



Utility District Credit Union  
P.O. Box 24055 Oakland, California 94623  
510-287-0465  
utility.credit@udcu.org  
www.udcu.org

April 7, 2025

Dear Sir or Madam:

The Supervisory Committee of the Utility District Credit Union (UDCU) is accepting proposals from CPA firms to provide certified financial audit services for our credit union in the future. We invite your firm to submit a proposal to us by May 15, 2025 for consideration. A description of our organization, the services needed, and other pertinent information follows:

### **Background of UDCU**

The UDCU is for East Bay Municipal Utility District's employees, retirees, and their family members only and has approximately 2,000 members. The organization has a June 30 fiscal year end, with a requirement to file an audited financial statement and verification of member accounts. The audit and detailed reports will be due by August 25, 2025.

### **Services to Be Performed**

Your proposal is expected to cover the following services:

1. Annual audit of financial statements to be completed in accordance with the GAAS
2. Membership verification
3. Met with Supervisory Committee and Board of Directors, as necessary.

### **Key Personnel**

Following are key contacts for information you may seek in preparing your proposal:

Carolyn Maughan	CEO/President	(510) 287-0467
Janetta Johnson	Chair, Supervisory Committee	(510) 287-0102

Requests for additional information, visits to our site, review of prior financial statements and tax returns, and/or appointments with Key Personnel should be coordinated through our CEO/President. You may reach her at the number listed above. Please return the completed proposal to:

Utility District Credit Union

Attn: Janetta Johnson

Via email: [Janetta.johnson@ebmud.com](mailto:Janetta.johnson@ebmud.com)

US Mail: P.O. Box 24055, MS #804, Oakland, CA 94623-1055

### **Relationship With Prior CPA Service Provider**

These services have been provided by Ferrin & Company, LLC CPAs. However, the credit union wants to find a firm within the state, so they can provide cost-effective onsite visits as part of the audit process.

### **Your Response to This Request for Proposal**

In responding to this request, we request the following information:

1. Detail your firm's experience in providing auditing and tax services to credit unions, or how your experience relates to service to credit unions.
2. Provide information on whether you provide services to credit unions.
3. Given our small size, we believe staff continuity is particularly important to us. Discuss how you approach continuity in assignments and any commitments your firm can make related to this.
4. Identify key staff who will be assigned to this work if you are successful in your bid and provide relevant credentials and experience. For both the firm and the individual assigned to this work, provide their license information.
5. Describe how your firm will approach the audit of the organization. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and the Supervisory Committees of the board.
6. Provide your fee proposal for the 2025 audit, with whatever guarantees can be given regarding increases in future years.
7. Furnish standard billing rates for classes of professional personnel.
8. Provide the names and contact information for other clients (preferable ones similar to the UDCU) of the key staff that will be assigned to our organization for reference purposes.
9. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.
10. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

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Oakland, CA 94623

### **Evaluation of Proposals**

UDCU will evaluate proposals on a qualitative basis and on the basis of price. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Please submit your response to this request for proposal by May 15, 2025. We would also appreciate a response if you decline to submit a proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Janetta M. Johnson', with a long horizontal line extending to the right.

Janetta M. Johnson, Chair  
UDCU Supervisory Committee

Attachments: Most recent financial statements and Form 990.