



IOWA CITY COMMUNITY SCHOOL DISTRICT REQUEST FOR PROPOSALS (RFP) AUDIT SERVICES

RFP NUMBER: ICCSD-RFP-B-26001

Publication Date: November 6, 2025

Iowa City Community School District (ICCSA) will receive proposals for audit services relating to the audits for the fiscal years ending June 30, 2024 through June 30, 2026, including an option of extending to June 30, 2028. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information relating to the entity to be audited.

Sealed proposals (one original and two copies) will be accepted until 4:00 p.m., Thursday, December 4, 2025, at the Office of Business and Finance, 2255 North Dubuque Road, Iowa City, Iowa 52245. If mailed, proposals should be mailed to the same address. The envelope should be clearly marked in the lower left-hand corner as "Sealed Proposal for RFP ICCSD-RFP-B-26001 – Audit Services."

Sealed proposals will be publicly opened at 4:00 p.m. on Thursday, December 4, 2025, in the Iowa City Community School District Board Room at 2255 North Dubuque Road, Iowa City, Iowa. The contract for services will be awarded at the Board of Education meeting on Tuesday, December 9, 2025.

Further information may be obtained from:

Alan Moran, Controller and Director of Financial Reporting

Phone: 319.688.1000

Email: rfp-b-26001@iowacityschools.org

I. SPECIFIC REQUIREMENTS

The Iowa City Community School District reserves the right to reject any and all proposals received. Only proposals received at the location described and within the time frame given will be considered.

Matthew Degner – Superintendent of Schools • R Chace Ramey – Deputy Superintendent



The original and two copies of the enclosed contract should be completed and manually signed by a partner of the firm submitting the proposal.

The audit shall be performed in accordance with:

- U.S. generally accepted auditing standards (GAAS)
- Government Auditing Standards (GAGAS), issued by the Comptroller General of the United States
- The Single Audit Act Amendments of 1996 and 2 CFR Part 200 (Uniform Guidance), when applicable

The audit report shall conform to:

- Reporting formats specified by the Auditor of State
- AICPA Audit Guides
- GASB reporting requirements
- Uniform Guidance requirements, when applicable

The audit report should include a management letter, with recommendations related to the financial statements, internal control, accounting systems, and compliance issues.

A PDF copy of the report shall be provided to the District. A PDF copy of the report, including the management letter, a detailed per diem audit bill, and a copy of the news release shall also be submitted to the Auditor of State at SubmitReports@aos.iowa.gov upon release.

II. DATA TO BE INCLUDED IN PROPOSAL

Proposals should include the following, organized in the order shown:

- A. Letter of Transmittal
- B. Table of Contents
- C. Profile of Firm Proposing
- D. Qualifications
- E. Scope of Services and Proposed Schedule
- F. Fees and Compensation

III. EVALUATION CRITERIA

Proposals will be evaluated based on the following areas:

1. Cost – 25 points
2. Qualifications – 75 points
 - a. Organizational structure and size

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- b. Recent experience in similar audits
- c. Qualifications of the audit team
- d. Understanding of work and timetable
- e. Capacity to engage with in-cycle and out-of-cycle scheduling requirements

IV. ENTITY PROFILE

The Iowa City Community School District serves approximately 15,000 students and employs over 2,300 staff FTE. The District operates the following funds:

- General Fund
- Management Fund
- Capital Projects Funds (SAVE, PPEL, and GO Bond)
- Debt Service Fund
- Student Activity Fund
- Student Nutrition Fund (subject to Single Audit)

Most recent audited financial statements and organizational chart are included with this RFP.

Accounting Platform: Software Unlimited

Records Available: Negotiated

Fieldwork Completion: Negotiated

Exit Conference: Negotiated

Draft Report Due: Negotiated

Final Report Due: Negotiated

Fieldwork Format: On-site or hybrid

V. COMPLIANCE REQUIREMENTS

Proposals must include:

- Proof of auditor independence in accordance with Government Auditing Standards
- Current peer review report with acceptance letter
- Confirmation of Iowa CPA firm registration
- Acknowledgement of compliance with GAGAS, Uniform Guidance, GASB, and AOS formats
- Proof of professional liability insurance coverage
- Agreement to confidentiality, workpaper retention, and access provisions

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VI. SUBMISSION REQUIREMENTS

Each firm shall submit one (1) original and two (2) copies of its proposal in a sealed envelope, plus a digital version (PDF). The digital version may be provided on a USB drive enclosed with the proposal or emailed to rfp-b-26001@iowacityschools.org following the public opening on December 4, 2025.

Proposals shall be clearly labeled on the outside of the envelope as:
“Sealed Proposal – ICCSD-RFP-B-26001 Audit Services.”

VII. CONTRACT FORM

The successful proposer will enter into a contract using the State of Iowa’s standard audit agreement form, as provided in this RFP, customized for the Iowa City Community School District.

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