



Suffern Central School District

45 Mountain Avenue
Hillburn, New York 10931

REQUEST FOR PROPOSALS – INTERNAL AUDITOR

RFP Title: Internal Auditor

RFP #: IA06242026

Bid Opening: Date: Wednesday, June 24, 2026

Time: 10:00 AM

Proposal Terms and Conditions

The Suffern Central School District is accepting proposals from Certified Public Accountants having specific experience in the area(s) outlined in the Request for Proposal.

The objective of this Request for Proposal is to enter into a contract with the selected proposer to furnish internal auditor services to Suffern Central School District as outlined herein for the period of July 1, 2026 to June 30, 2027 with the option of extension for four additional one-year periods, providing the Proposer and the District agree on the terms..

To be considered, proposals must be sealed when delivered. Proposals can be submitted in paper format or electronically, via non-encrypted flash drive, in a sealed envelope. If submitting paper copies submit one (1) original and (2) copies. Each proposal and its related materials must be received by the Suffern Central School District by 10 a.m. on June 24, 2026 in an envelope clearly marked:

**“Request for Proposal #IA06242026, Internal Auditor
June 24, 2026 @ 10:00 AM”**

The envelope itself is to be addressed as follows:

ATTN: DISTRICT CLERK
SUFFERN CENTRAL SCHOOL DISTRICT
ADMINISTRATION BUILDING
45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

Failure to comply with all provisions of the Request for Proposal may result in disqualification. Proposals received after the above-cited time will be considered a late quote and will not be accepted.

The Suffern Central School District reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the vendor’s qualifications and capabilities to provide the specified service, and other factors which Suffern Central may consider.

Required Knowledge and Skill

The auditor should have knowledge in educational financial operations, pertinent legal requirements, purchasing policies, accounting systems and procedures, and other areas that are deemed necessary. The individual appointed as the internal auditor must be independent and have no other responsibilities related to business operations of the

district and cannot be a close or immediate family member of an employee, officer or contractor providing services to the district. If the internal audit function is performed by an independent contractor, the individual and his or her employer may not have any other contracts with the district and should not provide any goods or services to the district. In addition, the individual and his or her employer may not be a close or immediate family member of anyone who has responsibilities related to the business operations of the district or have other contracts with the district. A close family member is defined as a parent, sibling, or non-dependent child. An immediate family member is defined as a spouse, spouse equivalent, or dependent (whether or not related).

The internal auditor should possess the ability to organize work in a logical manner. The individual appointed to such a position must possess good judgment and a high degree of personal integrity.

Duties and Responsibilities

The successful proposer will be expected to provide services such as those listed below. The specific services to be contracted will be the result of discussions during the RFP process and final contract negotiations between the District and the successful proposer. Changes to the list of services could also be impacted by legislative action and/or the finalization of the Comptroller's plan to address financial controls at school districts. It is anticipated that the successful proposer will not serve as the district's Independent Auditor.

Proposed Typical Duties of the Successful Proposer

- Analyze the current internal control structure of the Suffern Central School District and provide recommendations regarding how that structure could be strengthened and improved.
- Serve as a critical part of the improvement and strengthening of the internal control structure.
- Provide an additional layer of internal audit that will be specifically designed to detect instances of fraud or non-compliance.
- Make recommendations, and participate in the implementation of those recommendations, that will further reduce the risk of fraud and non-compliance.
- Assist in the development of policies and procedures that will reduce the risk of fraud or non-compliance.
- Make regular reports to the Board of Education regarding the current condition of internal controls and steps that are being taken to strengthen and improve those internal controls.
- Make semi-annual reports to the Board of Education regarding the financial position of the district and the steps that are being taken to strengthen and improve the financial position of the district.
- See the Practice of Internal Controls publication at the following web site:
<https://www.osc.ny.gov/files/local-government/publications/pdf/the-practice-of-internal-controls.pdf>

It is anticipated that the successful proposer will have significant experience with school district auditing and accounting. The successful proposer must possess demonstrated knowledge of:

- Applicable laws of the State of New York
- Applicable standards and regulations promulgated by the Commissioner of Education
- Applicable standards and regulations promulgated by the Comptroller of New York State
- Applicable standards and regulations of the Federal Government

The District reserves the right to reject staff who they feel does not have appropriate experience or qualifications to provide the required services.

The internal auditor is directly responsible to the Board of Education.

Relationship Between Parties

The successful Proposer will be engaged by the School District only for the purpose and to the extent set forth in this RFP and its relation to the School District. It shall during the period of the successful Proposer's engagement and service hereunder, be that of an independent contractor. The successful Proposer shall be free to dispose of such portion of its entire time, energy and skills as the successful Proposer deems fit. The successful Proposer shall not be considered under the provisions of this RFP, or otherwise, as having an employee status or as being entitled to participate in any plans, arrangements or collective bargaining agreements by the School District pertaining to, or in connection with any salary, term or condition of employment, health insurance, worker's compensation insurance or

unemployment insurance or similar benefits as provided for regular employees. The work contemplated herein must meet the approval of the Superintendent of Schools or his designee and shall be subject to the general right of the Superintendent of Schools of inspection and supervision to secure the satisfactory completion thereof. The successful Proposer will be solely and entirely responsible for its acts during the performance of this Agreement. The work and services provided for herein shall be performed by the Agency's principal operator and no other person shall be engaged upon such work or service.

Scope

Proposer will be required to adhere to audit schedule as set forth by Assistant Superintendent for Business and will perform duties during business hours of 8:00 am – 4:30 pm. The auditor shall complete all field work between July 1st and December 15th of each school year.

From time to time, the district may request to meet with the auditor for consultation or request assistance. The auditor is expected to be readily available to meet with the district. Such consultations shall be billed at the hourly rate set forth in Appendix A.

The District will not be billed for out-of-pocket expenses pertaining to this engagement.

Proposal Submissions

Certified public accountants wishing to submit proposals to the School District must include responses to the following specifications:

1. A letter containing the firm's understanding of the services to be provided to the District.
2. Appendix A: A statement of the fees the individual or firm intends to charge the District.
3. Provide information on the level and type of experience of the proposer in general and specifically those persons who will be assigned to work with the District.
4. Provide the names of all current and former school district clients with information on the number of years of service to each, along with the names and telephone numbers of contact persons in each District.
5. Provide confirmation that the firm is licensed to practice in New York State.
6. Provide a description of any regulatory action taken against the firm within the last five years by a regulatory agency, such as the Internal Revenue Service or State Education Department.
7. Any other factor which may influence the District's decision.
8. Provide a statement verifying that there are no conflicts of interest between the audit firm and the Suffern Central School District Board of Education.
9. Identify any litigation brought against the firm during the past five years. Explain any pending litigation that may have a financial impact on your firm or provide a statement notifying the district that no pending litigation exists.
10. Errors and Omission Policy: \$1,000,000 per occurrence/ \$1,000,000 aggregate for the professional acts of the consultant performed under the contract for the district. Coverage shall remain in effect for two years following the completion of work.
11. Each proposal must be accompanied by properly completed copies of the attached "NON –COLLUSIVE BIDDING CERTIFICATE" and "HOLD HARMLESS AGREEMENT." Failure to sign these statements will constitute grounds for rejection of a proposal.

The process by which proposals will be considered and determined is as follows:

1. All proposals responding to the District must be in writing and must be received by 10:00 AM on June 24, 2026 at the school district office located at 45 Mountain Avenue, Hillburn, New York 10931, at which time and place proposals will be opened publicly. Except as provided below, proposals submitted after that time and date will be rejected and returned unopened to the proposer.
2. Based on the proposals received, proposers will be selected to interview with a committee of district officials. The purpose of the interview process will be to further review and analyze the proposals.
3. It is anticipated that the Board will appoint an internal auditor about 45 days after the bid opening.

The “acceptance” of any proposal is contingent upon the negotiation and execution of a binding contract for services between the proposer and the District, which contract must be finalized within two (2) weeks of acceptance of the proposal. The Board reserves the right to reject any and all proposals at any time during the process, based upon its sole discretion, and to seek new proposals through either the same or similar process or another process. Moreover, the Board reserves the right to waive all informalities and/or technicalities where the best interests of the Board may be served including the right to award a contract without any further discussion or negotiation with anyone proposing these services. Post proposal negotiations may be conducted with any proposer.

Scoring Criteria

The following criteria will be graded on each proposal:

Technical Requirements Including Experience

- Qualifications – Experience of individual or audit firm, educational background, specialized skills.
- Number of New York State schools districts that the individual or audit firm has audited, including total years of service.
- Regulatory and/or litigation against the individual/firm
- If requested, results of interview by Board of Education/Audit Committee.
- Any other factor which relates to the District’s mission or goals.

Cost

- Fees – Cost proposals will be scored on a comparative analysis between proposals received. The cost proposal with the lowest total internal audit fee cost will receive the maximum number of points and others will be pro-rated accordingly (low bid divided by the bid being evaluated multiplied by the maximum number of points available).

Upon completion of the evaluation process, a contract will be awarded to the proposer, whose proposal met all mandatory requirements and obtained the highest composite score, considering both cost and technical.

Mailing Instructions

Proposals can be submitted in paper format (one original and two copies) or electronically, via non-encrypted flash drive, in a sealed envelope no later than 10:00 AM on Wednesday, June 24, 2026 to:

The envelope itself is to be addressed as follows:
ATTN: DISTRICT CLERK
SUFFERN CENTRAL SCHOOL DISTRICT
ADMINISTRATION BUILDING
45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

“Request for Proposal #IA06242026, Internal Auditor
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Any proposals received after this deadline will be returned unopened. Failure to comply with all provisions of the Request for Proposal may result in disqualification.



Suffern Central School District
45 Mountain Ave
Hillburn, NY 10931

Appendix A

PROPOSAL FOR INTERNAL AUDITOR
FISCAL YEAR 2026-2027

I hereby submit a proposal for internal auditing services for the Suffern Central School District for the fiscal year 2026-27 in accordance with the Request for Proposal.

Risk Assessment Flat Fee \$ _____
(not to exceed amount, billed hourly)

Performance of Internal Audit Plan \$ _____
(not to exceed amount, billed hourly)

Total Internal Audit Fees for 2026/2027 \$ _____

Is your firm and/or assigned personnel available to answer telephone questions as part of your annual fee:
YES _____ NO _____
If NO, please indicate hourly fee \$ _____

Hourly Rate for Additional Services 2026-2027: \$ _____

Signature: _____
Printed Name: _____
Firm: _____
Address: _____
Telephone: _____ FAX: _____
Email: _____
Date: _____

All bids must be submitted in a sealed opaque envelope marked with
Bid Name and Number and returned by specified date to:
ATTN: DISTRICT CLERK
SUFFERN CENTRAL SCHOOL DISTRICT
ADMINISTRATION BUILDING
45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931



HOLD HARMLESS
(CONTRACTOR/BIDDER)

_____ does hereby covenant and agree to
(Contractor/Bidder)
defend, indemnify and hold harmless the SUFFERN CENTRAL SCHOOL
DISTRICT from and against any and all liability, loss, damages, claims, or
actions (including costs and attorney's fees) for bodily injury and/or
property damage, to the extent permissible by law, arising out of or in
connection with the _____
(Name of project)
by the _____, it's agents, servants and
(Contractor/Bidder)
employees.

Signature: _____

Date: _____



PROPOSER WARRANTIES

- I. 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.
- II. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Suffern Central School District.
- III. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____



BID PROPOSAL CERTIFICATIONS

Firm Name _____ Telephone No. _____

Business Address _____ Fax No. _____

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that they are complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

"(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

(b) A bid shall not be considered for award nor shall any award be made where (b) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award. Nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or the designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized)

Title

Date

Suffern Central School District
IRAN DIVESTMENT ACT OF 2012 CERTIFICATION

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Suffern Central School District receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, Suffern Central School District will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Suffern Central School District shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Suffern Central School District reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____