

Wyoming State Construction Department  
and  
Campbell County School District No. 1

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Proposal To Provide  
Professional Services  
In Response To:  
Request For Proposal

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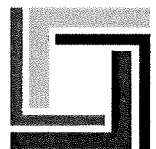
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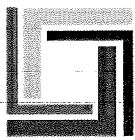
Porter, Muirhead, Cornia & Howard  
Certified Public Accountants

***Contacts:***

Diane M. Cox, CPA  
[dcox@pmch.com](mailto:dcox@pmch.com)

307-265-4311





# PMCH

PORTER | MUIRHEAD | CORNIA | HOWARD  
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

PLAN. EMPOWER. ACHIEVE.

September 26, 2024

Carl Fox  
Campbell County School District No. 1  
Purchasing Manager  
Gillette, WY

Dear Mr. Fox,

Thank you for the opportunity to submit Porter, Muirhead, Cornia & Howard's proposal for professional services for the Wyoming State Construction Department (SCD) and Campbell County School District No. 1 (District) related to the Wagonwheel ES Roof Replacement Project. We understand the scope of the engagement is to verify financial compliance regarding all vendors who have expended appropriations provided by the State of Wyoming.

Porter, Muirhead, Cornia & Howard (PMCH) is one of the largest accounting firms in Wyoming and a leader within the state in providing tax, auditing and consulting services. As such, our professionals attend a significant amount of ongoing education to stay abreast on the current attest and auditing standards. Our professionals bring numerous years of experience in audit and advisory services to bring an efficient team. This team will work diligently to ensure we meet your expectations.

As you consider our proposal, please keep in mind that our experience sets us apart from others. Our firm specializes in auditing compliance of many different state and federal programs. Our firm has experience auditing school districts in Wyoming and has been involved in a similar attestation engagements for SCD and other school districts in Wyoming. Our background with these previous projects as well as auditing school districts and their construction contracts brings a competence related to this engagement.

Based on a review of your request for proposal, we are submitting the following exhibits:

- Exhibit A – Scope of Services
- Exhibit B – Hourly Rate Schedule
- Exhibit C – Effort Schedule



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LOCATION: 600 East 1<sup>st</sup> Street  
Casper, WY 82601

PMCH.COM   



**Diane M. Cox, CPA**, is a shareholder at PMCH. She will be the shareholder primarily responsible for your services. She will be responsible for the approach and detailed plan for engagement and will provide technical support and assistance throughout the engagement. She graduated from the University of Wyoming earning both a B.S. degree and an M.S. degree in accounting.

At the firm she is responsible for numerous audits in both the public and private sectors. Her experience includes engagements for governmental entities, nonprofit entities, and companies in the energy services industry. Diane is a licensed certified public accountant in Wyoming and is a member of the American Institute of Certified Public Accountants and the Wyoming Society of Certified Public Accountants.

We are enthusiastic for the opportunity to work with the Wyoming State Construction Department and Campbell County School District No. 1. We are confident we have the right approach, perspective, team and commitment to add value and provide excellent service to your organizations.

The accompanying proposal represents a firm and irrevocable offer to provide services. This offer expires on October 15, 2024.

Sincerely,

*Porter, Muirhead, Cornia & Howard*

Porter, Muirhead, Cornia and Howard, CPAs

## **Exhibit A – Scope of Services**

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### **Scope**

The Scope of the engagement is to verify financial compliance regarding all vendors who have expended appropriations provided by the State of Wyoming for the Wagonwheel ES Roof Replacement Project. PMCH will examine all vendors who have expended appropriations provided by the State of Wyoming. These services under the Consultant Agreement may include but are not limited to,

1. Review and analysis of disbursements made to assess the accuracy of the appropriation expenditures made to date reviewing the key components of: cost, fee, and overhead expenses;
2. Audit payment applications and verify that the supporting detail is adequate and in compliance with the terms and conditions of the contract;
3. Audit pay applications accurately allocated costs between the SCD and district;
4. Audit payments made by SCD as noted in the pay applications to the amounts actually paid as evidenced by the WOLFS transactions;
5. Identify and account for expenditures that may have been made outside of the pay application process;
6. Identify contract deliverables and determine deliverables were provided;
7. Verify the contract values reconcile to the payment application/schedule of values including all executed contract change orders;
8. Reconcile job cost to the billed cost;
9. Confirm rates and billings for labor and equipment are per the terms and conditions of the contract agreement;
10. Audit payments related to school district enhancements to ensure compliance of expenditures;
11. Miscellaneous other construction-or design-related claim analyses.

### **Report**

PMCH will provide a report that outlines observation and associated recommendations. The report will include,

1. Background
2. Objectives, Scope, and Methodology
3. Summary of Audit Findings
4. Conclusions
5. Recommendations - Identify potential correction items and expenditures to be addressed.

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**Exhibit B – Hourly Rate Schedule**

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**Professional Service**

| Lead Firm: Porter Muirhead Cornia & Howard CPAs | Hourly Rate    |
|-------------------------------------------------|----------------|
| Audit Professional: Diane Cox                   | \$310          |
| Senior Audit Professional                       | \$200          |
| Other audit professionals as necessary          | \$125 to \$310 |

## Exhibit C – Effort Schedule

### Professional Services

Project Name: Wagonwheel ES Roof Replacement Project

District Name: Campbell County School District Number 1

### Professional Service Provider Information

|                    |                                         |
|--------------------|-----------------------------------------|
| Legal Entity Name: | Porter, Muirhead, Cornia, & Howard CPAs |
| Address:           | 600 E 1st Street, Casper, Wyoming 82601 |
| Contact Name:      | Diane Cox, CPA                          |
| Phone Number:      | 307-265-4311                            |
| E-Mail Address:    | dcox@pmch.com                           |

In compliance with the Request for Proposal (RFP), the undersigned Porter, Muirhead, Cornia & Howard CPAs (PMCH), having carefully examined this RFP, any addenda, and visiting the site of the project (if applicable), agrees, that if this proposal is accepted, to enter into a contract with The Wyoming State Construction Department (SCD) and Campbell County School District No. 1. PMCH shall perform the services per the agreement in the time stated therein, for the contract price set forth below:

| Audit Contracts | Budgeted Amount | Fixed Fee |
|-----------------|-----------------|-----------|
|                 |                 | See below |
|                 |                 | See below |
|                 |                 | See below |
|                 |                 | See below |
|                 |                 | See below |
|                 |                 | See below |
|                 |                 | See below |
|                 |                 | See below |
| <b>Total:</b>   |                 | See below |

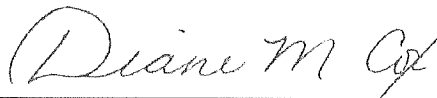
Fixed fee for professional services

\$2,000

By submission of this proposal, PMCH hereby certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same project and is in all respects fair and without collusion or fraud. PMCH agrees to abide by all conditions of the Consultant Agreement which is inclusive of all procurement documents.

Respectfully submitted,

Diane Cox, CPA



August 27, 2024

Name & Title

Signature

Date