

**To: Board of Education**

**Date:** 3/25/2024

**Submitted for BOE meeting dated:** 4/16/2024

**Re:** *Exception to Policy and Award Recommendation- Audit Services*

**Purpose of memo:** *Board Action Required*

**Executive Summary:** *Seward and Monde, Certified Public Accountants, have been working under a 2018 contract to provide annual financial auditing services to the District. This contract was completed with the conclusion of the FY23 audit process. Normally, the District would conduct a Request for Proposals process to retain a firm for the next 3-5 years, but in this instance, timing is not conducive to conduct an RFP process this year. Purchasing Policy 3323, Section V allows a process waiver when "Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district." Several leadership transitions since the existing contract was settled led to the contract end date not being discovered until March 2024, which would not allow for a thorough process to be conducted and award made in time to start audit work in May 2024.*

**BOE Action:** *Award of contract to Seward and Monde to conduct the FY24 financial audit process and for the Director of Finance and Operations to execute the contract on behalf of the BOE.*

**Next Steps:** *No Further BOE action required.*

**CC:**

*Sarah Kaiser, BOE Secretary*

*Jeffrey Wihbey, Superintendent of Schools*

**Enclosures:**

*None*