To All Providers:

Please submit a sealed proposal for **INTERNAL CLAIMS AUDITOR SERVICES** to the Westbury Union Free School District. The district will receive sealed proposals on or prior to ***10:00 am on Friday, November 6, 2026***. Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having his proposal deposited on time at the place specified. Proposals must be submitted in a sealed envelope plainly marked on the outside: **RFP#2026/27-03 INTERNAL CLAIMS AUDITOR SERVICES.**

Proposals will be opened on the stated date at 10:00 a.m. in the District Office located at 2 Hitchcock Lane, Old Westbury, NY. There will be no discussion at the time of the opening of the proposals. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of One Hundred Twenty (120) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Assistant Superintendent for Finance & Operations or his / her designee shall make such determination.

The Westbury Union Free School District reserves the right to reject any or all proposals that it considers not to be in the best interest of the school district.

Please read the attached material carefully before submitting your proposal.

The District invites a competitive RFP from experienced professionals or firms, hereinafter referred to as (Proposer"), to provide **INTERNAL CLAIMS AUDITOR SERVICES** for 2026-2027 for the Westbury Union Free School District.

I. PURPOSE

The Westbury Union Free School District, hereinafter referred to as "the District", invites quotations/proposals from providers of **INTERNAL CLAIMS AUDITOR SERVICES beginning December 1, 2026** for the 2026-2027 School ending June 30, 2027, with an option to renew for four (4) additional one (1) year periods at the discretion of the Westbury Union Free School District, not to exceed the prices indicated in proposal submission.

II. RECEIPT OF PROPOSALS

An original and one (1) copy of the proposal must be submitted to the Business Office. Envelopes must be clearly marked **RFP#2026/27-03 INTERNAL CLAIMS AUDITOR SERVICES** and the name and address of the proposer.

Proposals must be received no later than **10 a.m. on FRIDAY, NOVEMBER 6, 2026** at the following address:

Mr. Robert Stein
Deputy Purchasing Agent
Westbury
Union Free School District
2 Hitchcock Lane
Old Westbury, NY 11568

Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having his proposal deposited on time at the place specified.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date may not be considered and may be returned to the firm unopened.

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

III. PROPOSAL SUBMISSIONS

All proposals must be submitted in two parts. Part I must consist of responses to the qualification's items. Part II must consist of complete contract cost and pricing information. Incomplete submissions will not be considered for the award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review. Two copies of each proposal should be submitted, one copy titled **"ORIGINAL"** and the second titled **"COPY".** Each page of the proposals must state the name of the firm submitting the proposal, the fact that the **RFP** is being submitted to **Westbury UFSD,** and the page number. All materials submitted in response to this request for proposal shall become the property of the District.

In addition, all proposals must include a completed Vendor Information Acknowledgment Form, References, Vendor Disclosure, Non-Collusive Certification, and Certification of Compliance with the

Iran Divestment Act of 2012. All materials submitted in response to this request for proposal shall become the property of the District.

IV. BACKGROUND

The following is a brief description of the School District:

1. Student Enrollment at Westbury School District – approx. 4,000
2. Number of Schools – 6
3. Management
    a. Superintendent
    b. 2 Assistant Superintendent for Curriculum and Instruction
    c. Assistant Superintendent for Personnel
    d. Assistant Superintendent for Finance & Operations

Member Board of Education		7 member BOE
Full time staff		889
Part time staff		189
26-27 Annual Operating Budget		209,822,273
Estimated checks/purchase orders issued annually		
	Accounts Payable	6,500
	Payroll	21,500
	Purchase orders	2,800
Accounting Funds:		
	General Fund	
	Special Aid Fund	
	School Lunch Fund	
	Capital Fund	
	Student Activity Fund	
	CM Fund	
	Debt Service Fund	
	Expendable Trust Fund	

V. SCOPE OF SERVICES

The Proposer will provide INTERNAL CLAIMS AUDITOR Services to the District and Board, including, but not limited to the following:

INTERNAL CLAIMS AUDITOR SERVICES

Internal Auditor shall:

- Be fully knowledgeable with state and local bidding laws and regulations as well as Board Policies and Regulations.
- Be familiar with the legal requirements associated with General Municipal Law Section 103 and the bidding requirements.
- Be familiar with the practice and use of co-operative bidding, county contracts, and state OGS contracts.

Perform the following duties bi-weekly:

- Review all voucher packets.
- Ensure that each voucher packet includes a purchase order signed by the purchasing agent, a signed receiving copy, and an original invoice.
- Ensure that voucher packets for conference reimbursements include an approved purchase order, and approved authorization to attend such conference, conference literature describing the cost, location, and purpose for attending, a claim form signed by the individual making the claim approved by the supervisor and has original, itemized receipts attached.
- Ensure that the invoice clearly describes the goods or services purchased and matches the purchase order.
- Make certain that the invoiced price is comparable to the estimated cost on the purchase order and if the invoice cost is above the purchase order that the purchasing agent has approved the increased cost.
- Ensure that the district does not pay any sales tax.
- If the expenditure is one that requires bidding, make certain there is evidence that the merchandise was bid either by the school district or through a cooperative bid or state contract.
- If the expenditure is one that does not require bidding, make certain there is evidence that the purchase is in compliance with school district policy.
- Review all voucher packets for their reasonableness.
- Confirm that signatures are those that are approved by Board Policy or administrative regulation.
- Verify, on a sample basis, that extensions are correct.
- Compare actual check to documents of voucher packet approved.
- Execute the Certification of the Warrant authorizing Treasurer to sign and mail checks.

Perform the following duties periodically:

- Report to the Audit committee on a quarterly basis.
- Provide a monthly written report to the Board of Education.
- Provide verbal reports twice a year if requested by the Board of Education.

PART 1 – EXPERIENCE AND REFERENCES

In setting forth its qualifications, each individual or firm submitting a proposal shall:

a. Provide the name and or names of the firm as well as a brief description of its business activities and history.

b. Provide information on how long the firm or individual has been in business and length of its experience in providing electrical training to school districts.

c. Identify the firm's professional staff members, who specifically will be involved in this program as the services relate to Internal Claims Auditor Services, and the location of the office from which they work. Provide a detailed biography and/or resume outlining the experience and credentials of all staff members who will provide these services to the District.

d. Provide engagements in which the duty of internal claims auditing has been performed within the past thirty-six (36) months.

e. Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including

area codes).

f. Detail the experience your firm and its staff have in working with public sector clients. Describe how needs specific to the public sector were met. Highlight any experience specific to Pre K - 12 public school districts.

g. Provide at least *three* (3) client references from similar projects. Include contact names, addresses and telephone numbers. Provide a list of current and former educational clients and describe the nature of the work experience with these clients. Identify the nature of any potential conflict of interest (in fact or appearance) the individual or agency might have in providing these services to the District.

h. Complete the attached non-collusion statement.

PART 2 – COSTS / FEES

State the flat fee you are quoting for the following fiscal years:

	FLAT FEE
12/1/26-6/30/27	$_____
2027-2028	$_____
2028-2029	$_____
2029-2030	$_____
2030-2031	$_____

REVIEW OF PROPOSALS

Proposals shall be evaluated based upon the following:

a. Professional qualifications and prior experience, proposer's demonstrated capabilities and references.
b. Total proposed price.

SCORING AND EVALUATION

The District will evaluate each proposal using the following criteria:

DESCRIPTION	PERCENT
Professional Qualifications / Experience / Capabilities / References	60%
Cost / Fees	40%

TERM OF CONTRACT

Contract Period: December 1, 2026 through June 30, 2027 with an option to renew for four (4) additional one (1) year periods, at the discretion of the Westbury Union Free School District, not to exceed the prices indicated in the proposal submission.

INFORMATION FOR THE INTERNAL CLAIMS AUDITOR SERVICES

Any question(s) submitted by an individual or firm regarding this RFP must be directed to:

Mr. Robert Stein
Deputy Purchasing Agent
Phone: (516) 874-1895
Email:rstein@westburyschools.org

VI. INSURANCE REQUIREMENTS

The Professional Consultant will obtain and keep in full force and effect during the term of this Agreement, at its sole cost and expense, the following insurance:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability insurance.

2. The policy naming the District as an Additional Insured Must:

   a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.

   b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District.

   c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26 11 85) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance.

3 a. The certificate of insurance must describe the services provided by the professional consultant that are covered by the commercial general liability policy and umbrella policy.

   b. At the District's request, the professional consultant shall provide a copy of the declarations page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.

4. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retentions all of which are the sole responsibility of the Consultant, to the extent not covered by the applicable policy.

5. Minimum Required Insurance:

   a. **Commercial General Liability Insurance**
   $1,000,000 per Occurrence/ $2,000,000 Aggregate

$2,000,000 Products and Completed Operations
$1,000,000 Personal and Advertising Injury
$100,000 Fire Damage
$10,000 Medical Expense

Coverage for sexual misconduct must be affirmed.

b. **Automobile Liability**
$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. **Workers' Compensation and NYS Disability Insurance**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. **Professional Errors and Omissions Insurance**
$2,000,000 per occurrence/$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

e. **Umbrella/Excess Insurance**
$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability, General Liability and Professional Liability coverages.

6. The Professional Consultant acknowledges that failure to obtain the forgoing insurance on behalf of the District constitutes a material breach of contract. The professional consultant must provide the District with proof satisfactory to the District that the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same will not be deemed a waiver of any and all rights held by the District. Upon request, the Professional Consultant will provide the District with a copy of the Professional Consultants applicable insurance policies including any endorsements, modifications, or exclusions thereto.

The District is a member/owner of the New York Schools Insurance Reciprocal ("NYSIR"). The Professional Consultant acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.

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VII. INTERVIEW

The award process may include an interview with the District Administration and the Board of Education. Date of interview to be determined.

VIII. FREEDOM OF INFORMATION LAW

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have

a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page, "THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW." The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

IX. TERMINATION OF CONTRACT

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed.

X. RIGHT TO REJECT A REQUEST FOR PROPOSAL

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposal, to request additional information and clarifications from proposers, to allow corrections of errors or omissions, and to negotiate with one or more of the finalists regarding the terms of the engagement. Any information given, either orally or in writing, is not given in confidence and may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without any liability of any kind whatsoever. The District intends to select the Internal Claims Auditor Consulting Services provider that, in its opinion best meets the District's needs, and not necessarily the provider whose fees are the lowest.

XI. REQUESTS FOR CLARIFICATION/INFORMATION

All requests for clarification or additional information as related to this Bid/Proposal shall be submitted in writing via fax or e-mail to:

Mr. Robert Stein
Deputy Purchasing Agent
Fax (516) 876-2351
Email: rstein@westburyschools.org

Please include the firm's name, a contact person's name, a fax number and an email address.

XII. ACKNOWLEDGMENT FORM

Included within this Request for Proposal is the acknowledgment form to be used in connection with the services to be provided. Proposers should review the contents of the acknowledgment form and base his/her/its proposal on the provisions therein. The terms and conditions set forth in the Request for Proposal are incorporated into the acknowledgment form by reference and shall form a part of the Agreement executed by the Board of Education and the successful proposer.

VENDOR INFORMATION & ACKNOWLEDGMENT FORM

The undersigned, as a duly authorized representative of the Vendor, hereby proposes to furnish such services, materials, supplies, and equipment as required by the General Terms and Conditions and Specifications contained within the Request for Proposal Documents at the prices indicated on the Rate Sheet Form.

Company Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone (____)_____ Fax (___)_____ E-mail _____

Signature _____ Date _____

Print Name _____ Title _____

Please indicate the representative from your company who should receive all correspondence relating to this bid:

Name:_____ Title:_____

Address: (if different from above)_____

Telephone:_____ Fax:_____ Email:_____

Vendor Acknowledgement

Vendor, by checking and signing below, confirms that he/she has read and understands and will comply with the terms, conditions and specifications/scope of this Request for Proposal and any addenda, if issued.

Yes ☐ No ☐

Proposers Authorized Signature:_____

REFERENCES

Company Name:

Address:

Contact Person:

Telephone:

Dates of Contract(s)

Company Name:

Address:

Contact Person:

Telephone:

Dates of Contract(s)

Company Name:

Address:

Contact Person:

Telephone:

Dates of Contract(s)

Proposer's Name: _____

VENDOR DISCLOSURE CERTIFICATION

Vendor must complete either Section A or B below and returned with your proposal

A. This is to certify that the principal members of the company listed below are not related to any Board members, officers or employees of the District and no Board member, officer or employee of the District is directly or indirectly interested in this bid or the supplies, materials, equipment, work or services which are related to it, or in any portion of the profits thereof.

_____

SIGNATURE COMPANY NAME

_____

PRINT NAME

B. This is to certify that the following Westbury Union Free School District Board members, officers or employees are related to principal members of the company listed below or have a direct or indirect interest in this bid or the supplies, materials, equipment, work or services which are related to it, or in any portion of the profits thereof.

NAME	RELATIONSHIP	NAME OF RELATION

_____

SIGNATURE COMPANY NAME

_____

PRINT NAME

WESTBURY UNION FREE SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR INTERNAL CLAIMS AUDITOR SERVICES

PROPOSER'S CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT OF 2012

In accordance with General Municipal Law §103-g, which generally prohibits the School District from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

Proposer's Certification

☐ By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief, that each bidder/proposer is not on the list created by the Office of General Services (OGS) pursuant to paragraph (b) of subdivision 3 of Section 165-an of the State Finance Law.

☐ I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated:_____, New York
_____, 20__

_____
Name of Bidder/Proposer

_____
Signature of Authorized Official

_____
Printed or Typed Name of Official and Title

Sworn to before me this
day of_____, 20__

_____
Notary Public
Dated:

WESTBURY UNION FREE SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR INTERNAL CLAIMS AUDITOR SERVICES

BID PROPOSAL NON-COLLUSIVE CERTIFICATION

Firm Name _____

Business Address _____

Telephone Number _____ Date of Bid _____

1. 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.

2. Non-Collusive Bidding Certification
   By submission of this bid proposal, the bidder certifies that he is 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. Every bid or proposal here-after made to a 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 its 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 submit a bid for the purpose of restricting competition.

B. A bid shall not be considered for award no shall any award be made where A. (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder shall so state and shall furnish with the bid a signed statement which set forth in detail the reasons therefore. Where A. (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award by 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 his designee, determines that such disclosure was not made for the purpose of restricting competition.

   (1) 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 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 stature, 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.

Authorized Signature _____ Title _____