



PARK HILL SCHOOL DISTRICT

7703 NW Barry Road • Kansas City, Missouri 64153

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Assistant Superintendent – Business
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Mary Carrier
Accounting Coordinator
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Email: carrierm@parkhill.k12.mo.us

MEMORANDUM

TO: Auditing Firms
FROM: Mary Carrier – Accounting Coordinator
DATE: January 4, 2018
RE: Annual Audit Services

Enclosed is a Request for Proposal (RFP) for Annual Audit Services. The proposed Agreement calls for an initial one-year award period, with two one-year renewal options. The responsive Proposal will comply with all federal, state and local regulations. Information regarding the services to be provided, information which must be submitted as part of the Proposal, and related details are included in the accompanying RFP.

All communications by the Company concerning this RFP, including requests for additional information or clarification, must be directed to Mary Carrier, District Accounting Coordinator, via email at carrierm@parkhill.k12.mo.us. This written request shall be submitted and received by the District no later than **Thursday, January 18, 2018** at 1:00 p.m. CST. Official written statements and addendums will be posted on the Park Hill School District website at <http://www.parkhill.k12.mo.us> (*Park Hill School District » District Information » Requests for Proposal and Bids*).

Proposals must be received by the District no later than **Friday, February 02, 2018** at 1:00 p.m. CST. **No late submittals will be accepted.** The Board of Education reserves the right to accept or reject any or all Proposals, to waive any irregularities, and to accept the Proposal that is in the best interest of the District. It is anticipated that the award for Annual Audit Services will be considered by the Board at its regular meeting on Thursday, February 22, 2018.

Companies are to submit one (1) copy of their response to the RFP and a single electronic copy of *the entire response* as a PDF document on a USB flash drive. Proposals and the USB drive shall be delivered in a sealed envelope clearly marked as indicated below.

Park Hill School District
Attention: Mary Carrier
7703 NW Barry Road
Kansas City, Missouri 64153-1731
RE: Annual Audit Services



Park Hill School District

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PARK HILL SCHOOL DISTRICT

7703 NW Barry Road • Kansas City, Missouri 64153

REQUEST FOR PROPOSAL

Title: Annual Audit Services
Issue Date: January 4, 2018

Contact Person: Mary Carrier
Phone #: (816) 359-4024
E-mail: carrierm@parkhill.k12.mo.us

RETURN PROPOSAL NO LATER THAN: **Friday, February 02**, before 1:00 p.m. CST

RETURN PROPOSALS AND ADDENDA TO:

Park Hill School District
Attention: Mary Carrier
7703 NW Barry Road
Kansas City, MO 64153-1731
RE: Annual Audit Services

Letter of Transmittal

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto. Signatures bind the Company to all items in the Proposal including products, services, prices, etc. contained in the Proposal.

AGREEMENT - SIGNATURE REQUIRED

_____		_____
Authorized Signature		Date
_____		_____
Printed Name		Title

Company Name		

Mailing Address		

City, State, Zip		

_____	_____	_____
Phone #	Fax #	E-mail Address

IMPORTANT DATES

Issue Date: Thursday, January 04, 2018

Questions Due to the District: Thursday, January 18, 2018 before 1:00 p.m. CST

Return Date & Time: Friday, February 02, 2018 before 1:00 p.m. CST

All timely proposals submitted to the Park Hill School District office will be considered for evaluation. Proposals received after 1:00 p.m. CST Friday, February 02, 2018 will not be accepted and will be returned to the vendor unopened.

GENERAL CONDITIONS

- 1) The Board of Education of the Park Hill School District (hereafter “District”) will receive sealed Proposals from qualified firms of certified public accountants for providing **Annual Audit Services** for the 2017-2018 school year (fiscal year 2018) (FY2018) with options to renew for FY2019 and FY2020.
- 2) The purpose of this Request for Proposal (RFP) is to establish the requirements for Annual Audit Services, and to solicit Proposals from audit firms (hereafter “Company”) for providing such audit services. The RFP requests a great amount of detail in order to avoid delays, misunderstanding, and to simplify the evaluation of the Proposals. The Company is requested to respond to each specification.
- 3) The Company must submit a complete Proposal covering all requirements identified in this RFP package in order to be considered. All Proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the original work product of the Company.
- 4) The Company must submit one original copy of the Proposal and a single electronic copy of *the entire response* as a PDF document on a USB flash drive. Proposals shall be delivered in a sealed envelope and clearly marked on the envelope with the name “Annual Audit Services Proposal” and delivered to:

Park Hill School District
Attention: Mary Carrier
7703 NW Barry Road
Kansas City, Missouri 64153-1731

- 5) Proposals will be received until 1:00 PM, CST, Friday, February 02, 2018. Proposals delivered via email or facsimile **will not be considered** in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
- 6) The time and date recorded by the District shall be the official time of receipt. The District is not responsible for lateness or non-delivery by the U.S. Postal Service or other carrier to the District.
- 7) Proposals may be modified or withdrawn by written notice or in person by the Company or its authorized representative, provided its identity is disclosed on the envelope containing the Proposal and such person signs a receipt for the Proposal, but only if the withdrawal is made prior to the deadline.
- 8) The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.
- 9) All Proposals must be submitted on the District forms as attached. The Company’s Proposal package shall contain the requested contents listed under this RFP’s “Attachments” Section. Proposals submitted on forms other than the enclosed may be rejected. No alternate Proposals that significantly deviate or modify the concept and ultimate objectives of this Proposal will be considered.

- 10) Any explanation or statement that the Company wishes to make must be contained within the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Company so indicates, it is understood that the Company has proposed in strict accordance with the RFP requirements.
- 11) The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
- 12) The District reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Company for any expense, cost, loss or damage incurred or suffered by the Company as a result of such withdrawal.
- 13) All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.
- 14) Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until that time when the District takes official action on the Proposals.
- 15) While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is provided solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.
- 16) The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.
- 17) No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification.
- 18) Requests for interpretation must be made in writing, via email, to Mary Carrier, Accounting Coordinator, carrierm@parkhill.k12.mo.us, no later than **Thursday, January 18, 2018 before 1:00 p.m. CST**. Any information given to a Company concerning the RFP will be furnished to all Companies as an addendum to the RFP if, in the District's sole discretion, such information is deemed necessary to all Companies in submitting Proposals on the RFP, or the lack of such information would be prejudicial to uninformed Companies. The Company should rely only on written statements issued by the District in the form of an addendum to the RFP. Written statements and addendums will be posted on the Park Hill School District website at <http://www.parkhill.k12.mo.us> (*Park Hill School District » District Information » Requests for Proposal and Bids*).

- 19) The District reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Companies that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the District.
- 20) Due regard will be given for the protection of proprietary information contained in all Proposals received. However, vendors should be aware that all materials associated with the procurement are subject to the terms of the Missouri Sunshine Law and all rules, regulations and interpretations resulting therefrom. RSMo Chapter 610.021 states "Except to the extent disclosure is otherwise required by law, a public governmental body is authorized to close meetings, records and votes, to the extent they relate to the following . . . Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected".
- 21) The Company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
- 22) No Company shall engage in any activity or practice, by itself or with other Companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Company's Proposal.
- 23) The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Company specifically qualifies its offer by stating that the Proposal must be taken as a whole.
- 24) To facilitate consideration of the Proposals, the District may, at its option, conduct interviews after receipt of the Proposal. The District reserves the right to attempt to clarify and qualify terms of any Proposal. If this is necessary, the District will contact the Company.
- 25) The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal.
- 26) Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
- 27) The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.
- 28) In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.
- 29) All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into a final Agreement

between the District and the successful Company. Any conflict in the wording between the final Agreement and the wording of the terms and conditions of this RFP and the response of the Company shall be resolved in favor of the District and shall be deemed to be incorporated into the final Agreement.

- 30) The successful Company must not at any time assign any portion of its contract with the District nor shall it assign the contract without the written permission of the District. The successful Company must not, at any time, change sub-consultants approved by the District without written permission of the District, other than as listed in the bid submission.
- 31) The District, in its discretion, may terminate the contract within 30 days via written notice if, in its opinion, the successful Company fails to meet the terms and conditions of the RFP. Notwithstanding the termination of the contract, the successful Company shall remain responsible for its obligations under this contract up to the date of termination. The District reserves the right to commence an action in a court of competent jurisdiction against the successful Company for damages that result from the breach of the terms and conditions of the contract, by the successful Company.
- 32) The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Company; liquidation or dissolution of successful Company; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; assignment by successful Company for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Company.
- 33) In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Company and the District will thereby be relieved from all further obligations under the Agreement.
- 34) In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.
- 35) The District shall not be responsible for any pre-Agreement expenses of any Company, including the successful Company, incurred prior to the commencement of the Agreement.
- 36) Although the District cannot bind future governing bodies, it is anticipated that the Company selected to serve as the District's auditor will be retained for a 1-year period with annual evaluations made of its services.
- 37) The District is an Equal Opportunity Employer and does not discriminate against a person because of age, race, color, handicap, sex, national origin, or religious creed. Any Company submitting a proposal shall not directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

Park Hill School Board Policy

Policy DIE - Audits

Section: Fiscal Management

Legal Refs: Sections 163.021, .081, 165.111, .121, 610.021(17), RSMo. 5 C.S.R. 30-4.030, Single Audit Act, 31 U.S.C. Sections 7501 – 7507, 2 C.F.R. Part 200

The assets of the Park Hill School District will be professionally and transparently managed in accordance with applicable law and the high expectations of the Board and the community. The superintendent or designee will ensure that the district's financial statements accurately reflect the district's financial position and that all applicable state and federal laws are followed.

The district will retain an independent auditor at the close of each fiscal year for the purpose of auditing and making necessary reports to the Board of Education, the Missouri Department of Elementary and Secondary Education (DESE) and the federal government. The Board directs all district employees to cooperate with and assist the auditor so that the Board may obtain a fair and accurate report.

The cost of the audit and reports shall be paid from the incidental fund of the district.

Auditor Selection

The Board will procure the services of the independent auditor by competitive bid pursuant to Board policy. The independent auditor must hold a current permit to practice public accounting in the state of Missouri and meet the requirements for continuing education and peer review as defined by the Missouri State Board of Accountancy and *Government Auditing Standards*. The district will request a copy of the audit organization's peer review report. The independent auditor cannot be suspended or debarred from doing business with the state or federal government. Any subcontractors must also meet these requirements.

Scope of Audit

All requests for audit services will clearly identify the scope of the audit.

The audit shall be made in accordance with generally accepted auditing standards, government auditing standards, federal audit standards, and DESE audit guidelines. Minimally, the audit will include the district's General, Special Revenue, Debt Service and Capital Projects funds; fiduciary funds; proprietary funds; and component units, unless a component unit issues its own audited financial statements. All financial, transportation, food service and attendance records of the district will be audited in accordance with state law. The audit will include reviews and tests of the accounting system, books and records, and other underlying data as necessary to reach an informed opinion on the financial affairs of the district.

The auditor will give an opinion on the fairness of presentation of the district's financial statements and will review the financial operations systems of internal control and compliance with law. The Board may expand the scope of the audit to include an examination of a specific district program, fund or process or to require a more comprehensive audit than is required by law.

Audit of Federal Funds

The district will conduct audits of federal awards and federal funds as directed by the Board and in accordance with applicable law and the requirements of the agency awarding the funding.

Audit Report

The audit report shall meet the requirements of state and federal law. The independent auditor shall provide a copy of the audit report to each member of the Board and the superintendent. Once the audit report is final, the Board will vote by motion or resolution to approve the audit report, and the Board secretary will sign a copy of the final approved motion or resolution verifying that the final report has been approved. The Board delegates to the superintendent or designee the responsibility for transmitting to DESE on behalf of the Board a copy of the final audit report, the related management letter if prepared by the auditor, and a copy of the final, approved and signed Board minutes or Board resolution approving the audit report. These materials must be submitted electronically in the manner directed by DESE no later than December 31 each year.

Public Access and Publication

The final audit report is an open record, and any member of the public may request to inspect or copy the report. Confidential and privileged communications between the district and its auditor, including all auditor work product, are closed to the extent permitted by law.

Within 30 days of receipt of the final audit report, the superintendent or designee, on behalf of the Board, shall prepare a summary of the report and publish it in a qualifying newspaper or by other means allowed by law. The publication shall state that the audit report is available in the superintendent's office for inspection.

Response to Audit

All recommendations of the auditor will be taken seriously and will be implemented as appropriate. The superintendent or designee is directed to resolve any questions or discrepancies disclosed by the audit and must provide a full report of the resolution to the Board.

If the district receives an audit with a disclaimer of opinion, the district shall institute corrective measures immediately to ensure that subsequent audits do not contain a disclaimer. If fraud or embezzlement is discovered during the course of an audit, the superintendent or designee will notify DESE. If the superintendent or designee is implicated in the suspected fraud or embezzlement, the Board president will notify DESE.

Board Regulation DIE-R - Audits

Section: Fiscal Management

1. The Park Hill School District shall cause an audit examination ("audit") to be conducted annually as directed in Board policy. The audit must include the district's:

- General, Special Revenue, Debt Service and Capital Projects funds.
- Fiduciary funds.
- Proprietary funds.
- Component units that do not issue their own financial statements.
- Transportation records.
- Attendance records.
- Food service records.
- Other programs, funds or processes as specified by the Board or required by law.

Component units are organizations that warrant inclusion as part of the school district's audit because of the nature and significance of their relationship with the district, including ongoing financial support. Whether an entity is a component unit of the school district is determined by the auditor based on input from the district.

2. The audit report shall contain:

- A statement of the scope of the audit.
- A statement as to whether the audit was conducted in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- The independent auditor's opinion as to whether the financial statements included in the audit report present fairly the results of the operations during the period audited.
- A statement as to whether the financial statements accompanying the audit report were prepared in accordance with generally accepted accounting principles or another comprehensive basis for accounting.
- The reason or reasons an opinion is not rendered in the event the independent auditor is unable to express an opinion with respect thereto.
- The independent auditor's opinion as to whether the district's budgetary and disbursement procedures conform to the requirements of Chapter 67, RSMo.
- The independent auditor's opinion as to whether attendance and transportation records are so maintained by the district as to disclose accurately average daily attendance and average daily transportation of students during the period of the audit.
- The schedule of selected statistics, as specified annually by the Department of Elementary and Secondary Education (DESE).
- Financial statements presented in such form as to disclose the operations of each fund of the district and a statement of the operations of all funds.

3. The independent auditor shall provide a copy of the audit report to each member of the Board and the superintendent.
4. As directed by Board policy, the superintendent will transmit to DESE a copy of the final audit report, the related management letter if prepared by the auditor, and a copy of the final, approved and signed Board minutes or Board resolution approving the audit report no later than December 31.

When a district has a single audit performed on federal funds and has federal findings or questioned costs, the district must submit the district's corrective action plan with the audit report and management letter. The corrective action plan must be in a separate document from the audit report.

5. As directed in Board policy, the superintendent shall prepare a summary of the audit report within 30 days of receiving the report. The summary shall include:
 - A summary statement of fund balances and receipts and disbursements by major classifications of each fund and all funds.
 - A summary statement of the scope of the audit.
 - The auditor's opinion on the financial statements included in the audit report.
 - Any other matter the Board deems appropriate.
6. Immediately upon the completion of the summary, the superintendent shall publish it once in a newspaper within the county in which all or a part of the district is located that has general circulation within the district. If no such newspaper exists, the Board shall post the summary in at least five public places within the district. The publication shall state where the audit report is available for inspection and examination. The report shall be kept available in the superintendent's office for inspection.

Federal Funds Audits

Federal Awards – Federal financial assistance and federal cost-reimbursement contracts the district receives directly from federal awarding agencies or indirectly from pass-through entities.

Federal Program – All federal awards assigned a single number in the Catalog of Federal Domestic Assistance or federal awards from the same agency for the same purpose.

Program-Specific Audit – An audit of one federal program.

Single Audit – An audit that includes the district's financial statements and the federal awards.

If the district spends a total amount of federal awards equal to or in excess of the amount specified by the Office of Management and Budget (OMB) as the single audit threshold, the district shall either have a single audit or a program-specific audit made for such fiscal year in accordance with the Single Audit Act, *Government Auditing Standards* and the requirements of federal law.

If the district spends a total amount of federal awards that is less than the amount specified by the OMB, the district will be exempt from a single audit or program-specific audit under federal law, but the district will still have a general audit of district funds conducted, which may include an audit of federal funds.

Upon request, the district will make records available for review or audit by appropriate federal officials.

School Finance - Audit Requirements - Department of Elementary and Secondary Education (DESE)

All Missouri school districts, including charter schools, are required to be audited pursuant to Section 165.121, RSMo and to submit a copy of the audit to the Department of Elementary and Secondary Education. Detailed requirements for the audit are provided in the Missouri Code of State Regulations, 5 CSR 30-4.030 (the Department's audit rule). Among other things, the rule clarifies that:

- The scope of the audit includes districts' General, Special Revenue, Debt Service, and Capital Projects funds, any fiduciary or proprietary funds, and component units.
- The audit must be performed by an independent auditor who holds a current permit to practice public accounting in the state of Missouri from the State Board of Accountancy.
- Charter school audits must be single entity reports based upon a July 1 to June 30 fiscal year.
- Districts that cease operations are not exempt from the audit requirement.

A copy of the Departments' audit rule can be found at the Secretary of State's website.

Federal Requirements

In addition to the state requirements, districts/charter schools that expend more than \$750,000 of federal funds during the fiscal year must have a Single Audit. With a Single Audit, the district's auditor is required to perform additional audit procedures for federal funds in accordance with the Single Audit Act and Uniform Grant Guidance.

Auditors performing Single Audits must comply with the federal debarment and suspension regulations in 7 CFR Part 3017.510(b). Pursuant to 7 CFR Part 3017.110 (c) (2), auditors that have been suspended or debarred from doing business with the federal government are prohibited from performing Single Audits. Districts may determine whether an auditor is suspended or debarred by accessing the website and searching for the name of the auditor.

Submitting the Audit to the Department

- The annual deadline for submission of the audit is December 31. The submission must include the district's Single Audit, if applicable. The Department may withhold payments from districts whose audits are not submitted by the deadline until the audit is received.
- Copies of board minutes documenting approval of the audit and, if applicable, management letters issued by the auditor must also be submitted to the Department. These documents may be submitted after the December 31 deadline but must include all required signatures.
- Audits, board minutes, and management letters must be submitted electronically via tiered monitoring system via Web Applications. File descriptions in the system should be descriptive of the document (i.e. Audit Report or Signed Board Minutes).

- The school district/charter school, not the auditor, is responsible for ensuring the audit, board minutes, and management letter are submitted by the deadline and comply with the audit rule.

Submitting the Single Audit to the Federal Audit Clearinghouse

- Districts/charter schools that have a Single Audit are required to submit a data collection form and reporting package to the Federal Audit Clearinghouse (FAC) at the U. S. Bureau of Census within the earlier of 30 days from the receipt of the audit report or nine months after the end of the audit period (March 31 of the subsequent fiscal year). The reporting package consists of the complete audit (financial statements and auditor’s reports) and, as necessary, a summary schedule of prior audit findings and a corrective action plan for current year audit findings. Reports should be submitted to the FAC.
- Districts/charter schools that expend less than \$750,000 in total federal funds are not required to send a copy of the audit report to the Federal Audit Clearinghouse.
- A copy of the reporting package should also be sent to pass-through entities, including the Department, if the Schedule of Findings and Questioned Costs includes audit findings or a summary schedule of prior audit findings relating to federal awards provided by the pass-through entity.

Making the Audit Public

The district/charter school’s audit is public information. In addition, Section 165.121.5(3), RSMo requires the district/charter school to prepare a summary of the audit report and make it public. The following items should be included in the summary:

- Fund balances and receipts and disbursements by major classifications
- Scope of the audit examination
- Auditor’s opinion on the financial statements
- Location where the audit report is available for inspection and examination

Within 30 days of the receipt of the report, the summary must be published once in a newspaper within the county in which all or a part of the district/charter school is located which has general circulation within the district/charter school or, if there is none, the summary must be posted in at least five public places within the district/charter school.

Qualifications

Proposals will be accepted from firms with demonstrated experience and competency in school district auditing. The minimum qualifications for firms submitting proposals are:

- 1) The audit shall be conducted under the supervision of a licensed Certified Public Accountant experienced and knowledgeable in Missouri school district auditing. An affirmative statement should be included indicating that the Company and all assigned key professional staff are properly licensed to practice public accounting in the state of Missouri.
- 2) The senior field auditor must have three to five years of actual experience in supervising a school district audit. The senior field auditor must be on-site during the audit.
- 3) The Company must have demonstrated efforts to keep its staff current in the industry and in governmental organizations.
- 4) The Company must provide the names, titles, addresses, and phone numbers of at least three school district clients for whom the Company has performed audits within the last two years similar in scope and reporting requirements as those required by the District.
- 5) The Company must have an existing engagement with at least three other school districts.
- 6) The Company must be able to demonstrate that it does not have a record of substandard work. The Proposal must disclose any enforcement action to which the Company has been subject during the past three years or which is currently in progress.
- 7) The Company must have met the requirements for continuing education and peer review as defined by the Missouri State Board of Accountancy and *Government Auditing Standards*.
- 8) It is to the mutual interest of the District and the Company that there not be dramatic changes in audit staff every year. Assurance must be given that during the course of the 1-year contract with the option of 2 additional years there will be some continuity in the assignment of the audit staff.

Scope of Services

- 1) The auditor will express opinions on the fair presentation of the District's basic financial statement in accordance with the basis of accounting used by the District.
- 2) The annual audit will entail an audit of the District's financial, transportation, food service, and federal and state program records.
- 3) The annual audit will review and test the system of administrative control over compliance with federal laws and regulations to the extent considered necessary by the auditor and in accordance with the Single Audit Act and Uniform Grant Guidance.
- 4) The annual audit shall conform to all Missouri State Statutes, all requirements of the Department of Elementary and Secondary Education, the Single Audit Act and the provisions of OMB Circular A-133 and District Board policy.
- 5) The annual audit will be conducted in accordance with generally accepted auditing standards and standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. The audit shall be planned and performed with all the necessary tests and procedures to render an opinion on the general purpose financial statements, prepared in conformity with general accepted accounting principles.
- 6) All audit reports must conform to the current GASB reporting model.
- 7) The annual audit should go beyond the requirements of applicable statutes and regulations in an effort to provide all necessary information to the many persons and groups with legitimate interests in the financial affairs of the District.
- 8) The Proposal should identify and describe any anticipated potential audit problems, the Company's approach to resolving these problems and any special assistance that will be requested from the District.
- 9) Available office space is located in the same building as the Business Office, and will be provided to the Company. The Company must supply its own equipment and supplies.
- 10) The Company must provide a "To be Prepared by Client" listing at least four weeks prior to the arrival of the audit team for both the Interim and Final fieldwork.
- 11) The District may request, from time to time, that additional services be performed in conjunction with the audit. It is understood that an agreed-upon procedure letter would be prepared outlining the work to be performed at an estimated cost prior to the Company undertaking any additional work.
- 12) The Company shall meet the following qualifications: Certified Public Accounts, in good standings with the Missouri State Board of Accountancy; comply with general accepted auditing standards and the Code of Professional Ethics of the AICPA and comply with applicable requirements for peer review and continuing professional education. A copy of the Company's peer review report must be included in the request for proposal.
- 13) The Company shall keep the District apprised of any and all changes in accounting and reporting requirements and shall serve as a resource and be available for consultation on accounting and internal control issues throughout the fiscal year.
- 14) The selected Company is required to use a comprehensive audit plan and, to the extent permissible, must review this plan with the District. The plan should cover the study and evaluation of the internal

controls and the test of records to the extent necessary by the degree of such reliance. It is assumed that many of the tests will be conducted by a sampling of the records maintained in the files. It is understood that the Company is responsible for the auditing procedures that in its professional judgment must consider the materiality of the audit area, the relation to specific standards and the relation to expressing an opinion on the statements as a whole. District officials should be consulted when such judgments result in a disproportionate amount of effort being expended on a particular subject. A skeletal proposed work plan follows:

- a) Conduct entrance conference
 - b) Prior to the interim audit, the Company will provide a comprehensive list (in electronic format) of documentation needed.
 - c) Commence interim audit work. It is preferred that the Interim on-site audit visit consists of consecutive business days.
 - d) Complete interim audit work
 - e) Prior to starting the final audit, the Company will provide a list (in electronic format) of documentation needed.
 - f) Commence final audit work. It is preferred that final on-site audit work consists of consecutive business days.
 - g) Conduct exit conference
 - h) Review draft of Audit Report with Assistant Superintendent for Business & Technology and Accounting Coordinator
 - i) Submit final report to Board of Education
- 15) The selected Company will maintain regular contacts and meetings including but not limited to:
- a) Progress reports to Assistant Superintendent for Business & Technology and/or Accounting Coordinator
 - b) Closing review meeting
 - c) Changes that would affect the reporting requirements of the school district
 - d) Sharing of innovative methods and procedures that may warrant district investigation and/or consideration
 - e) Newsletters or other method of regular communications containing information with specific benefit to school districts
- 16) No part of the audit, except the printing of the final audit, may be subcontracted.
- 17) Any cost or expense, including reasonable attorney fees, incurred by the District to enforce the contract shall be borne by the selected Company.
- 18) The District prefers to provide and receive requests and financial information in an electronic format.
- 19) A presentation to the Board of Education is required prior to November 30 of the audit period. The Company will be required to provide 12 bound copies and an electronic Adobe Acrobat PDF version of the completed audit report prior to the presentation.

Reports and Requirements

- 1) Tentative drafts of all reports shall be submitted to the district's Accounting Coordinator prior to the final preparation.
- 2) The Company shall draft, for District approval and signature, the annual audit confirmation letters.
- 3) The Company will provide, at no extra cost, guidance with the District's completion of the financial statements, supplementary schedules, schedule of expenditures of federal awards and related notes. The District will provide the Management's Discussion and Analysis report.
- 4) The Company will provide the final Audit Report to the District no later than November 1. This will include:
 - a) An electronic Adobe Acrobat PDF version of the audit report.
 - b) Twelve (12) final bound copies by November 1 of each fiscal year
- 5) The Company will provide a Management Letter to the Park Hill Board of Education no later than November 1. The purpose of the letter shall be to make known recommendations of the auditor, which if implemented, would in the Company's opinion, increase efficiency, improve internal accounting control and assist in effective accounting procedures. All comments and recommendations shall be discussed with, and a draft of the letter provided to, the Assistant Superintendent for Business & Technology prior to issuance. This will include:
 - a) An electronic Adobe Acrobat PDF version of the complete Management Letter
 - b) Twelve (12) printed copies by November 1 of each fiscal year
- 6) The Company must prepare a condensed Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds to be published in the local newspaper. This must be received at the time of receipt of the final audit.
- 7) All audit work papers and reports must be retained, at the Company's expense, for a minimum of five (5) years, unless the Company is notified in writing by the District of the need to extend the retention period. Audit work papers shall remain in the custody of the Company; however, the Assistant Superintendent for Business & Technology and succeeding independent auditors shall be given access to audit work papers and shall have the right to copy such work papers pertaining to audits for the FY2018, FY2019, FY2020 for a period up to five years after the audits have been completed.
- 8) The District:
 - a) Will prepare financial statements and the Management Discussion and Analysis
 - b) Will coordinate times and locations for interviews with personnel as selected by the Company.
 - c) Is available to pull documents from the list provided by the Company and to reproduce documents.

About Park Hill School District

- 1) The District is a K-12 school district serving approximately 11,462 students. Budgeted operating expenditures for FY2018 totals \$153,067,787. Budgeted operating revenues for FY2018 totals \$152,889,580, including \$6,141,522 in Federal awards.
- 2) The District has the following funds: General (Incidental), Special Revenue (Teachers), Debt Service, Capital Projects, Student Activities, Food Service, Bond, Community Education.
- 3) The District's accounting system is operated on a cash basis. The District prepares its financial statements in conformity with the modified cash basis of accounting for the Audit. The District's audited financials for FY2017 are available for viewing at the district's website <http://www.parkhill.k12.mo.us>. The District's budget for FY2017 is also available for viewing at the website.
- 4) The firm Daniel Jones & Associates was engaged to perform the District's annual audit for the years ending June 30, 2015, 2016 and 2017. The prior audit work papers will be available for inspection to the selected firm at the office of Daniel Jones & Associates in Arnold, Missouri.
- 5) Available office space is located in the same building as the Business Department/records, and will be provided to the Company. The Company must supply its own equipment and supplies.
- 6) The District's assessed valuation is approximately \$1,684,334,510. The District's current tax rate is \$5.4035, including \$0.6107 for the debt service levy.
- 7) The District's total average daily attendance for FY2017 was 10,500.9473.
- 8) The District had 3,194 free or reduced lunch eligible students in FY2017.
- 9) The District's transportation services are contracted through First Student.
- 10) The District has approximately 2,062 active salaried and hourly employees. The District issues approximately 35,600 direct deposits/checks each year. Most are direct deposited to employee bank accounts.
- 11) The District issues approximately 12,000 accounts payable checks/purchase card transactions each year.
- 12) The District uses Weidenhammer alio software for its computerized financial accounting and for its human resource and payroll system. The integrated system resides on the District's local area network.

Company Proposal Format

It is the purpose of this RFP to obtain as complete a set of data as possible from each audit Company. This will enable the District to determine which Company is best able to meet all of the criteria which are to be considered in the award of Annual Audit Services. The firm will be evaluated on their adherence to proposal formatting and organizational requirements.

Proposal Format & Contents

The Company's proposal package shall contain the following items in the **order listed below** and utilize the forms provided in the Attachment Section of the RFP. The Company is urged to be concise yet thorough in its presentations. Pertinent supplemental information should be referenced and included as attachments.

All Proposals must be organized to comply with the following sections:

- 1) **Company Identification Form (Attachment 1).** Include Company name, mailing address, telephone and fax number, contact person, and officers. This form must be signed by an officer of the Company.
- 2) **Table of Contents.** Identification of contents by section and page number
- 3) **Letter of Transmittal (Included as Page 2 of RFP).** The Letter of Transmittal (included as page 2 of RFP) must be signed by an authorized individual able to bind the Company to all items in the Proposal including products, services, prices, etc. contained in the Proposal.
- 4) **Company Resume and Personnel Commitment (Attachment 2).** Include history and present status of the firm; number of personnel, name, level of training, and experience of those to be assigned to the District. Provide information on the firm's qualifications to provide auditing services to the District and a copy of the firm's most recent peer review report. Briefly describe, on a separate sheet of paper, the Company's quality control policies and procedures.
- 5) **Scope** – Clearly describe the scope of services to be provided as follows (including your estimated time schedule to complete this audit, and experience with state and federal programs). Briefly state your understanding of the work to be performed.
- 6) **References (Attachment 3)** - Each Company must submit a minimum of four (4) references, three (3) of which must be Missouri public schools. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company's officers, directors, shareholders or partners. Please include any letters of comment.
- 7) **Annual Audit Price (Attachments 4-A, 4B, 4C)** – Annual audit services, fixed fee (not to exceed) by fiscal year. The Company shall indicate the cost for providing annual audit services by completing the Proposed Price Form. A separate form shall be completed for each audit year FY2018, FY2019 and FY2020.
- 8) **Proposed Engagement Schedule (Attachment 5).** The Company shall propose a schedule for completing the FY2018, FY2019 and FY2020 audit. This schedule should include the on-site interim audit and final on-site audit dates. Missouri statute requires that the audit and audit backup documents be submitted to DESE prior to December 31.

- 9) **Terminated Contracts and State Complaints (Attachment 6)** – All Contracts with any school district terminated for default within the last five (4) years should be noted. If none, include a statement indicating there are none. Provide information regarding any complaints previously filed with the state licensing board and final disposition of those complaints (or if pending, so state). If none, include a statement indicating there are no prior complaints or any pending complaints under review by the state board.
- 10) **E-verify documentation (Attachment 7).** The Company shall complete the E-verify affidavit and submit documentation of participation. Original affidavit shall be included in the Proposal set marked “original.”

RFP Evaluation Criteria

Each Proposal will be reviewed and evaluated by District staff members. The areas assessed will include, but not be limited to:

- 1) Technical Coverage
 - a) **Prior auditing experience and understanding of Missouri Public Schools**
 - i) Auditing Missouri public school districts
 - ii) Auditing entities of similar nature and size
 - iii) Auditing local governments
 - b) **Audit organization, size and structure of firm**
 - c) **Realistic time estimates and planning of audit**
 - i) Audit plan, including dates and time frames
 - d) **Qualifications of staff to be assigned to audit**
 - i) Qualifications and make-up of audit team
 - ii) Overall supervision to be exercised over audit team by the Company’s management
 - e) **On-Site plan and Request for information**
 - i) Audit coverage for interim audit and final audit
 - ii) Communication style for documentation
 - f) **Cost of the audit**
- 2) The District may conduct interviews with selected firms in connection with its evaluation of the Proposals.
- 3) The contract will be awarded to the Company whose offer conforms to the RFP and is determined to be most advantageous to the District, price and other factors considered. The District reserves the right to act as sole and undisputed judge of what is most advantageous to the District.

Attachments

Attachment 1: Company Identification Form

Designate one individual as the Company's representative to the District during the term of the contract. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Legal Name	Contact Name	Title
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Address	City/State/Zip	Phone #	Fax #
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E-mail Address: _____

Years in Operation	Years under current structure and/or under previous structure
--------------------	---

1) Name of Company's Officers:

NAME	TITLE

2) The undersigned hereby acknowledges the receipt of the following addenda. Official written statements and addendums will be posted on the Park Hill School District website at <http://www.parkhill.k12.mo.us> (*Park Hill School District » District Information » Requests for Proposal and Bids*).

Addendum Number	Date Issued	Date Acknowledged	Signature

3) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals.

Company Officer's Name

Signature Date

Attachment 2: Company Résumé and Personnel Commitment

Part A – Résumé

- 1) Name of Company: _____
- 2) Local Office Location: _____
- 3) Year Company was Established: _____
- 4) State whether the Company is local, national or international: _____
- 5) State whether the Company has a current permit to practice issued by the Missouri State Board of Accountancy: _____
- 6) Number of Personnel Employed by the Company at the Local Office Identified Above:

	TOTAL	CPA	Other
a. Partner/Owner			
b. Seniors/Manager			
c. Supervisors			
d. Assistants			
Total Full Time Professional Staff			

- 7) Type of Audit Services Provided by the Company: (Provide Approximate Percentage):

a. Missouri School Districts, Including Charter	
b. Out of State School Districts	
c. Local and Other Government	
d. Financial Institutions	
e. Manufacturing, Industrial, Retail, Other	

Part B – Personnel Commitment

10) Number and level of personnel, and percent of time which would be committed to this engagement:

	Certification CPA, LPA, Etc.	Number	Percentage of Proposed time Dedicated to This Engagement
a. Partner/Owner			
b. Supervisors, Managers, Seniors			
c. Assistants			
TOTAL			

No subcontractors, other than Final Audit Printing

11) On separate sheets, provide the résumés of personnel who would be committed to this engagement. The Company should indicate whether each such person is licensed to practice as a certified public accountant in Missouri. The Company should also provide information on the governmental auditing experience of each person, including information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of this audit.

Attachment 3: Company References

Each Company must submit a minimum of four (4) references. Three (3) of these references must be from a Missouri public school. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company's officers, directors, shareholders or partners.

List as primary references any contracts currently in force with public school districts; include contacts and telephone number(s) for each reference. Use additional pages for additional contracts.

- 1) MO Public School: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 2) MO Public School: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 3) MO Public School: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 4) Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

- 5) Name/Address: _____
Business Address: _____
Name, Title, Phone Number
of Contact: _____

Current Contract Length: _____ Contract Rate/Year: _____

Attachment 4: Price

Part A – Proposed Price – FY2018

A total all-inclusive maximum price for the FY2018 audit engagement must be stated. The total all-inclusive price bid is to contain direct and indirect costs, including all out of pocket expenses. The schedule of professional fees and expenses that support the all-inclusive maximum price must be completed. The cost of special services described in this RFP should be disclosed as separate components of the total, all-inclusive maximum price.

FY2018 Proposed Price for Engagement

The table below serves to itemize the **total costs for the annual audit activities**.

	Audit Activity	FY2018
1)	Base Audit Report	\$
2)	Federal Program Audit	\$
3)	Financial Statements and Note Disclosures	\$
	TOTAL 1 and 2	\$
	TOTAL 1 and 2 and 3	\$
	Fiscal Year Consultation from District Staff	\$
	Travel, Typing, Clerical and Report Production	\$
	Other (Please Specify)	\$

Total all-inclusive maximum price for 2017-2018

\$

Part B – Proposed Price – FY2019

A total all-inclusive maximum price for the FY2019 audit engagement must be stated. The total all-inclusive price bid is to contain direct and indirect costs, including all out of pocket expenses. The schedule of professional fees and expenses that support the all-inclusive maximum price must be completed. The cost of special services described in this RFP should be disclosed as separate components of the total, all-inclusive maximum price.

FY2019 Proposed Price for Engagement

The table below serves to itemize the **total costs for the annual audit activities**.

	Audit Activity	FY2019
1)	Base Audit Report	\$
2)	Federal Program Audit	\$
3)	Financial Statements and Note Disclosures	\$
	TOTAL 1 and 2	\$
	TOTAL 1 and 2 and 3	\$
	Fiscal Year Consultation from District Staff Travel	\$
	Travel, Typing, Clerical and Report Production	\$
	Other (Please Specify)	\$

Total all-inclusive maximum price for the FY2019 \$ _____

Part C – Proposed Time and Price – FY2020

A total all-inclusive maximum price for the FY2020 audit engagement must be stated. The total all-inclusive price bid is to contain direct and indirect costs, including all out of pocket expenses. The schedule of professional fees and expenses that support the all-inclusive maximum price must be completed. The cost of special services described in this RFP should be disclosed as separate components of the total, all-inclusive maximum price.

FY2020 Proposed Price for Engagement

The table below serves to itemize the **total costs for the annual audit activities**.

	Audit Activity	FY2020
1)	Base Audit Report	\$
2)	Federal Program Audit	\$
3)	Financial Statements and Note Disclosures	\$
	TOTAL 1 and 2	\$
	TOTAL 1 and 2 and 3	\$
	Fiscal Year Consultation from District Staff	\$
	Travel, Typing, Clerical and Report Production	\$
	Other (Please Specify)	\$

Total all-inclusive maximum price for the FY2020 \$ _____

Attachment 5: Proposed Engagement Schedule

Include a proposed schedule for completing the audit. Missouri statute requires that the audit be completed, approved by the Board of Education and submitted to DESE prior to December 31.

Activity	Timeframe
A. Conduct Entrance Conference and Email a "To be Prepared by Client" List	
B. Commence Interim Audit Work	
C. Complete Interim Audit Work	
D. Commence Final Audit Work	
E. Complete Final Audit Work	
F. Review Draft of Audit Report	
G. Conduct Exit Conference	
H. Final Audit Document	
I. Present Final Report to Board of Education	

Attachment 6: Contract Terminations and Complaints

All Contracts terminated for default within the last five (5) years should be noted below. Termination for default is defined as notice to stop performance due to Company's nonperformance or poor performance. Submit full details of all terminations for default experienced. The District will evaluate the facts and may at its sole discretion reject the Company's Proposal if the facts discovered indicate that the completion of a contract resulting from this RFP may be jeopardized by selection of the Company. If the Company has experienced no such terminations for default in the past five (5) years, so indicate.

Terminated Contracts within the Last Five (5) Years:

	#1	#2	#3
Company Name			
Business Address			
Name of Contact			
Telephone Number of Contact			
Contract Length			
Contract Value			

Missouri Licensing Board Complaints

Provide information regarding any complaints previously filed with the state licensing board and final disposition of those complaints (or if pending, so state). If none, include a statement indicating there are no prior complaints or any pending complaints under review by the state board.

Attachment 7 - Federal Work Authorization Program (“E-Verify”) Addendum

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a. Agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b. Affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c. Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d. Affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e. Agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f. Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g. Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: (company name) _____

Federal Work Authorization Program Affidavit

I, being of legal age and having been duly sworn upon my oath, state the following facts are true:

- a) I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
- b) I am employed by (hereinafter "Company") and have authority to issue this affidavit on its behalf. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
- c) Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For: _____ (company name)

Title: _____

Subscribed and sworn to before me on this _____ day of _____, 201__ .

NOTARY PUBLIC

My commission expires: _____