



REQUEST FOR PROPOSAL
PROFESSIONAL AUDIT SERVICES
TROY SCHOOL DISTRICT

**REQUEST FOR PROPOSAL
RFP 9901
PROFESSIONAL AUDIT SERVICES
TROY SCHOOL DISTRICT**

Troy School District is accepting firm, sealed proposals for Professional Audit Services to establish a five-year service contract beginning with an audit of the financial statements for fiscal year ending June 30, 2020.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page menu click the “Business Services” tab listed under “Departments”, then click “Purchasing Bids and Invitations” and scroll down to locate and access the bid document.

Your proposal and five (5) copies marked “RFP 9901 Professional Audit Services” must be delivered no later than 10:00 a.m., Wednesday, February 12, 2020, to Troy School District, Business Services, 4400 Livernois, Troy, MI 48098, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

All questions regarding the services specified or the RFP terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than 12:00 p.m. (noon), Tuesday, February 4, 2020. At no other time prior to the RFP opening will questions/concerns be addressed or accepted. Questions are to be sent as a Word document to: PurchasingOffice@troy.k12.mi.us.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District or any employee of the bidder and any member of the Troy School District Board of Education or the Troy School District’s Superintendent. Also, a sworn and notarized Affidavit of compliance for the Iran Economic Sanctions Act certifying the firm does and will comply with Public Act 517 of 2012 shall accompany all proposals. Both forms will be enclosed in the specification’s booklet that shall be used for this purpose. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The Troy School District Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the District.

Purchasing Department
Troy School District
Troy, MI 48083

1.0 GENERAL CONDITIONS/OVERVIEW

Troy School District (the District) is soliciting proposals for professional audit services to establish a five-year contract beginning with an audit of the financial statements for the fiscal year ending June 30, 2020. The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

1.1 RECEIPT OF PROPOSAL

Your proposal and five (5) copies marked “RFP 9901 Professional Audit Services” must be delivered no later than 10:00 a.m., Wednesday, February 12, 2020, to Troy School District, Business Services, 4400 Livernois, Troy, MI 48098, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail proposals are invalid and will not receive consideration. No immediate decisions will be rendered.

Proposals will be submitted only on the forms provided and will be made in full conformity with all the conditions set forth in the specifications. Proposals must contain in writing all terms and conditions of the offer being made. Verbal representations made before or after proposals are submitted will not be considered unless they were made in answer to questions asked by the District.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s). Exceptions should be explicitly noted in the firm proposals. Lack of exceptions listed on the “Exceptions to Specifications” form will be considered acceptance of all the specifications as presented in the RFP.

1.2 PRE-PROPOSAL QUESTIONS

All questions regarding the services specified or the RFP terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than 12:00 p.m. (noon), Tuesday, February 4, 2020. At no other time prior to the RFP opening will questions/concerns be addressed or accepted. Questions are to be sent as a Word document to: PurchasingOffice@troy.k12.mi.us.

1.3 RIGHT OF REFUSAL

The Board of Education reserves the right to accept or reject any or all proposals, in whole or in part; to award to other than the low firm; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the District.

1.4 WITHDRAWAL OF PROPOSAL

Proposals shall remain valid for a period of 120 days after submission. The District will not accept modifications to proposals, except as may be mutually agreed upon following the acceptance of the proposal. Any firm may withdraw their proposal at any time prior to the scheduled time for receipt of proposals.

1.5 FAMILIAL RELATIONSHIP AND IRAN ECONOMIC SANCTIONS

All firms submitting proposals must provide and attach both a familial disclosure and an Iran Economic Sanctions form. The proposal must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District or key employee of the firm submitting a proposal and any member of the Troy School District’s Board of Education or the Troy School District’s Superintendent. Also, firms must provide a completed, sworn and notarized Iran Economic Sanctions

affidavit. The District will not accept a proposal that does not include both sworn and notarized disclosure statements.

1.6 TIMELINE

The District anticipates the following timeline and is prepared to exercise flexibility for the purpose of finding the right fit with a qualified firm or for other purposes deemed to result in added value to the Professional Audit Services:

RFP Released	Friday, January 24, 2020
Pre-Proposal Questions Due	Tuesday, February 4, 2020 @ 12:00 p.m.
Proposals Due	Wednesday, February 12, 2020 @ 10:00 a.m.
Interviews (optional)	Tuesday, February 18 & Wednesday, February 19, 2020
Board Award	Tuesday, March 17, 2020

1.7 INTERVIEWS

Certain selected firms who submit proposals may be required to make an oral presentation of their proposal to the District. These presentations provide an opportunity for the selected firms to clarify their written proposals and for the District to obtain additional information. It is expected that firms will bring key staff who will work on the project to the presentations.

1.8 COSTS

The firm is responsible for any and all costs incurred by the firm in responding to this request for proposal. Fees quoted must remain firm throughout this project except for changes in scope. All scope changes must be approved in writing in advance of the firm performing the work. Fees quoted must include all expenses for this project.

1.9 CONTRACT REQUIREMENTS

The Troy School District considers this RFP legally binding and will require that this Request for Proposal and the resulting firm proposal be included as addenda to any subsequent contracts between the firm and the District.

1.10 INCORPORATION BY REFERENCE

Parties agree that where there is a conflict between terms of this Agreement and the information presented in the referenced documents, this Agreement shall take precedence. The parties also agree that where there is not a conflict between this Agreement and the information presented in the referenced documents, that all terms, conditions and offers presented in the firm's proposal shall herein be referenced to the Agreement and shall be binding upon all parties to the Agreement.

1.11 INSURANCE

The firm must provide a minimum of \$1,000,000 Errors and Omissions Insurance. The successful firm will be required to provide the District with a certificate of insurance to verify this coverage.

1.12 CONTRACT AWARD

It is the intent to award this Request for Proposal at the March 17, 2020, meeting of the Board of Education. After proposals are opened, evaluated and approved by the Board of Education, a letter of award confirming acceptance will be sent to the selected firm. The contract in support of this award will be in the form of a signed audit engagement letter.

2.0 FIRM/AUDITOR QUALIFICATIONS

- The firm is properly licensed for public practice as certified public accountants.
- The firm meets the independence and continuing professional education requirements of Government Auditing Standards-Standards for Audit of Governmental Organizations, Programs and Activities and functions and the 2011 revision published by the U.S. General Accounting Office.
- Please attach your firm's most recent Peer Review report. If the firm's most recent report was qualified, please disclose the reasons for the qualification.
- The firm will provide a profile of the professional responsible for the overall management of the audit. The auditor must be fully informed regarding generally accepted accounting principles and auditing procedures including those in the development stages.
- The firm shall identify the audit manager, field supervisors and other staff who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for the audit manager, field supervisor and partner in charge of the engagement should be included with the proposal.
- The firm must maintain a sufficient number of professional staff in order to provide adequate technical expertise and depth.
- The firm and the partner assigned to the District must have considerable experience in auditing school districts within the State of Michigan.
- The auditor is expected to be familiar with the types of policies and procedures school districts follow.
- Assurance must be given that during the life of the engagement there will be some continuity in the assignment of audit staff. It is to the mutual interest of the District and the audit firm that there will not be dramatic changes in audit staff every year.
- The firm's professional staff must be trained specifically in auditing and accounting for school districts.
- The firm must be actively involved in school financial organizations on a local, county, state and national level.
- All assistants must be properly trained and supervised, and their work adequately planned.
- The firm must have an excellent reputation for service in school district auditing.

3.0 AUDIT REQUIREMENTS

SCOPE

It is the intent of the District to award this audit proposal for a five (5) year period, beginning with an audit of the financial statements for fiscal year ending June 30, 2020.

The audit specification should include:

- Audit of the District's Comprehensive Annual Financial Report, including preparation of the financial section of the report
- Alternate pricing for an audit of the District's Financial Report with Supplemental Information, including preparation of the financial section of the report
- Audit of the Single Audit Report in compliance with Uniform Guidance.
- End of Audit Report to the Board of Education including the Communication to those Charged with Governance (AU 260 letter).
- Preparation and filing of the Data Collection Form with the Federal Clearinghouse
- An annual compliance audit of bonded construction fund expenditures in accordance with the requirements of the applicable section of the Revised School Code
- An annual compliance audit of sinking fund expenditures in accordance with the requirements of the applicable section of the Revised School Code
- Pre-audit Communication to Those Charged with Governance.
- Electronic filing of the comprehensive annual financial report, single audit report and AUC 260 letter /management letter with MDE.
- Audit procedures should follow auditing standards as promulgated by MDE, Michigan Department of Treasury, GASB, AICPA, and the U.S. General Accounting Office.

OTHER REQUIREMENTS

- Personal presentation of the final reports to the Board of Education by an audit manager or partner of the firm.
- Provide advice in correcting errors and procedural shortcomings identified during the audit.

AUDIT PLAN

The auditor will be required to use a comprehensive audit plan and, to the extent permissible, must be willing to 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 auditor is responsible for the auditing procedures that in his or her professional judgment are considered necessary in the circumstances. Such judgments 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. The District officials should be consulted when such judgments result in a disproportionate amount of effort being expended on a subject.

COMMUNICATION

The auditor will maintain regular contact and meetings with District administrators and other personnel during the audit and throughout the year, including but not limited to:

- Engagement planning meeting
- Progress reports
- Closing review meeting

- Changes that would affect the reporting requirements
- Sharing of innovative methods and procedures that may warrant investigation and/or consideration
- Newsletters or other communications containing information to benefit the district
- Attend Board of Education meeting annually to review and present the audit reports and results of the audit.

AUDIT TIMELINE

- Preliminary/interim audit work to commence at such time as mutually agreed upon (prior year's work performed July 1-3)
- Final audit fieldwork to commence in August 2020 at such time as mutually agreed upon (prior year's work performed August 14-23)
- Audit documents to be delivered to the District each year in order to meet audit deadlines set by the Michigan Department of Education.
- Presentation of Financial Statements and audit results to the Board of Education during the October Board Workshop scheduled for Tuesday, October 6
- Public presentation of Financial Statements to the Board of Education during October Board Meeting scheduled for Tuesday, October 20

NUMBERS OF COPIES OF AUDIT REPORTS

The auditor shall furnish the District with fifteen (15) bound copies and an electronic version of the Comprehensive Annual Financial Statements, Independent Auditors' Report, Single Audit Report and Report to the Board of Education.

REFERENCES

The auditor shall furnish a complete and current client service listing for school district clients based in Michigan. The auditor shall identify school district clients with student populations over 10,000 and shall identify school district clients completing Comprehensive Annual Financial Reports.

ADDITIONAL DATA

Please provide any additional information or data which you feel is relevant and may be helpful in the selection process such as references from current/past school district clients.

DISTRICT INFORMATION

For information regarding Troy School District, its funds, revenue, expenditures and other relevant information, you can review the District's Comprehensive Annual Financial Report and Federal Awards Report available on-line at www.troy.k12.mi.us under the Transparency Reporting page.

4.0 EVALUATION AND SELECTION PROCESS

Proposals will be evaluated with a strict emphasis on quality. The federal government has the authority to review the audit report and audit work papers to ascertain the quality of the audit. Furthermore, the citizens expect quality stewardship of all available resources. As such, the primary emphasis of procuring audit services will be the quality of technical factors of the audit firm. Attributes that will be analyzed include, but are not limited to:

- Number of Michigan school districts audited by office of proposing CPA firm
- Involvement in school related organizations
- Training of personnel in governmental and federal grant auditing
- Firm school district resources available
- Quality of staff included in assignment
- Reference responses
- Maintenance of a secondary partner on the engagement
- Internal quality control procedures and external quality control reviews
- Ability to communicate audit results in an effective manner
- Ability to provide additional school specific services to the district
- Reputation of the firm within the State of Michigan for service in school district auditing

After the technical qualities have been evaluated, cost and other considerations will be evaluated. Troy School District may, at its option, elect to conduct oral presentations with selected bidders still under active consideration. Troy School District is not required to hold such presentations and is not obligated to provide all bidders with such an opportunity. Once all factors have been evaluated, the audit firm that is deemed to be most qualified and best meets the District's criteria will be selected for recommendation to the Board of Education.



DUE: Wednesday, February 12, 2020 @ 10:00 a.m.
PROPOSAL: RFP 9901 Professional Audit Services

PROPOSAL FORM

We propose to furnish Professional Audit Services for Troy School District in accordance with these specifications:

Comprehensive Annual Financial Report/Single Audit	Annual Financial Report/Single Audit
June 30, 2020 _____	_____
June 30, 2021 _____	_____
June 30, 2022 _____	_____
June 30, 2023 _____	_____
June 30, 2024 _____	_____

BIDDER'S FIRM NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

TELEPHONE NUMBER _____ FAX # _____

SIGNED BY _____ TITLE _____

TYPED NAME _____ DATE _____

E-MAIL ADDRESS _____

QUALIFICATIONS

1. Location of the office that will be performing the audit

2. Number of Michigan school district audits and single audits your firm conducted in each of the last two years (attach a list).

Last year _____
Prior year _____

3. Number of other governmental (fund accounting) audits your firm has conducted in each of the last two years (attach a list).

Last year _____
Prior year _____

4. Provide a list of your firm’s involvement in school district type organizations, i.e. Legislative and Department of Education Committees, Michigan School Business Officials, Association of School Business Officials, MICPA Committees, AICPA Committees.

5. Please list specific school district audit training supplied to your staff in the last two years.

6. Number of total audit staff (do not include tax, consulting services or clerical personnel).

Number of audit staff _____
Number of audit staff with CPA certification _____

7. Number of staff as defined in the question above who were directly involved in a significant portion of the audit of a public school in the last two years.

Number of staff: _____

8. Of your staff assigned in audits of school districts, how many years of experience have they had performing such audits (total and with your firm)?

9. What type of consultation and other services do you provide to your clients on an annual and ongoing basis at no additional cost?

10. Indicate other fee-based services that are available to your school district audit clients.

11. Please share your customer community engagement policy and/or philosophy.

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

FAMILIAR DISCLOSURE AFFIDAVIT

The undersigned, the District or authorized office of the below-named firm (the “Firm”), pursuant to the familial disclosure requirement provided in Troy School District’s Request for Proposals for Financial Audit Services, hereby represents and warrants that, excepts as provided below, no familial relationship exists between the District or key employee of the Contractor, and any member of the Troy School Board or the Troy School District’s Superintendent. A list of the School District’s Board of Education Members and its Superintendent may found at <http://www.troy.k12.mi.us>.

List any Familial Relationships:

Firm:

Print Name of Firm

By: _____

Its: _____

Subscribed and sworn before me, this _____

Seal:

day of _____, 20____, a Notary Public

in and for _____ County, _____

(Signature)
NOTARY PUBLIC

My Commission expires _____

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the District, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Troy School District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Firm:

Print Name of Firm

By: _____

Its: _____

Subscribed and sworn before me, this _____

Seal:

day of _____, 20____, a Notary Public

in and for _____ County, _____

(Signature)
NOTARY PUBLIC

My Commission expires _____

Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided he is notified of its acceptance within sixty (60) days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after 120 days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BY (SIGNATURE) _____

PRINTED NAME _____

TITLE _____

SIGNED THIS _____ DAY OF _____, 20 _____

E-MAIL ADDRESS _____