June 30.

The Board was established to create and maintain television facilities which will provide television signals to the residents of the district. The Board possesses final decision-making authority and is held primarily accountable for those decisions. It is responsible for adopting and approving the budget, establishing spending limitations, funding deficits, and all other acts necessary to conduct the purpose for which the Board was created.

B. Fund Structure

The board uses the following fund types in its financial reporting:

Fund Type	Number of Funds
Enterprise Fund	1

IV. Time Requirements

A. Anticipated Audit Schedule

<u>Date</u>	<u>Activity</u>
June 30, 2024	Fiscal Year End of the Board
August 31, 2024	The board will provide Auditors with documents
November 30, 2024	Audit completed and final products delivered

V. Proposal Requirements

A. General Requirements

1. Inquiries concerning this Request for Proposals must be made to:

Marisa Reeves, Secretary
etvdsecretary@gmail.com
775-738-7157

2. Submission of Proposal

Five (5) copies of the sealed Proposal shall be submitted in person by March 25, 2024, 2:00 p.m. PST to be considered to:

McMullen, McPhee & Company, LLC
c/o Marisa Reeves
215 Bluffs Ave, Suite 300
Elko, NV 89801

OR

Five (5) copies of the sealed Proposal shall be postmarked by March 22, 2024, for a proposal to be considered. The proposals should be addressed as follows:

Elko Television District
PO Box 456
Elko, NV 89803

OR

Electronically delivered by March 25, 2024, 2:00 p.m. PST to be considered to:

Marisa Reeves, Secretary
etvdsecretary@gmail.com

B. Contents of the Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the Board in conformity with the requirements of this RFP. The Technical Proposal should demonstrate the qualifications of the firm and of the specific staff to be assigned to this engagement.

The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. While additional data may be presented, the following subject must be included, and represent the criteria against which the proposal will be evaluated.

1. License to Practice in Nevada

An affirmative statement shall be included verifying the firm and all assigned key professional staff are properly licensed to practice in the State of Nevada.

2. Independence

The firm shall provide an affirmative statement that it is independent of the Elko Television District as defined by auditing standards generally accepted in the United States of America.

3. Firm Qualifications and Experience

To qualify the firm must have extensive experience in audits of local governments. The reports and financial statements must have been prepared in accordance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standard Board (GASB).

The Proposer is also required to submit a copy of a report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements.

The firm must also provide information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years. The firm must also provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years by State regulatory bodies or professional organizations.

D. Contents of the Cost Proposal

The sealed dollar cost proposal should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The Board will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.