



January 14, 2025

**Request for Proposal #25023
Professional Auditing Services**

Tulsa Public Schools is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending June 30, 2025.

Proposals will be accepted until **February 25, 2025, at 11:00 a.m.** Proposals received after this time will not be accepted. Fax responses cannot be accepted.

1 original, 2 copies, 1 flash drive and the Sealed Dollar Cost Bid of the proposal is required to be mailed or hand delivered to:

Rachael Vejraska CPPB, NIGP-CPP
Tulsa Public Schools
3027 South New Haven, Room 527
Tulsa Oklahoma 74114

Thank you for your interest in Tulsa Public Schools.

Rachael Vejraska CPP, NIGP-CPP
Director of Solicitation Management

**TULSA PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
FOR PROFESSIONAL AUDITING SERVICES**

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**TULSA PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
FOR PROFESSIONAL AUDITING SERVICES**

I. INTRODUCTION

A. General Information

Tulsa Public Schools is requesting proposals from qualified firms of certified accountants to audit its financial statements for the fiscal year ending June 30, 2025, with the option of auditing its financial statements for each of the four (4) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) *Generally Accepted Government Auditing Standards* (GAGAS), the provisions of the Federal Single Audit Act of 1984 (as amended in 1996), and the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

There is no expressed or implied obligation for Tulsa Public Schools to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request.

Email any technical issue and specification questions about this RFP to the Purchasing Department at RFP@tulsaschools.org by 4:00 p.m. on January 28, 2025. Include a phone number and reference the specific section of the proposal in question. All questions must be submitted in writing. Questions and answers will be distributed to all suppliers solicited to avoid unfair advantage. These guidelines for communication have been established to ensure a fair and equitable evaluation process for all respondents. Any attempt to bypass the above lines of communication may be perceived as establishing an unfair or biased process and could lead to disqualification as a potential supplier. **CONTACT WITH PERSONNEL OF TULSA PUBLIC SCHOOLS OTHER THAN PURCHASING DEPARTMENT PERSONNEL REGARDING THIS REQUEST FOR PROPOSAL MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

During the evaluation process, Tulsa Public Schools reserves the right, where it may serve Tulsa Public Schools' best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of Tulsa Public Schools, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Tulsa Public Schools reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request For Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Tulsa Public Schools and the firm selected. It is anticipated the selection of a firm will be completed by May 5, 2025.

B. Term of Engagement

A multi-year relationship is anticipated, subject to the annual review and approval by the Board of Education, the satisfactory negotiation of terms (including a price acceptable to both Tulsa Public Schools and the selected firm), the concurrence of the Board of Education, the annual availability of an appropriation and concurrent to any applicable Federal and State statutes related to these audit services.

C. Subcontracting

Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals. If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of Tulsa Public Schools.

II. NATURE OF SERVICES REQUIRED

A. General

Tulsa Public Schools is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2025, with the option to audit Tulsa Public Schools' financial statements for each of the four (4) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposal.

B. Scope of Work to be Performed

Tulsa Public Schools desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

Tulsa Public Schools also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The District publishes the annual financial statements in the form of a ACFR (Annual Comprehensive Financial Report). The ACFR is composed of Introductory, Financial, Statistical and Compliance sections. The auditor is not required to audit the Introductory or the Statistical sections of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by Generally Accepted Auditing Standards (GAAS).

The auditor is not required to audit the schedule of expenditures of federal awards. However, the auditor is to provide an “in-relation-to” report on that schedule based on the auditing procedures applied during the audit of the financial statements.

C. Auditing Standards to be Followed

To meet the requirements of this Request For Proposal, the audit shall be performed in accordance with Generally Accepted Audit Standards (GAAS) as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's, Government Auditing Standards (GAGAS), the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to TPS's audited financial statements.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance and internal control over compliance applicable to each major federal program.

In the required reports on compliance and internal controls, the auditor shall communicate any material weaknesses found during the course of the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report. Nonreportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on compliance and internal controls.

The report on compliance and internal controls shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance and internal controls.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware of to the Superintendent of Schools.

E. Special Considerations

Tulsa Public Schools will submit its comprehensive annual financial report to the Government Finance Officers Association for review in their Certificate of Achievement for Excellence in Financial Reporting, and to the Association for School Business Officials International for the Certificate of Excellence in Financial Reporting program by December 31, 2025. It is anticipated that the auditor will not be required to provide special assistance to Tulsa Public Schools to meet the requirements of these programs.

Tulsa Public Schools currently anticipates it will prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."

The Schedule of Expenditures of Federal Awards and related auditor's report, as well as the reports on compliance and internal controls are to be issued as part of the comprehensive annual financial report.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified, in writing, by Tulsa Public Schools of the need to extend the retention period. The auditor will be required to make working papers available upon request of the School District.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE SCHOOL DISTRICT

A. Name of Audit Contact Person

The auditor's principal contact with Tulsa Public Schools will be Alicia Srader, Director of Accounting and Daniela Tidwell, Internal Auditor, who will coordinate the assistance to be provided by Tulsa Public Schools to the auditor.

A list of key personnel (Appendix A) is attached.

B. Background Information

Tulsa Public Schools serves an area of 173 miles with an approximate student population of 34,500. Tulsa Public Schools' fiscal year begins on July 1 and ends on June 30.

Tulsa Public Schools has a total annual payroll of approximately \$297 million dollars, which includes salaries and benefits for approximately 6,400 employees.

More detailed information on the school district and its finances can be found in budget documents, official statements, annual financial reports, and policies and procedures manuals. To review any of these documents, visit the District's web page at <https://www.tulsaschools.org/about/teams/finance/budget>.

C. Fund Structure

Tulsa Public Schools uses the following fund types in its financial reporting:

REVENUES COLLECTED*

FUND TYPE	FY22-23
General Fund	\$415,459,383
Building Fund	25,877,040
Child Nutrition Fund	25,702,824
Bond Fund	28,082,127.49
Sinking Fund	161,563,186
Activity Fund	6,584,842
Trust & Agency Funds	7,289,007

** Source is 2022-23 OK State Dept of Ed. OCAS School District Revenue Report: Total Revenue Available*

D. Budgetary Basis of Accounting

Tulsa Public Schools District does currently prepare its budgets consistent with generally accepted accounting principles.

E. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Alicia Srader at 3027 S. New Haven, Tulsa, Oklahoma 74114, (918) 746-6542. Tulsa Public Schools will make prior years' audit reports and management letters available to proposers to aid in their response to this RFP.

IV. TIME REQUIREMENTS

A. Audit Commencement Date

Tulsa Public Schools' management personnel will be available to meet with the firm's personnel upon notification of selection to finalize a timetable for the audit.

B. Schedule for the 2024-2025 Fiscal Year Audit

The auditor in accordance with the timetable to be developed shall complete each of the following:

1. Interim Work
2. Detailed Audit Plan -- The auditor shall provide Tulsa Public Schools with a detailed audit plan and a list of all schedules to be prepared by Tulsa Public Schools.
3. Fieldwork Schedules -- The Student Activity Fund fieldwork is to be performed in the months of June and July.
4. Draft Reports -- The auditor shall have drafts of the audit report(s) and recommendations to management available for review.

C. Entrance Conferences, Progress Reporting and Exit Conferences

At a minimum, the following conferences will be held:

1. Entrance conference with Chief Financial Officer, Director of Accounting and Internal Auditor.

The purpose of this meeting is to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for workspace and other needs of the auditor.

2. Progress conference with the Chief Financial Officer, Director of Accounting and Internal Auditor.

The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested.

3. Progress conference with the Chief Financial Officer, Director of Accounting and Internal Auditor.

The purpose of this meeting will be to discuss the year-end work to be performed.

4. Exit conference with the Chief Financial Officer, Director of Accounting and Internal Auditor.

The purpose of this meeting will be to summarize results of the fieldwork and to review significant findings.

D. Date Audit Report is Due

The auditor shall provide a draft report and all recommendations, revisions and suggestions for improvement to the Chief Financial Officer and/or his delegate.

The Chief Financial Officer and/or their delegate will complete a review of the draft reports as expeditiously as possible. It is not expected that this process should exceed two (2) weeks. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports.

Once all issues for discussion are resolved, the final signed report shall be delivered to the Chief Financial Officer and/or their delegate within ten (10) working days. It is expected that this process will be completed and the final report delivered by December 15th.

The final report and ten (10) signed copies are to be delivered to:

Kristin Stephens, CPA
Chief Financial Officer
Tulsa Public Schools
3027 S. New Haven
Tulsa, Oklahoma 74114

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. School District Staff

The staffs of the Accounting, Treasury, Purchasing and Budget Departments and other responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor. It is requested that all information requests be coordinated through the Director of Accounting.

B. Schedules to be Prepared by the Staff of Tulsa Public Schools

The Staff of Tulsa Public Schools will prepare schedules for the auditor as determined.

C. Work Area, Telephone, Copier and FAX Machines

Tulsa Public Schools will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to telephone lines, copier, internet access, FAX machines and as necessary and when technically possible also provide VPN/remote access.

D. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements - Submission of Proposals. The following material is required to be received by 11.am. on February 25, 2025 for a proposing firm to be considered:

a. An original copy of the Technical Proposal, two (2) copies, (1) flash drive and a Sealed Dollar Cost Bid: to include the following:

i. Title Page

Title page showing the request for proposal subject; the firm name, address and telephone number of a contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for one hundred and twenty (120) days.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI-B of this request for proposal.

v. Executed copies of Proposer Guarantees and Proposer Warranties attached to this request for proposal (Appendix B and Appendix C).

b. The Proposer shall submit a dollar cost bid (Appendix E) in a separate sealed envelope (and file) marked as follows:

SEALED DOLLAR COST BID

PROPOSAL FOR
TULSA PUBLIC SCHOOLS
FOR
PROFESSIONAL AUDITING SERVICES
February 25, 2025

c. Proposers should send the completed proposal consisting of the two documents in separate envelopes (Original Technical Proposal, 2 copies, 1 flash drive and the Sealed Dollar Cost Bid) to the following physical address as well as emailed to RFP@tulsaschools.org

Rachael Vejraska
RFP#25023 Audit Proposal
Tulsa Public Schools
3027 S. New Haven, Room 527
Tulsa, Oklahoma 74114

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of Tulsa Public Schools in conformity with the requirements of this request for proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request For Proposal requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The technical proposal should address all the points outlined in the Request For Proposal (excluding cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

While additional data may be presented, the following subjects, items 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated

2. Independence

The firm should provide an affirmative statement that it is independent of Tulsa Public Schools as defined by Generally Accepted Auditing Standards (GAAS) and the General Accounting Office's Government Auditing Standards (GAGAS).

3. License to Practice in Oklahoma

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice public accounting in Oklahoma.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and qualifications of the professional staff to be employed in this engagement on a full-time basis and the number and qualifications of the staff to be so employed in this engagement on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement as to whether that quality control review included a review of specific government engagements. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in the state of Oklahoma.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement.

6. Prior Engagements with Tulsa Public Schools

The firm should list separately all engagements within the last three years, for Tulsa Public Schools. For each engagement, the firm should indicate the scope of work and type of engagement (e.g. audit, management advisory services, other), date, engagement partners, and the name and telephone number of the principal client contact.

7. Similar Engagement with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 3) performed in the last three (3) years that are similar to the engagement described in this Request For Proposals. These engagements should be ranked on the basis of total staff hours.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this Request For Proposal.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Sample sizes and the extent to which statistical sampling is to be used in the engagement.
- d. Extent of quality control review
- e. Type and extend to analytical procedures to be used in the engagement.
- f. Approach to be taken to gain and document an understanding of Tulsa Public Schools' internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance.

9. Identification of Anticipated Potential Audit Problems.

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from Tulsa Public Schools.

The proposal should state that the auditor would provide the reports required in Section II-D.

C. Sealed Dollar Cost Bid

The Sealed Dollar Cost Bid should contain all pricing information relative to performing the audit engagement as described in this Request For Proposal. The total all-inclusive maximum price bid is to contain all direct and indirect costs including all out-of-pocket expenses.

1. Certification

The first page of the Sealed Dollar Cost Bid should include the following information provided in the attachment (Appendix D):

- a. Name of firm.
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with Tulsa Public Schools.

2. Schedule of Professional Fees and Expenses

The second page of the Sealed Dollar Cost Bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix E) that supports the total all-inclusive maximum price.

3. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost budget proposal. Interim billings shall cover a period of not less than a calendar month. Final payment will be made upon delivery of the firm's final reports.

VII. EVALUATION PROCEDURES

A. Review of Proposals

A point formula will be used during the review process to score proposals. Each technical proposal will be scored by each of the criteria described in section VII-B below.

After the composite technical score for each firm has been established, the Sealed Dollar Cost Bid will be opened and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

Tulsa Public Schools reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three (3) sets of criteria. Firms must meet the mandatory criteria to have their proposals evaluated and scored for technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

- Mandatory Elements: 35 points
- Technical Qualifications: 35 points
- Price: 30 points

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice public accounting in Oklahoma.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for Tulsa Public Schools.
- c. The firm submits a copy of its most recent external quality control review report, and the firm has a record of quality audit work.

d. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.

2. Technical Qualifications

a. Expertise and Experience

i. The firm's past experience and performance on government engagements.

ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

b. Audit Approach

i. Adequacy of proposed staffing plan for various segments of the engagement.

ii. Adequacy of sampling techniques.

iii. Adequacy of analytical procedures.

3. Price

a. Cost will not be the primary factor in the selection of an audit firm.

C. Oral Presentations

During the evaluation process, Tulsa Public Schools may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions on a firm's proposal.

D. Final Selection

It is anticipated that a firm will be selected by May 5, 2025.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Tulsa Public Schools and the firm selected.

TULSA PUBLIC SCHOOLS RESERVES THE RIGHT WITHOUT PREJUDICE TO REJECT ANY AND ALL PROPOSALS.

APPENDIX A

LIST OF KEY PERSONNEL

Superintendent

Ebony Johnson, Ed.D.

Chief Financial Officer

Kristin Stephens, CPA

Director of Accounting

Alicia Srader

Director of Solicitation Management

Rachael Vejraska

Treasurer

George P. Stoeppelwerth

Internal Auditor

Daniela Tidwell, CPA

APPENDIX B
PROPOSER GUARANTEE

THE PROPOSER CERTIFIES IT CAN AND WILL PROVIDE AND MAKE AVAILABLE,
AT A MINIMUM, ALL SERVICES SET FORTH IN SECTION II, NATURE OF SERVICES
REQUIRED.

Signature of Official: _____

Name (Typed): _____

Title: _____

Firm: _____

Address: _____

Date: _____

APPENDIX C
PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to comply with the laws of the State of Oklahoma.

B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

C. Proposer warrants that it will not delegate or subcontract its responsibilities under this agreement without the express prior written permission of Tulsa Public Schools.

D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (Typed): _____

Title: _____

Firm: _____

Address: _____

Date: _____

APPENDIX D

STATEMENT OF NON-COLLUSION

STATE OF OKLAHOMA

SS

COUNTY OF _____

I, of lawful age, being first duly sworn on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among the bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning the exchange of money or other things of value for special consideration in the letting of a contract.

Offeror (Firm Name)

Signature of Company Representative

Subscribed and sworn to before me this _____ day of _____, 2025.

Notary Public

My commission expires _____, 20____.

(SEAL)

APPENDIX E

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE 2024-2025 FINANCIAL STATEMENTS

Partners	_____	
Managers	_____	
Supervisory Staff	_____	
Audit Staff	_____	
Other (Specify)	_____	
People Hours		
Subtotal:		\$ _____
Out-of-Pocket Expenses		\$ _____
TOTAL ALL-INCLUSIVE MAXIMUM PRICE FOR 2024-2025 AUDIT		\$ _____

Note: The maximum price above includes an additional _____ hours for professional consultant services provided by the auditor throughout the year.

The Proposer is invited to include price proposals for any subsequent renewal periods below:

	2025-2026	2026-2027	2027-2028	2028-2029
Maximum Dollar Amount (assuming no material changes in scope of work)	_____	_____	_____	_____