Issue Date: August 13, 2026
Quote Due Date: August 27, 2026

REQUEST FOR QUOTES

For Audit Preparation Accounting Services

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1. PURPOSE OF REQUEST

The Local Agency Formation Commission for Los Angeles County (LA LAFCO), a small governmental agency, is requesting quotes from qualified accounting firms or independent accounting professionals to provide services for the preparation of LA LAFCO's annual audit, including year-end financial close and related financial reporting support.

The Agency intends to select a qualified firm that demonstrates the appropriate governmental accounting knowledge, experience, qualifications, responsiveness, and cost-effectiveness to support the Agency's annual audit process.

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2. AGENCY BACKGROUND

LA LAFCO is one of 58 state-mandated local governmental agencies authorized to make decisions on city and special district boundaries, changes of organizations as well as the formation of new districts or the incorporation of cities within its respective county. The LA LAFCO office is in Pasadena, CA.

The Agency maintains financial records and is subject to applicable governmental accounting, financial reporting, budgeting, auditing, and public-sector requirements.

The selected firm will work cooperatively with Agency management, staff, LA LAFCO's bookkeeper, and the Agency's independent auditors, as applicable. LA LAFCO's bookkeeper supports daily operations by issuing payments, reconciling payroll, and maintaining the Commission's financial records in QuickBooks Desktop 2024. All transactions are manually entered into QuickBooks and are recorded in the previously approved budget accounts. LA LAFCO has several controls in place for checks and balances.

Please note LA LAFCO is a small agency consisting of seven staff. Firms submitting a quote are strongly encouraged to review LA LAFCO's annual budgets, which are available at www.lalafco.org

3. SCOPE OF SERVICES

The selected firm shall provide accounting services related to the preparation of the Commission's annual audit. Services are anticipated to include, but are not necessarily limited to, the following:

A. Year-End Close

- Assist with the Agency's fiscal year-end closing process.
- Review general ledger accounts and identify required adjusting or correcting entries.
- Review accruals, prepaid expenses, receivables, payables, and other balance sheet accounts.
- Prepare and assist with fixed asset and depreciation records, as applicable. (LA LAFCO has minimal fixed assets, a couple at most.)
- Perform or assist with the reconciliations for LA LAFCO's California Employers' Retiree Benefit Trust (CERBT) Fund.
- Identify and resolve accounting discrepancies.
- Prepare year-end account schedules and supporting documentation, as requested by the Agency's independent auditors.
- Assist management in ensuring that financial records are complete and accurate before the annual audit.

B. Audit Preparation and Support

- Prepare audit schedules and supporting documentation requested by the Agency or its independent auditors.
- Organize financial records and supporting documentation for audit review.
- Assist with preparation of audit confirmations, reconciliations, schedules, and other requested information.
- Work with Agency staff to respond to routine auditor questions and requests for information.
- Coordinate with Agency personnel and the independent auditor during the audit process.

- Assist with researching and resolving audit-related accounting questions.
- Review financial records for compliance with applicable governmental accounting and financial reporting requirements.
- Assist with implementation of audit recommendations or accounting adjustments, as directed by Agency management.

C. Payroll

- Payroll related guidance as needed in accordance with federal, state, and local requirements.
- Annual reconciliation of payroll reports to the general ledger.
- Assist Agency management in maintaining and reconciling records of employee compensated absences, including vacation, sick leave, and other accrued leave balances, and prepare supporting schedules for submission to the Agency's independent auditors.
- Identify and communicate payroll discrepancies or issues to Agency management.

D. Accounts Payable and Accounts Receivable

- Review accounts receivable in preparation for year-end and summarize any outstanding accounts receivable items for the Agency's auditors.

LA LAFCO's bookkeeper performs monthly account reconciliations and verifies them against outstanding receivables.

E. Account Reconciliations

- Perform quarterly reconciliation for agency's CERBT account related to Other Post Employment Benefits Liabilities.
- Investigate unusual or outstanding reconciling items.
- Report significant discrepancies or unresolved items to Agency management.

F. Governmental Accounting Compliance

The selected firm must have demonstrated knowledge and experience with accounting and financial reporting applicable to governmental entities.

Services shall be performed in accordance with applicable governmental accounting standards, laws, regulations, and Agency policies, including applicable requirements established by the **Governmental Accounting Standards Board (GASB)** and other authoritative requirements applicable to the Agency.

The firm shall promptly notify the Agency of material accounting issues, compliance concerns, or changes in applicable accounting requirements that may affect the Agency.

G. Pension and Other Post-Employment Benefit (OPEB) Obligations

The selected firm shall review and reconcile the Agency's pension and other post-employment benefit (OPEB) obligations and related accounting records. LA LAFCO participates in the Los Angeles County Employees Retirement Association (LACERA) pension plans and is subject to applicable Governmental Accounting Standards Board (GASB) reporting requirements.

LA LAFCO engages an independent actuarial to prepare an annual OPEB Valuation Report for use in the Agency’s audited financial statements. The selected firm shall review the valuation report, prepare and record related accounting entries, and perform reconciliations as necessary to ensure the accurate reporting of the Agency’s OPEB obligations.

In addition, LACERA’s actuarial consultant prepares annual GASB-complaint actuarial reports that include information necessary for participating employers to account for their proportionate share of pension-related liabilities, deferred inflows and outflows of resources, pension expense, and related disclosures. The selected firm shall review the applicable reports. Services shall include, as applicable:

- Review pension-related liabilities, expenditures, contributions, and related accounts recorded in the Agency's general ledger.
- Review pension-related balances and activity for completeness, accuracy, and consistency with applicable governmental accounting standards.
- Review the Agency's OPEB obligations and related accounting records.
- Reconcile OPEB-related liabilities, expenditures, contributions, and other applicable balances to supporting documentation and actuarial information.
- Review actuarial reports and supporting schedules provided to the Agency and identify accounting information that should be reflected in the Agency's financial records.
- Identify discrepancies, unusual balances, or unsupported amounts and work with Agency staff to resolve them.

- Prepare or update pension and OPEB reconciliation schedules and supporting workpapers for year-end financial reporting and audit purposes.
- Provide supporting schedules and documentation requested by the Agency's independent auditors relating to pension and OPEB obligations.
- Assist the Agency in responding to auditor questions concerning pension and OPEB balances and related disclosures.
- Notify Agency management of significant issues, changes in applicable requirements, or items requiring review by the Agency's auditors, actuaries, legal counsel, or other specialized professionals.

Services shall be performed in accordance with applicable governmental accounting standards, including applicable **GASB requirements relating to pensions and OPEB**, as well as applicable laws, regulations, retirement-system requirements, and Agency policies.

4. DELIVERABLES

Depending on the services requested, anticipated deliverables may include:

- Periodic reconciliations;
- General ledger review and correction schedules;
- Year-end closing schedules;
- Adjusting journal entries;
- Accounts payable and accounts receivable reports;
- Payroll reconciliation reports;
- Audit schedules and supporting workpapers;
- Financial statement supporting schedules;
- Responses to auditor requests;
- Documentation supporting compliance with applicable governmental accounting standards; and
- Other accounting reports or schedules reasonably requested by the Agency.

5. FIRM QUALIFICATIONS

Respondents should demonstrate:

1. Experience providing accounting services to governmental agencies or other public-sector entities related to audit preparations;
2. Knowledge of governmental accounting and applicable GASB standards;
3. Experience preparing governmental entities for annual financial statement audits;
4. Experience with year-end financial close procedures;
5. Experience with payroll, accounts payable, accounts receivable, and account reconciliations;
6. Qualified personnel with appropriate accounting education, training, and experience;
7. Ability to meet established deadlines and respond promptly to Agency and auditor requests;
8. Strong internal controls and procedures for protecting confidential financial information; and
9. Appropriate professional licenses, certifications, registrations, insurance, and business credentials required to perform the services.
10. Preference may be given to firms or individuals with experience working with agencies of similar size, structure, and financial complexity.

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6. MINIMUM RESPONSE REQUIREMENTS

Each quote should include the following:

A. Vendor Information

- Legal business name;
- Business address;
- Primary contact name and contact information;

- Business structure and length of time in business; and
- Applicable licenses, registrations, and certifications.

B. Qualifications and Experience

Provide a brief description of the respondent's experience providing accounting services related to an audit preparation to governmental entities.

Include at least **two** relevant references, preferably governmental clients, with:

- Client name;
- Contact person;
- Telephone number and/or email address;
- Services provided; and
- Dates of service.

C. Approach to Services

Describe the respondent's proposed approach to the following:

- Year-end close;
- Audit preparation;
- Payroll;
- Accounts payable and accounts receivable;
- Account reconciliations;
- Governmental accounting and GASB compliance; and
- Pension and OPEB Obligations.

D. Personnel

Identify the individuals who will be assigned to the Agency, including their roles, qualifications, certifications, and relevant governmental accounting experience.

E. Availability and Schedule

Describe the firm's availability and ability to meet the Agency's anticipated deadlines, particularly fiscal year-end and annual audit deadlines.

F. Fees

Provide a detailed fee proposal identifying:

- Hourly rates;
- Estimated hours;
- Reimbursable expenses, if applicable;
- Any other anticipated charges, if applicable; and
- A Not-to-exceed amount.

All proposed fees should be clearly identified and should indicate whether they are fixed, estimated, or subject to adjustment.

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7. ESTIMATED TERM

The anticipated contract term is through December 31, 2026, with the possibility of renewal or extension subject to Agency approval, available funding, satisfactory performance, and applicable procurement requirements.

Audit fieldwork is scheduled for the week of September 21, 2026. All work must be performed within a two-week period, beginning September 1, 2026, and is due to the auditors by Friday, September 14, 2026.

The Agency reserves the right to negotiate the final scope, fees, and contract terms with the selected respondent.

8. EVALUATION CRITERIA

Quotes may be evaluated using the following criteria:

Evaluation Criterion	**Weight**
Governmental accounting/GASB experience	25%
Relevant experience and qualifications	20%
Proposed approach and understanding of scope	20%
Qualifications of assigned personnel	15%
Cost and overall value	15%
References and past performance	5%
Total	**100%**

The Agency may request clarification, additional information, interviews, or presentations from respondents as part of the evaluation process.

The lowest-priced quote will not necessarily be selected. The Agency intends to select the respondent whose qualifications, experience, proposed approach, cost, and overall value are determined to be in the best interest of the Agency.

9. PROCUREMENT SCHEDULE

Activity	**Date**
RFQ issued	8/13/2026
Quotes due	8/27/2026
Evaluation period	8/27/2026-8/31/2026
Firm selection	8/31/2026
Anticipated contract start	9/1/2026

The Agency reserves the right to modify this schedule by written notice.

10. QUESTIONS AND SUBMISSION OF QUOTES

Questions regarding this RFQ should be submitted to:

Adriana Romo
Deputy Executive Officer
Local Agency Formation Commission for Los Angeles County
Email: aromo@lalafco.org
Telephone: (626) 204-6500

Quotes shall be submitted electronically to **info@lalafco.org** or delivered to:

LAFCO
80 S. Lake Ave., Ste. 870
Pasadena, CA 91101

Quotes must be received no later than **August 27, 2026, 5:00 PST.**

Late submissions may be rejected in accordance with applicable Agency procurement requirements.

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11. GENERAL TERMS AND CONDITIONS

The Agency reserves the right to:

- Reject any or all quotes;
- Waive minor informalities or irregularities;
- Request clarification or additional information;
- Cancel or modify this RFQ;
- Negotiate with one or more respondents;
- Select a respondent based on the Agency's determination of best value; and
- Award no contract if doing so is determined to be in the Agency's best interest.

Issuance of this RFQ does not obligate the Agency to award a contract or reimburse respondents for costs incurred in preparing a response.

The selected firm shall comply with all applicable federal, state, and local laws, regulations, procurement requirements, and Agency policies.

The final agreement shall be subject to approval by the appropriate Agency authority and availability of funds.

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12. CONFIDENTIALITY AND RECORDS

The selected firm shall maintain the confidentiality and security of Agency financial, personnel, payroll, and other non-public information obtained in connection with the services.

All Agency records and workpapers created or maintained in connection with the engagement shall be handled in accordance with applicable public records, records-retention, confidentiality, and information-security requirements.

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13. INDEPENDENCE AND CONFLICTS OF INTEREST

Respondents shall disclose any actual, potential, or perceived conflicts of interest that could affect their ability to provide objective and professional services to the Agency.

The selected firm shall maintain appropriate professional independence and disclose any circumstances that may impair, or appear to impair, its ability to perform the services objectively.

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14. CERTIFICATION OF QUOTE

By submitting a quote, the respondent certifies that:

- The information provided is accurate and complete to the best of the respondent's knowledge;
- The respondent has reviewed and understands the requirements of this RFQ;
- The respondent is qualified and legally authorized to perform the proposed services;
- The respondent will comply with applicable governmental accounting requirements and Agency policies; and
- The respondent agrees to comply with the terms and conditions contained in the final agreement.

Firm Name: ________________________________

Authorized Representative: ______________________

Title: ____

Signature: ____________________________________

Date: ____

ATTACHMENT A

FEE PROPOSAL

Rates	**Proposed Fee/Rate**	**Estimated Hours**	**Estimated Total**
Firm Staff Position/Title	$		$
Firm Staff Position	$		$
Reimbursable Fees	$		$
Misc. Fees	$		$
Not-to Exceed Total			**$**

Additional fees or reimbursable expenses:

ATTACHMENT B

FIRM REFERENCES

Reference 1

Organization: ________________________________
Contact: ____________________________________
Telephone/Email: _____________________________
Services Provided: ____________________________
Dates of Service: _____________________________

Reference 2

Organization: ________________________________
Contact: ____________________________________
Telephone/Email: _____________________________
Services Provided: ____________________________
Dates of Service: _____________________________

END OF REQUEST FOR QUOTES