

REQUEST FOR PROPOSAL (RFP)

Bookkeeping & Accounting Services

Apple Valley Foothill County Water District

RFP Release Date: August 24, 2026

Part 1: RFP Cover Page & Instructions

1.1 District Profile & Core Project Context

The **Apple Valley Foothill County Water District** is a public special district operating a retail water utility in San Bernardino County, California. The District is seeking proposals from qualified bookkeeping firms or certified public accountants to manage its routine accounting workflows, public fund ledger compliance, and monthly board reporting.

The selected contractor will manage a highly structured, low-volume ledger environment defined by the following operational parameters:

- **Account Volume:** Exactly **260 active accounts**, serving single-family residential connections exclusively.
- **Utility Billing Software:** Core billing, customer meter data, and usage tiers are managed natively in **Ampstun**.
- **General Ledger Software:** The District is currently onboarding **QuickBooks Online (QBO)** to serve as its primary accounting ledger, check-and-balance matrix, and financial reporting engine.

1.2 Submission Guidelines

Proposals must follow these strict requirements to be considered for evaluation:

- **Format:** Submissions must be compiled into a single, comprehensive **PDF document**.
- **Delivery:** Proposals must be sent via email to **info@avfwd.org**.

- **Hard Deadline:** Submissions must be received no later than **4:00 PM PST on September 25, 2026**. Late submissions or alternative formats will be automatically disqualified.

1.3 Key Review & Award Timeline

The District will evaluate submissions and execute the procurement process according to the following baseline calendar:

- **August 24, 2026:** Official RFP Release & Public Distribution
- **September 25, 2026 (4:00 PM PST):** Proposal Submission Deadline
- **October 5 – October 9, 2026:** Evaluation and Contractor Interviews
- **October 26, 2026:** Formal Board Contract Award Notification
- **November 2, 2026:** Target Contract Commencement & Onboarding Kickoff

1.4 Designated Point of Contact (POC)

All procedural inquiries, software questions, or requests for clarification must be sent via email or phone to either of the following District staff members:

Contacts			
 Name	 Email	 Phone	 Location
Daniel B. Smith	dsmith@avfwater.org	760-247-1101	 22545 Del Oro Rd
Makayla Simmons	msimmons@avfwater.org	760-247-1101	 22545 Del Oro Rd
General Mailbox	info@avfwater.org	760-247-1101	 22545 Del Oro Road

Bidders are strictly prohibited from contacting members of the Board of Directors directly during the active open-bidding window.

Part 2: Comprehensive Scope of Work & Operational Policies

2.1 The Ampstun-to-QuickBooks Monthly Integration Workflow

The contractor is not required to log into Ampstun daily to handle day-to-day resident accounts. Instead, the scope centers on executing structured **monthly batch journal entries** to ensure the accounting ledger mirrors utility realities:

- **Revenue Mapping:** Ingest monthly Ampstun summary journals to record gross billings, consumption revenues, and fixed service fees.
- **Collection Reconciliations:** Match monthly aggregate collections, electronic payments, and processing terminal deposits from Ampstun directly to QuickBooks bank feeds.
- **Variance Tracking:** Reconcile accounts receivable aging updates and authorized billing adjustments between both systems.

2.2 Board of Directors Monthly Reporting Package

The contractor must deliver a standardized, digital financial package to the General Manager by the **3rd. Thursday every month** for inclusion in the formal Board packet. This package must include:

1. **Executive Summary & Cash Positions:** A narrative summary outlining available cash across operating, emergency reserve, and capital improvement fund accounts.
2. **Budget vs. Actual Operating Report:** A side-by-side statement showing current month and Year-to-Date (YTD) revenues and expenditures against the approved fiscal budget, with explicit variance percentages.
3. **Ampstun Utility Billings Reconciliation:** A structural check matching Ampstun's monthly billings, cash collections, and credit adjustments to bank deposits.
4. **Accounts Payable & Disbursement Register:** A chronological log of all checks, automatic drafts, and pending vendor payments requiring formal Board authorization.
5. **Aging Accounts Receivable Summary:** A breakdown of delinquent resident accounts categorized by past-due duration (30, 60, and 90+ days).

2.3 Trust Accounting Protocol: Customer Security Deposits

Because resident security deposits constitute restricted funds, the contractor must follow a rigorous double-entry accounting process:

- **Balance Sheet Allocation:** All customer deposits must bypass the Profit & Loss statement entirely, recorded directly as a **Current Liability** (e.g. *Account 2100: Customer Security Deposits*).
- **Monthly Sub-Ledger Balancing:** The contractor must verify every month that the total QuickBooks deposit liability balance matches the aggregate active deposit report generated by Ampstun.
- **Service Termination Flow:** Upon account closure, the bookkeeper must offset any final outstanding water balances against the deposit liability and issue a district refund check for any remaining credit balance.

2.4 Internal Controls Policy & QuickBooks Workflow Boundaries

To prevent fraud and maintain strict compliance in a micro-district environment, the contractor must operate under the following structural limitations:

- **No Administrative Ledger Rights:** The contractor will receive a **Standard User profile** in QuickBooks. Primary administrative rights remain exclusively with District leadership. Core settings and closed historical quarters will remain locked.
- **Restricted Vendor Onboarding Procedure:** The contractor cannot directly create, modify, or activate any vendor profile in QuickBooks. To pay a new vendor, the contractor must submit a W-9 and a verified invoice to the General Manager. The General Manager will create the vendor profile independently, after which the bookkeeper may link expenses and queue payments.
- **Complete Separation of Cash Custody:** The contractor will **never hold custody of district funds**. The firm is strictly blocked from signing checks, initiating ACH transfers, or approving online payment distributions. The contractor records and codes transactions; execution remains with authorized District Board members.

2.5 Records Retention Clause (California Code Compliance)

All financial logs, ledgers, and billing records must be preserved and indexed in full compliance with [California Government Code § 34090](#) and [California Code of Regulations \(CCR\) Title 22 § 64470](#):

- **Permanent Retention (Never Destroy):** Annual Financial Audits, State Controller Transactions Reports, General Ledgers, and official financial board resolutions.
- **Ten-Year Retention:** Financial files or ledger codes linked directly to water treatment chemicals, environmental analyses, or official infrastructure sanitary surveys (Per **22 CCR § 64470**).
- **Seven-Year Retention:** Vendor invoices, receipts, check registers, bank statements, monthly deposit logs, and Ampstun historical monthly utility billing summaries.
- **Safe Destruction Framework:** No records may be purged without explicit, written authorization from the Board of Directors. All standard destruction timelines are frozen immediately in the event of an active audit, Public Records Act request, or litigation hold.

2.6 California Public Records Act (PRA) Compliance

Pursuant to California Government Code § 7920.000 et seq., all workflows are governed by public transparency standards:

- **Public Record Status:** All financial logs, QuickBooks data fields, utility reconciliation workpapers, and vendor invoices managed by the contractor are legally considered public records belonging to the District.
- **No Direct Distribution:** The contractor is strictly prohibited from releasing records directly to members of the public, the media, or outside parties.
- **Mandatory Referral Flow:** Any direct public records inquiry, subpoena, or PRA request received by the contractor must be forwarded to the General Manager via email within **24 hours** of receipt.
- **Rapid Production Window:** To meet state disclosure deadlines, the contractor must provide all requested digital financial files to the General Manager within **3 business days** of notification, at no additional operational cost to the District.



Part 3: Bid Submission Form & Cost Framework

Bidders must complete this form exactly as structured and include it as the first section following their cover letter in the PDF proposal packet.

3.1 Firm Information

- **Company / Individual Name:** _____
- **Primary Contact Person:** _____ **Title:** _____
- **Business Address:** _____
- **Email Address:** _____ **Phone:** _____
- **Years in Business:** _____ **Active QuickBooks Certifications held:**

3.2 Public Agency & Special District Experience

- Does your firm possess direct experience providing bookkeeping services to California municipal agencies, special districts, or public utilities?
[] YES [] NO
- Total number of public sector clients currently managed: _____

3.3 Fee & Rate Framework

Bidders must provide flat, all-inclusive pricing for routine services. Hourly rates apply strictly to out-of-scope advisory work or direct audit representation authorized by the Board.

Cost Category	Billing Structure	Proposed Bid Amount
System Onboarding & Optimization	One-Time Flat Fee	\$_____

Apple Valley Foothill County Water District • 22545 Del Oro Road, Apple Valley, CA 92308

Phone: (760) 247-1101 • **Emergency 24/7 Line:** (760) 881-9843 • **Email:** Info@avfwater.org

An Equal Opportunity Provider and Employer

(QuickBooks Online chart of accounts design, legacy data integration, syncing Ampstun workflows)

Core Monthly Bookkeeping & Reporting

Fixed Monthly \$_____ / mo

Retainer

(Bank feed reconciliation, AP processing, asset adjustments, monthly 5-part Board report generation)

Out-of-Scope Special Advisory Rate

Hourly Billing \$_____ / hr

Rate

(Direct audit representation, custom fiscal adjustments, physical attendance at Board meetings)

3.4 Proposer Acknowledgment & Signature

By signing below, the proposer certifies that they have read the complete RFP, understand the workflow dynamics of the **260 residential accounts using Ampstun and QuickBooks**, agree to all **Internal Controls** limitations, and pledge full compliance with **California Records Retention** and **Public Records Act** statutes.

- **Authorized Signature:** _____
- **Printed Name & Title:** _____
- **Date:** _____