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Superintendent

 **REQUEST FOR PROPOSALS**

**RFP # 2022-01**

**EXTERNAL AUDITING SERVICES**

**PROPOSALS DUE: March 10, 2022 @ 10:00 AM**

**NOTICE TO PROPOSERS**

**RFP #2022-01 EXTERNAL AUDITING SERVICES**

NOTICE IS HEREBY GIVEN that the Eastside Union School District in California, acting by and through its Board of Trustees, will receive up to, but no later than, **10:00 am PST, March 10, 2022**, sealed proposals for: EXTERNAL AUDITING SERVICES.

Proposals shall be received at District Office, Reception Desk

44938 30th Street East

Lancaster, CA 93535

Bids are late as of 10:01 a.m. PST. The District clock is the official time.

All interested parties may obtain a copy of the RFP by visiting <https://www.eastsideusd.org/>

Any questions regarding this notice should be directed to the Purchasing Department, EBenedetti@eastsideusd.org.

BOARD OF TRUSTEES

EASTSIDE UNION SCHOOL DISTRICT

Publication: For Publication Two Times

Antelope Valley Press

Published: 02/10/2022 and 02/17/2022

**NOTE:**

Bids cannot be submitted to any other location. The District will reject such offers.

# ADVERTISEMENT

**Request for Proposals**

**# 2022-01 for External Auditing Services**

Notice is hereby given that the Eastside Union School District is inviting proposals from companies to provide External Auditing Services as requested by the District.

Proposal must be submitted in writing and marked with the proper proposal information on the outside of the proposal packet. Deliver a proposal in five (5) sets, to the above address no later than **10:00 a.m. on March 10, 2022.** Proposals received after the above stated time and date will be returned to company unopened.

The District reserves the right to accept or reject any or all proposals or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. Responses shall remain valid and subject to acceptance anytime within ninety (90) days after the submission deadline, unless a longer period of time is mutually agreed to by the parties. Proposing firms are hereby made aware that the District will not reimburse costs for the preparation of the proposal to any proposing firm for any reason.

Respondent represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this Request for Proposal and that no person having any such interest shall be subcontracted in connection with this Request For Proposal or employed by Respondent.

Failure to comply with the above provisions shall constitute grounds for immediate rejection of the proposal, in addition to whatever other remedies the District may have.

Eastside Union School District

By authority of the Governing Board of Eastside Union School District, Los Angeles County, State of California.

Publication Dates: 02/10/22 and 02/17/22 Website: <https://www.eastsideusd.org/>

1. GENERAL INSTRUCTIONS
	1. Submittal of Proposals

Proposals should be reviewed for accuracy before submission to the District since proposals may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any proposals. The District reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposals.

Written proposals must be received in the Eastside Union School District Office located at District Office, Reception Desk, 44938 30th Street East, Lancaster, CA 93535 by no later than **March 10, 2022 at 10:00 a.m.** Proposal packages must be clearly marked, “RFP #2022-01, Attn: Purchasing Department.”

In order for the Proposer’s response to be accepted, Attachment 1 and 2, must be submitted in their entirety. **Failure to provide signatures on required forms may result in rejection of proposal.**

* 1. Signatures

All proposals must include a signature of an authorized officer of the accounting firm submitting the proposal. The name and title of the person shall be included following the signature.

* 1. Disqualified Proposals

Any proposal received after March 10, 2022 at 10:00 a.m., will be refused and returned to the firm unopened.

* 1. Withdrawal of Proposals

A firm may withdraw its proposal, either personally or by written request, at any time before the proposal due date and time.

* 1. Copies of Proposal

Each accounting firm submitting a proposal must include the original, plus two (2) copies of the original. A total of three (3) packages shall be submitted.

* 1. Contacts

In order to control information disseminated regarding this request, firms interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees and District Administration with the exception of the department listed below. This Request for Proposals can be located at the District website at:  [<https://www.eastsideusd.org/>.](https://www.busd.k12.ca.us/)

District Office, Reception Desk

44938 30th Street East

Lancaster, CA 93535 EBenedetti@eastsideusd.org

* 1. Audit Scope and Standards

The District is currently classified as Fiscally Independent. The audit shall be performed in accordance with the requirements of Education Code Section 41020, 41020.2, 41020.3 and 41020.8 and shall include all funds of the District, including the student body and cafeteria funds and accounts, and any other funds and accounts under the control or jurisdiction of the District. Additional requirement shall include testing the reconciliation of cash and audit of disbursement in the county treasurer’s office. The intent of the code is to encourage sound fiscal management practices among schools for the most efficient and effective use of public funds for education in California by strengthening fiscal accountability at the District, County and State levels.

In addition, the audits of Local Educational Agencies (LEA’s) shall be performed in accordance with general accepted auditing standards, as promulgated by the AICPA, generally accepted government auditing standards for financial and compliance audits, the U.S. General Accounting Office (GAO) in Standards for Audit of Governmental Organizations, Programs, Activities and Functions, and the standards issued by the Office of the State Controller in Standards and Procedures for Audits of California K-12 Local Educational Agencies. When applicable, the audits must also be made in accordance with the requirements established by Circular A-133, Audits of State and Local Governments, issued by the U.S. Office of Management and Budget (OMB).

SCOPE OF WORK:

* + 1. the required annual District financial audit and Data Collection (SF- SAC) Form
		2. the financial and performance audit for the general obligation bonds
		3. assistance with GASB 34 conversion entries
		4. presentation at Board of Education and committee meetings as requested
	1. Required Audit Contract Provisions

All audit contracts must contain the following:

Single Year Contracts

Ten (10) percent of the fee for the annual audit will be withheld until the audit report has been certified by the State Controller as conforming to the reporting provisions of subdivision (a) of Education Code (EC) Section 14503.

Multiyear Contracts

Ten (10) percent of the fee for the annual audit will be withheld until the audit report has been certified by the State Controller as conforming to the reporting provisions of subdivision (a) of EC Section 14503.

If the audit report for any year is not certified by the State Controller as conforming to the reporting provisions of subdivision (a) of EC Section 14503, fifty (50) percent of the audit fee for any subsequent year will be withheld. The withheld amount will not be released until the State Controller certifies that the audit report for the subsequent year conforms to the reporting provisions of subdivision (a) of EC Section 14503, or payment is ordered by the California Board of Accountancy.

This contract is null and void if a firm or individual is declared ineligible to audit K- 12 school districts pursuant to Subdivision (c) of EC Section 41020.5.

* 1. Link to Prior Audits are available upon request at: EBenedetti@eastsideusd.org
	2. Evaluation Criteria

The District intends to select the Proposer that best fulfills the requirements and provides the best value to the District. The proposals will be evaluated based on the following criteria, which are not in order of ranking or weighting: Completeness of Response, Interview, References, Price, Experience and Qualifications.

The District may request additional information from Proposers to clarify any element of any proposal. After all proposals are received, the District may invite one or more Proposers to make a presentation and to be interviewed. The District reserves the right to make independent investigations as to the qualification of Proposer(s). The District reserves the right to accept or reject any and all proposals.

By responding to this RFP, proposer acknowledges that acceptable proposers may be subject to an interview by a District evaluation team. Proposer acknowledges that this is for the performance of a service and shall be determined upon finding the best match for the purposes of the district and that lowest responsible proposer requirements do not apply.

The District shall evaluate proposals based on the criteria listed below and totaling 100%:

* 40% Experience/Qualifications
* 25% Price
* 25% References
* 10% Completeness of Response

# ATTACHMENT 1

**PROPOSAL FORM**

***This form must be included in proposal package***

This Proposal Form must be duly executed and submitted with any proposal to Eastside Union School District.

The Offeror hereby agrees that its proposal is subject to all RFP #2022-01 EXTERNAL AUDITING SERVICES provisions, terms and conditions, attachments, exhibits, amendments and other applicable materials which are attached or incorporated by reference. Proposer hereby agrees to promptly enter into an agreement in substantial accordance with such RFP provisions, terms and conditions.

The Offeror hereby agrees that its attached proposal of which this is part, is a firm irrevocable offer and valid for acceptance by EASTSIDE UNION SCHOOL DISTRICT for the period through and including XXX XX, 2021. The Offeror hereby agrees that if its proposal is accepted by EASTSIDE UNION SCHOOL DISTRICT that it shall provide the audit services in accordance with the RFP, as it may be amended. The term of this contract shall be for a period of three (3) years, with by mutual consent, the ability to renew in 1-year increments, for up to no more than five (5) years.

Audit Services Fee $ (not to exceed) for Fiscal Year 2021-2022 ending June 30,2022

Audit Services Fee $ (not to exceed) for Fiscal Year 2022-2023 ending June 30,2023

Audit Services Fee $ (not to exceed) for Fiscal Year 2023-2024 ending June 30,2024

Name of Person Duly Authorized to Execute this Proposal/Offer:

Duly Authorized Signature:

Title:

Date of this Proposal/Offer:

Offeror Name:

Offeror Address:

Offeror \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: Offeror Facsimile: Offeror Email:

# ATTACHMENT 2

**GENERAL INFORMATION**

***This form must be included in proposal package***

The Offeror shall furnish all of the following information accurately and completely. Failure to comply with this requirement may cause a proposal rejection. Additional sheets may be attached if necessary. “You” or “your” as used herein refers to the Offeror’s firm and/or any of its owners, officers, directors, shareholders, parties or principals.

If the same information is provided elsewhere in your proposal and qualification materials, then please clearly identify such in the following questions.

Please be advised that the District may request verbal or written clarifications or additional information or an interview or presentation at any time.

1. Firm name, address and contact information:
2. Telephone: Facsimile:

Internet Address:

1. Type of firm: (check one) Individual Partnership Corporation State
2. Names and titles of all principals/officers of the firm:

NAME TITLE PHONE NUMBER

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Name of individual(s) who will be responsible for the Eastside Union School District account:

1. Please list any applicable certifications and licenses and the associated numbers:
2. Have you or any of your principals ever conducted similar services under a different name or certification or different license number?
	1. If yes, give firm name, address and certification or license number.
		1. Name:
		2. Address:
		3. License No. (if any)
3. How many years has your firm been in business under its present business name?
4. How many years of experience does your firm have providing similar services?
5. How many public agencies has your firm provided similar services for?
6. Please list the public agencies including School Districts and the like, that your firm has provided similar services for:
7. Please attach a short history of the firm including whether it is local, national, or international as well as approximate number of employees. Also provide the number of firm offices and locations.
8. Please attach a copy of your firm’s most recent financial statement or other financial instruments that would establish your firm’s ability to complete its obligations under any agreement resulting from the Request for Proposal.
9. Please attach or list below why your firm should be selected by the District to provide the solicited services.
10. Have you or any of your principals been in litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years? Yes No
	1. If yes, provide the name of the public agency and briefly detail the dispute:
11. Have you ever had a services agreement terminated for convenience or default in the prior five (5) years? Yes No
	1. If yes, provide details and name of the other party:
12. Is your firm, owners, and/or any principal or manager involved in or is your firm aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment? Yes No
	1. If yes, provide details:
13. Is your firm, owners, and/or any principal or manger involved in or is your firm aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency? Yes No
	1. If yes, details:
14. Does your firm maintain errors and omissions coverage:

If so, please provide a current copy of the declaration page showing the maximum liability or policy value.

1. Will your firm comply with all district, local State and Federal legal requirements, regulations and laws? Yes No
2. Please provide any other information that may assist the District in ascertaining your qualifications, capability and customer service under any resultant agreement.
3. Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? Identify any conflict or interest in (a):
	1. Please elaborate and discuss any potential, apparent or actual conflict of interest:
4. Each firm must include the following references:
	1. List at least three (3) clients for whom you have provided similar services. Show the names, addresses, and telephone numbers of the persons who can be contacted. Information obtained through the references will be evaluated by the District:

NAME ADDRESS PHONE NUMBER

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1. Each firm must include a copy of a recent audit report that your firm completed for another California school district.

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing information required of Offeror pages one (1) through eight (8) is true and correct.

Executed this day of State of

 . City County

Print name Signature

Title

NON-COLLUSION DECLARATION

The undersigned declares:

I am the of , the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on this:

|  |  |  |
| --- | --- | --- |
| (Date) |  | Signed at (Place) |
| Bidder Name (Person, Firm, Corp.) |  | Authorized Representative Signature |
| Address |  | Representative's Name |
| City, State, Zip |  | Representative's Title |

REQUEST FOR PROPOSAL

# TIMELINE

The RFP process may follow the timeline noted below but is, however, subject to change at the District’s discretion.

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| **ADVERTISEMENT** | 02/10/22 and 02/17/22 | Antelope Valley Press |
| **REQUEST FOR INFORMATION DEADLINE** | 03/03/22 @ 10:00 a.m. | VIA EMAIL |
| **RFP DUE DATE/TIME** | 03/10/22 @ 10:00 a.m. | District Office, Reception Desk44938 30th Street EastLancaster, California 93535 EBenedetti@eastsideusd.org |
| **BOARD REQUEST TO AWARD** | 03/16/22 | District Office, Reception Desk44938 30th Street EastLancaster, California 93535 EBenedetti@eastsideusd.org |
| **CONTRACT EXECUTION** | 03/18/22 | Upon Board Award |