



West Point Fire Protection District  
PO Box 315  
195 Spink Rd.  
West Point, CA 95255

**REQUEST FOR PROPOSALS (RFP)  
ASSISTANT DISTRICT CLERK  
WEST POINT FIRE PROTECTION DISTRICT**

<b>For more information or questions, contact:</b>	Julia Marsili, Vice Chair, WPPFD <a href="mailto:jmarsili@westpointfire.org">jmarsili@westpointfire.org</a> 724-882-6786
<b>RFP Release Date:</b>	June 15, 2023
<b>RFP Closing Date:</b>	June 30, 2023, at 5PM PST
<b>Contractor Selection/Notice of Award:</b>	The contractor will be selected no later than July 13, 2023. All bidders will be notified by email of the results.
<b>Work Commencement:</b>	Immediately upon execution of the contract.
<b>Work Completion Date:</b>	Ongoing
<b>Proposal Submission</b>	Proposals must be submitted electronically to <a href="mailto:tmiller@westpointfire.org">tmiller@westpointfire.org</a> by Friday, June 30 <sup>th</sup> at 5:00PM PST.

**OVERVIEW**

The West Point Fire Protection District Board of Directors is seeking Proposals for an Assistant District Clerk to provide administrative support and direction to the West Point Fire Protection District.

**BACKGROUND**

The West Point Fire Protection District is a combination of paid and volunteer staff serving the rural communities of West Point and Wilseyville in the State of California. Located in Calaveras County along portions of Highway 26 between the north and south forks of the Mokelumne River, the district encompasses approximately 110 square miles in the Sierra Nevada mountains and foothills. To view a map of the district, [click here](#).

The District serves a population of around 800 residents, staffing one station 24 hours a day, 7 days a week in West Point, with a second station in Wilseyville. Apparatus utilized include one Type 1 engine, one Type 3 engine, one Type 6 engine, one Type 1 water tender, one utility vehicle plus a Chief and Asst. Chief Command vehicles. The district also has one command and one utility vehicle for C.E.R.T use.

**SCOPE OF WORK**

The Assistant District Clerk will work closely with the District Clerk to provide administrative support to the District and the Board of Directors. The Board of Directors intends for this work to be completed in 20 hours or less per month, but extenuating circumstances might occur where additional hours are needed. The scope of work includes but is not limited to:

- *Monthly Board of Director meetings:*
  - Develop draft agendas and posting agendas according to the Brown Act
  - Collect board input to inform the agendas and packets
  - Prepare and distribute board packets



West Point Fire Protection District  
PO Box 315  
195 Spink Rd.  
West Point, CA 95255

- Attend each board of directors meeting to take minutes, present correspondence, prepare authorization signature pages for transmittals, and prepare checks for signing
- Complete after meeting follow up items, including bank deposits, payment authorizations, minute preparation, filing documents, and correspondence with board members and fire chief.
- *Payables & Receivables*
  - Communicate with vendors and ensure proper vendor documentation is filed
  - Prepare payable transmittals
  - Retrieve county's budget to actual expense reports and general ledger reports
  - Prepare bank deposits
- *Annual Budget and Audit*
  - Assist with preparation of annual and final budgets for board approval
  - Prepare for annual audit and work closely with auditors during the entirety of the process
- *Other organizational and administrative tasks as needed*
  - Ensure availability for board, chief, and clerk communications
  - Maintain organized records and files
  - Monitor critical due dates and correspondances

### BID EVALUATION CRITERIA AND SCORING

The contract will be awarded based on a variety of criteria to include:

Completeness of Proposal	Pass/Fail
Qualifications & Experience	10 points
Reference Check	Pass/Fail
Cost	10 points
District and community knowledge	10 points

### SUBMISSION REQUIREMENTS

**Completeness of Proposal:** The bid must contain all requested information prior to or on the deadline of the RFP.

**Resume and Cover Letter:** Please submit a resume and cover letter with the bid.

**Qualifications and Experience:** Ensure resume contains:

- Relevant work history and years employed (required)
- Education (if applicable—high school diploma required)
- Volunteer background (if applicable)

**Reference Check:** Please include the name, phone number, and relationship of two professional references with knowledge of your administrative experience, with at least one being within the past 18 months.

**Cost:**

- Please submit costs as a flat monthly rate for all tasks described, taking into account up to 20 hours of work monthly.



West Point Fire Protection District  
PO Box 315  
195 Spink Rd.  
West Point, CA 95255

**District and Community Knowledge:**

- Please include a statement describing your history and connection to the communities of West Point and Wilseyville, as well as your knowledge of the West Point Fire Protection District’s mission and vision (200 words or less).

**HOW TO SUBMIT**

All bids must be submitted electronically to [tmiller@westpointfire.org](mailto:tmiller@westpointfire.org) by Friday, June 30<sup>th</sup> at 5:00PM PST. Failure to comply with any submission requirements will result in automatic disqualification. All information contained in this proposal will be confidential until the review committee has completed its evaluation and a contractor has been selected.

**AWARD PROCESS**

All qualified bidders will receive email notifications which will include the name of the selected contractor.

**PROTEST PROCESS**

Any bidder who disagrees or wishes to protest the WPPFD selection process must submit their appeal in writing to:

West Point Fire Protection District:  
PO Box 315  
West Point, CA 95255

Protests must be postmarked before 5PM on the 10<sup>th</sup> calendar day following the Notice of Award. Please include the reason for the protest as well as the protestor’s name, address, telephone number, and email address. Failure to comply with these procedures shall constitute a waiver of any right to further protest or file a legal claim.