

**LACERA  
REQUEST FOR PROPOSALS  
AUDITING AND CONSULTING SERVICES AUDIT POOL  
ISSUED: DECEMBER 2020**

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**EXHIBIT A  
INTENT TO RESPOND AND  
MINIMUM QUALIFICATIONS CERTIFICATION**

Intent to Respond

If you choose to respond to this RFP, please submit this form to Kathryn Ton via email no later than 5:00 p.m. PDT, January 18, 2021. Failure to submit your Intent to Respond may disqualify your firm from submitting a proposal.

LACERA's responses to written requests for clarification or additional information will be provided to all firms that have submitted an Intent to Respond.

<b>To:</b>	Kathryn Ton	<b>From:</b>	
<b>Co.:</b>	LACERA – Internal Audit	<b>Title:</b>	
<b>Phone:</b>	626-564-6000 ext. 3525	<b>Co.:</b>	
<b>Email:</b>	kton@lacera.com	<b>Phone:</b>	
<b>Re:</b>	Intent to Respond	<b>Email:</b>	
		<b>Date:</b>	

Our firm intends to submit a response for LACERA's RFP for the Auditing and Consulting Services Audit Pool, Exhibit B-1, Exhibit B-2, and/or Exhibit B-3.

Please forward inquiries to the following contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**MINIMUM QUALIFICATIONS CERTIFICATION**

All Firms are required to sign and return this attachment, along with written evidence of how you meet each qualification. The undersigned hereby certifies that the Firm submitting this response fulfills the minimum qualifications outlined below, as well as the requirements contained in the RFP.

**Minimum Qualifications include:**

<b>Auditor Minimum Qualifications*</b>	<b>Yes</b>	<b>No</b>
The proposing firm must have been a professional firm that provides audit and/or consulting services for the past three (3) years.		
The proposing firm must have performed audit and consulting services in the applied for specialty areas in this RFP within the past three (3) years.		
Key Personnel (Director, Manager/Supervisor) with planning and on-site supervisory responsibilities must have at least five (5) years of experience in the applied for specialty areas set forth in this RFP.		

\* LACERA reserves the right to grant exceptions to the minimum qualifications with appropriate explanation and in our sole discretion.

**The undersigned hereby certifies that he/she is an individual authorized to bind the Firm contractually, and said signature authorizes verification of this information.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (please print)

\_\_\_\_\_  
Name of Firm