

NOTICE OF PRE-SUBMITTAL CONFERENCE

FROM

**THE CITY OF SEATTLE
SEATTLE CITY LIGHT DEPARTMENT**

**Request for Qualifications (forthcoming)
For
Annual Financial Statement Audit for 2016-2020**

Seattle City Light will be hosting a Pre-Submittal Conference for interested Consultants regarding the above forthcoming RFP.

Attendance at the Pre-Submittal Conference is **STRONGLY RECOMMENDED**, as City Light will be utilizing a new procurement method to evaluate Consultant qualifications as part of this RFP. The Pre-Submittal Conference will provide an overview of the project along with details of the procurement method, each evaluation criteria, and associated submission formats.

To obtain the greatest benefit, Consultants are strongly encouraged to send lead members of their project team that would be assigned to the project if awarded. (**Consultants should include operational personnel at the Pre-Submittal Conference, DO NOT limit attendance to business development, marketing, and sales staff**)

The Pre-Submittal conference is scheduled for:

**June 24, 2016 from 9:00am-11:00am
Seattle Municipal Tower, Room 4070
700 5th Avenue
Seattle WA 98104**

Note:

- *The anticipated procurement schedule is provided on Page 2 of this Notice*
- *An RSVP form is provided on Page 3 of this Notice*
- *A draft Scope of Work for the upcoming RFQ is provided on Pages 4-5 of this Notice*

The anticipated procurement schedule for the forthcoming RFQ is:

No	Schedule of Events	Date
1	Solicitation Release	Mon, 06/20/16
2	Pre-Submittal Conference	Fri, 06/24/16
3	Deadline to Submit Questions/Inquiries 2:00 PM (PST)	Wed, 06/29/16
4	Response Deadline Posted as Addendum	Wed, 07/06/16
5	Deadline to Submit Proposals 2:00pm (PST)	Thu, 07/14/16
6	Shortlisting of Consultants (if necessary)	Tue, 08/02/16
7	Interviews	Tue, 08/09/16
8	Announcement of Potential Best Value Proposer	Mon 08/15/16
9	Clarification Kick Off Meeting	Wed 08/24/16
10	Clarification Period	3 – 4 weeks
11	Anticipated Clarification Summary Meeting	Wed 09/14/16
12	Anticipated Contract Date	Mon 10/03/16

Representatives from interested consultant firms are invited to attend the Pre-Submittal Conference.

To assist our planning for this session, **SCL requests that interested consultants email the RSVP Form (provided below) to confirm their attendance.** Those who confirm their interest and attend will also have the opportunity to access a copy of the documentation shared during the webinar.

<p>RSVP Form is requested to assist SCL in planning for this Webinar Please email this RSVP form to:</p> <p style="text-align: center;">Serena Louie Serena.Louie@seattle.gov</p>	
Consultant Firm:	
Will Attend? Yes or no.	
Attendee Name	
Title/Position	
Email Address:	
Attendee Name	
Title/Position	
Email Address:	
Attendee Name	
Title/Position	
Email Address:	

DRAFT SCOPE OF WORK

This section provides a drafted version of the Scope of Work for the potential forthcoming RFQ.

Annual Financial Statement Audit for 2016-2020 Scope of Work – DRAFT

- A. The Consultant shall be limited to performing the annual audit of Seattle City Light's (City Light) Financial statements for each of the five years ending December 31, 2016 through 2020. The purpose of the audits are to obtain the Consultant's opinion on the fairness of the financial statements presented, and whether they conform with accounting principles generally accepted in the United States of America. The Consultant shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and shall include such tests, sampling and other audit procedures as the auditor determines necessary in the circumstances. Any additional services shall be subject to amendment(s) to the contract entered into and subject to the provisions of all applicable City ordinances. Fees for the financial statement audit will be negotiated annually.
- B. The Consultant shall prepare 50 copies of a standard Non-Government Auditing Standards (GAS) audit report and 25 copies of a standard GAS audit report after auditing City Light's financial statements and related records. The Non-GAS audit report shall include an auditor's opinion, balance sheets, statements of revenues, expenses, and changes in net position, statements of cash flows and accompanying notes to the financial statements, including a Management Discussion and Analysis (MD&A), required supplementary information, and other information. The GAS audit report will be similar to the Non-GAS audit report and will also include a report on internal control over financial reporting and on compliance and other matters as required by GAS. The Consultant shall deliver the audit reports to City Light's Controller no later than April 30, of the year subsequent to the year for which the report is prepared to comply with bond covenants.
- C. The Consultant shall be responsible for requesting and acquiring access to any needed information pertinent to the audits of previous years' financial statements. The most likely sources for obtaining such information are from City Light's Accounting Division and prior Consultant for the annual City Light financial statement audit.
- D. The Consultant shall attend entrance and exit conferences with City Light management and accounting staff, City Light Internal Audit, the City of Seattle's (City) City-Wide Accounting Director, and State Auditor during the course of each annual audit. In addition, an internal City Light audit meeting will be held with City Light's management when a draft audit report is available for the purpose of discussing audit results. The Consultant shall also present the results of the audit to the Energy and Environmental Committee of the Seattle City Council, approximately in May.
- E. The Consultant shall ascertain whether City Light has complied with bond covenants and other requirements as prescribed in the various bond resolutions and ordinances of the City of Seattle.

- F. The Consultant shall prepare and submit 25 copies of a management letter to City Light's Controller no later than May 15 of the year subsequent to the year for which the management letter is prepared. The management letter shall report all significant opportunities for improving internal control or operations and procedures, which are observed by the Consultant during the course of the Annual Financial Statement Audit, and communicate internal control deficiencies, if any.
- G. The Consultant shall review the draft of City Light's Annual Report and related supplementary information and schedules. The Consultant shall complete the review within a week after receiving the Draft Annual Report. The Draft Annual Report shall be available within two weeks after final audit fieldwork. The Annual Report shall include a copy of City Light's audited financial statements along with the Consultant's audit opinion, required supplementary financial information, and other information.
- H. The Consultant should consider utilizing the services of City Light's Internal Audit staff to full capacity to assist with the annual financial statement audit and thereby reduce audit fees to a limited extent.
- I. The Consultant should consider providing a HUB/WMBE Resource to assist with the annual financial statement audit and further City Light's efforts to promote business opportunities with these providers
- J. The Consultant shall take into consideration the implementation of major financial systems in the next few years in planning for the annual financial statement audit during the five year period ending December 31, 2020. The following systems will be implemented:
 - 1. New retail electric billing system referred to as CCB. To be implemented in September 2016.
 - 2. New fixed asset and depreciation system, a module of the current PeopleSoft financial system. To be implemented in October 2016.
 - 3. Re-Implementation of an updated PeopleSoft financial system and all related modules including general ledger, accounts payable, accounts receivable, billing, project cost and other. To be implemented in January 2018.
- K. The Consultant should consider providing a specified amount of annual training to City Light's Accounting Division staff on accounting standard updates, financial reporting, and other utility accounting and financial reporting matters. This training would qualify for accounting continuing professional education credit.