

Below are a few questions for clarification:

- 1) On the top of page #3 in the Service of Consultant Section, it states – “The physical inventory should also cover those assets that fall below the capitalization threshold but are to be included for insurance purposes.” On this more control item inventory and since unique asset identification is required will this include barcode inventory? Are there any existing barcodes on equipment and machinery?

A: I'd like these assets barcoded and/or tagged as well. Currently, none of the District owned assets are barcoded or tagged. Please note that all IT equipment, including but not limited to PCs and servers are owned by Exceedio, our contracted IT firm. They are tagged with Exceedio labels in a prominent place. I will provide the list to the winner firm.

- 2) All items, both capital @ \$5k > and non-capital are to be valued at historical cost for financial reporting as well as insurable replacement costs correct?

A: Correct. The Asset Master Plan did include replacement costs for water system infrastructure assets but the information was presented for capital planning and budgeting purposes, not for insurance purposes.

- 3) Could you provide a current statement of values for fixed asset insurable values?

A: Attached is a copy of the FY 2018 property insurance renewal paperwork submitted to our insurance administrator ACWA/JPIA for FY 2018 property insurance renewal. It has the requested information.

- 4) On the bottom of page #2 under Purpose, it states – “An important product of these services will be a complete fixed asset list with details adequate for District's fixed asset module.” Is there a specific format that these reports will need to put in for upload into the system? Are reports provided in excel, text delimited file, access or PDF formats acceptable?

A: Reports provided in Excel, text delimited and/or .pdf formats are sufficient.

- 5) If you were able to share such information, would you be able to say whether you have had any auditor management letter comments regarding your agency in fixed asset balance preparation when preparing your financial statements at year end? Have you had any recent or past comments about this? I want to make sure our valuation and other provided services meet your auditor's expectations without any future challenges from them.

A: No comments were noted in the audited financials. Attached are the audited financials and the management letter FYE 6/30/2017.

- 6) One of the other needed services mentioned developing an approach for a work plan. Does this mean that your agency needs a work plan that will tie capital improvement projects with your fixed asset accounting records and bookkeeping procedures? Or is it a work plan to be integrated with budgeting? Or is there another type of needed work plan that I am missing?

A: The work plan here simply means your work plan to do the fixed asset valuation and

physical asset inventory services.

7) Is there a preferred upload format needed by your fixed assets or accounting software of how you would like data to be uploaded? Would you be able to please share this?

A: The Excel format works fine with our financial management systems.

8) How are copies of invoices, contracts with vendors, and purchase orders maintained? Are these all electronic? If past records are not electronic, what year did they start to become electronic? And are your non-electronic records in microfiche, or paper, or just nonexistent? Either way, I believe we can definitely still find a valuation for your agency, I just wanted to know what level of records exist.

A: All records are in hard copy format. We follow the State's records retention policy to keep fiscal records up to 4 years for non-Federal funded expenses. All grant-funded projects and expenses are kept until four years after the audit by the funding agency. Anything older than the retention period has been destroyed without backup.