

SWINK SCHOOL DISTRICT #33

KYLE HEBBERD
SUPERINTENDENT

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Swink, CO 81077

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719-384-8103

Request for Proposal for Audit Services

The purpose of this request for proposal (RFP) is to engage the services of a qualified firm of certified public accountants to provide auditing services for:

Swink School District #33, Swink Colorado.

Required Proposal Content

1. Firm Resume
2. School District Client Listing
3. Peer Review
4. Personnel Assignments
5. Proposed Fee Schedule
6. Time Requirements

Sincerely,

Kyle Hebberd, Superintendent

Janell Wood, Business Manager

Request for Proposal for Audit Services

Purpose

The purpose of this request for proposal (RFP) is to engage the services of a qualified firm of certified accountants to provide auditing services to the Swink School District #33 (herein called District).

Services Required

The scope of the prospective engagement will be to perform a financial and compliance audit of the District for the years ending June 30, 2019 and June 30, 2020. The Firm shall conduct the audit in accordance with the requirements of Local Government Audit Law (C.R.S. 29-1-601); Legal Investments (C.R.S. 24-75-601); Financial Policies and Procedures Act (C.R.S. 22-44-201), and with OMB Circular A-133 and the Single Audit Act (as amended). The audit shall comply with the requirements described in the Colorado Department of Education's "Financial Policies and Procedures Handbook." Any requested assistance with ADE submission, and tables for MD&A. Submission of audit to Colorado Department of Education and State Auditor's office. Presentation to the Board of Education. Deliverables: fourteen hard copy of audit, audit in word document, word searchable pdf for bond compliance.

The District intends this RFP to cover two fiscal years. The agreement will begin upon award by the Board and be subject to annual renewal and negotiated reappointment or new RFP after the second year. Either party may have the right to terminate the agreement with written notification, within the negotiation period between January 1st through March 31st.

Description of Entity to be Audited

The District is a public school district located in Swink Colorado. A copy of last year's financial statement is located at www.swinkk12.net under the Fiscal Transparency icon. The District's 2017-2018 revised General Fund budget was \$6,304,811.00. The district does not have any district authorized charter school/s. The five member board used policy governance to oversee the administration of the district.

Inquires

All sealed proposals should be delivered to:

Swink School District #33
PO Box 487
Swink, CO 81077

All inquiries for the District should be directed to:

Kyle Heberd, Superintendent kyle.heberd@swink.k12.co.us 719-384-8103
or Janell Wood, Business Manager janell.wood@swink.k12.co.us 719-384-8103

Qualifications Required

In order to be considered, the firm presenting the RFP must be a firm of certified public accountants eligible by law to practice public accounting in the State of Colorado.

Required Proposal Content

1. Firm Resume

Identify firm name, telephone number, and the name of the individual to contact. Include structure, history, principals, number of employees, and a copy of your Colorado License.

2. School District Client Listing

Provide a list of school district audit clients your firm has performed audits for in the past five years and a key contact person within the school district.

3. Peer Review

Provide a copy of your firm's latest peer review report.

4. Personnel Assignments

List the personnel you expect to assign in the audit and identify their experience with school district audits. *The District will required a change in lead auditors each year.*

5. Proposed Fee Schedule

Provide your fee schedule for appropriate classifications of employees who would be involved in the District's audit. Show a breakdown of costs by staff hours expended or by work phases. Please quote a maximum audit fee for each year of the engagement. Also, include what expenditure may be billed over and above the audit fee. Please provide a copy of your standard contract, if available.

6. Additional Assistance

Provide a listing or narrative describing other services your firm could provide the District.

Additional Comments may also be added which you feel are pertinent and would Assist in the selection process.

Time Requirements

The following deadlines are presently anticipated:

RFP emailed or mailed to prospective bidders	June 1, 2018
Prospective bidder's inquiry deadline	July 20, 2018
Signed Proposal deadline	3:30 p.m. August 1, 2018
School Board selection (<i>unless tabled</i>)	August 13, 2018
Notification of bid selection (<i>unless tabled</i>)	August 17, 2018
Engagement of successful firm	September 4, 2018
Field work can begin	May 1, 2019
End of accounting period	June 30, 2019
Presentation and submittal of audit report to School Board with fifteen printed copies of the audit	Each November of audited year
Submit audit report to the Office of the State Auditor & Colorado Department of Education	December 31, 2019
Deliver word searchable pdf for bonds compliance	December 31, 2019
Deliver audit in word document	December 31, 2019
Deliver bound copies of audit	January 5, 2020

Evaluation Process

The District will judge the merits of each proposal received in accordance with the criteria discussed below. The bidder is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. There is not expressed or implied obligation for the District to reimburse the responding firms for any expenses incurred in preparing proposal in response to this request.

During the evaluation process, the District reserves the right, where it may be in the District's best interest, to request additional information or clarification from the bidders, or allow corrections of errors or omissions. The District may request firms to complete an oral presentation.

The District reserves the right to retain all proposals submitted and to use ideas in the proposal regardless of whether the District selects that proposal.

The District reserves the right to reject any or all proposals.