

WEST HEMPSTEAD UFSD – Business Office 252 Chestnut Street, West Hempstead, NY 11552 PHONE: 516-390-3103/FAX: 516-489-1776	Page 1 of 23
TITLE: External Audit Services	RFP NUMBER: RFP2020-101

REQUEST FOR PROPOSAL

TITLE: External Audit Services
RFP NUMBER: RFP2020-101

RFP DISTRIBUTION - Important Notice - The West Hempstead Union Free School District (the “District”) distributes Request for Proposal documents from the West Hempstead UFSD Business Office. Copies of documents obtained from any other source are not considered official copies. Only those vendors who obtain documents from the West Hempstead UFSD Business Office are guaranteed to receive addendum information, if such information is issued.

Interested proposers are advised to fax or email the enclosed Receipt Confirmation Form (Appendix F) immediately upon receipt of this RFP, but in no event later than 5 working days after receipt, to ensure that they receive further information with regard to this RFP.

Information offered from sources other than the West Hempstead UFSD Business Office is not official and may be inaccurate. Do not contact any other departments involved in this RFP.

REQUEST FOR PROPOSAL DEFINITION:

An RFP defines the situation or object for which the goods and/or services are required, how they are expected to be used, and/or problems that they are expected to address. Vendors are invited to propose solutions that will result in the satisfaction of the District’s objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

Closing date for this Request for Proposal is 3:00 p.m., prevailing time, on Wednesday, June 10, 2020.

Send MARKED ORIGINALS AND THREE COPIES of each proposal.

Please use this RFP number on all correspondence.

For further information contact:

Mr. Joel C. Press
Assistant Superintendent for Business and Operations
West Hempstead Union Free School District
252 Chestnut Street
West Hempstead, NY 11552
Phone: 516-390-3103
Email: jpress@whufsd.com

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PART A - ADMINISTRATIVE SECTION

INTRODUCTION

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT GOVERNMENT OVERVIEW

The West Hempstead Union Free School District is a school district located in the western part of Nassau County on Long Island about 30 miles from New York City. The District is located in the Town of Hempstead.

The District has a seven member Board of Education, and educates approximately 2,000 students in grades K–12. The District is comprised of one kindergarten center, two elementary schools, and one middle/high school. The voter approved budget for 2019-20 is \$63,575,777. More detailed information on the District and its finances can be found in the District’s latest financial statements and budget documents.

RFP TERMINOLOGY

Generally, throughout this Request for Proposal (“RFP”) the following terminology is used:

- “Mandatory” - a requirement that must be met in a substantially unaltered form. The terms “must”, “required”, and “will” are also used to indicate mandatory requirements.
- “Desirable” - a requirement has a high degree of importance to the objectives of this RFP. The term “should” also indicates a desirable requirement.
- “Optional” - a requirement that is not considered essential, but for which evaluation credit is given. The terms “may” and “can” also indicate option requirements.

PROPOSAL PREPARATION AND SUBMISSION

All submissions must conform to the Vendor Response Format and all the Requirements as outlined in Part B - Requirements Section. Proposers are cautioned to read the requirements carefully and follow the response format of this Request for Proposal, as any deviation from the format and requirements listed, may be cause for rejection.

RECEIPT CONFIRMATION FORM

Within five (5) working days from receipt of this RFP, fill out the attached Receipt Confirmation Form (Appendix F) and fax or email it to the District’s Business Office (fax number 516-489-1776; email: jpress@whufsd.com). All subsequent information regarding this RFP will be directed only to those who return the form with an indication that they intend to submit a proposal.

CLOSING DATE

Complete copies of each proposal must be received at the West Hempstead UFSD, Business Office, 252 Chestnut Street, West Hempstead, New York 11552 by 3:00 pm, prevailing time on Wednesday, June 10, 2020.

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PROPOSALS MUST BE CLEARLY MARKED WITH THE NAME AND ADDRESS OF THE PROPOSER AND THE RFP NUMBER AND NAME ON THE ENVELOPE AND/OR BOX.

FORMAT OF PROPOSAL

All copies of the proposal response should be arranged as follows:

- Title Page: showing RFP name and number, name, address, telephone number, fax number, and name of contact person.
- Proposal Form: Appendix A (includes Affidavit of Non-Collusion).
- Letter of Introduction: one page, introducing the company and signed by the person(s) authorized to sign on behalf of, and bind the company to, statements made in response to this RFP.
- Company Profile: Information points documented in Part B – Requirements Section.
- Proposal Overview and Details
- References: provide a minimum of two (2) references for similar projects completed; include contact name, telephone number, date of contract, date of completion, and dollar value of contract.
- Conflict of Interest Certification - Appendix B
- Hold Harmless Agreement - Appendix C
- Disclosure Form - Appendix D

Proposers must conform to instructions given regarding proposal requirements as detailed in Part B.

TERMS AND CONDITIONS

INQUIRIES

All inquiries related to this RFP shall be in writing to the District utilizing Appendix E - Question Form. Information obtained from any other source is not official and may be inaccurate. Do not contact any other person(s) involved. Inquiries and responses will be recorded and may be distributed to all proposers at the District’s option.

NOTIFICATION OF CHANGES

All recipients of this Request for Proposal who have returned the Receipt Confirmation Form will be notified regarding any changes made to this document.

CHANGES TO PROPOSAL WORDING

No changes to wording of the proposal will be accepted after submission unless requested by the District.

FUNDING

All District expenditures are subject to appropriation of funds. Therefore, the District reserves the right to discontinue this RFP process if funding is not available.

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OWNERSHIP OF PROPOSALS

All responses to this RFP become the property of the District.

PROPOSERS’ EXPENSES

Prospective proposers are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the District, if any.

AWARD OF CONTRACT

The District reserves the right to award a contract in full or in part, or not at all, on the basis of responses received. The District reserves the right to choose the proposal that is in the best interests of the District.

ACCEPTANCE OF PROPOSALS

This RFP should not be construed as a contract to purchase goods or services. The District is not bound to accept the lowest price or any proposal of those submitted.

LIABILITY OF ERRORS

While the District has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective proposers are urged to conduct their own investigations into the material facts and the District shall not be held liable or accountable for any error or omission in any part of this RFP.

ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are deemed to be acceptable by the proposers and incorporated in its proposal except those conditions and provisions that are expressly excluded by the proposal.

QUOTES FROM THE MARKETPLACE

The District reserves the right to consider quotes from the marketplace by suppliers other than those invited to respond to this solicitation.

FINANCIAL STABILITY

The successful proposer must demonstrate financial stability and the District reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

NEGOTIATION DELAY

If any contract cannot be negotiated within thirty (30) days of notification to the designated proposer, the District may terminate negotiations with that proposer, and negotiate a contract agreement with another proposer of its choice.

SHORTLIST

Unless there is a successful proposer based on the responses to this RFP received by the District, the evaluation procedure will be to develop a shortlist based on the stated criteria. The shortlist of proposers may be asked to prepare a presentation and/or provide additional information prior to the final selection.

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DEFINITION OF CONTRACT

The District may, at its option, notify a proposer in writing that its proposal has been accepted and such acceptance shall, at the District’s option, constitute the making of a formal contract for the services set out in this RFP. Alternatively, the subsequent full execution of a written contract shall constitute the making of a contract for services, and no proposer shall acquire any legal or equitable rights or privileges whatever relative to the services until the District has delivered either a signed notice in writing to the proposer or a fully executed written agreement to the proposer.

COMPLIANCE WITH LAWS

The proposer shall give all notices and obtain all the licenses and permits required to perform the work. The proposer shall comply with all the laws applicable to the work or the performance of the contract.

GOVERNING LAW

This RFP and any contract entered into between the proposer and the District shall be governed by and in accordance with the laws of the County of Nassau, the State of New York, and the United States of America.

SUBCONTRACTING

No subcontracting will be allowed without the express prior written consent of the District.

CONFIDENTIALITY

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Proposers should be aware that pertinent facts relating to their proposals, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful proposer.

The District is subject to New York State’s Freedom of Information Law (FOIL). Should your submission to this RFP contain “**trade secrets**”, or other information that the disclosure of which could **reasonably be expected to be harmful to your business interests**, you must insure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as Confidential Third Party Information. Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

Unpublished information pertaining to the District or its customers obtained by the proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from the District.

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GENERAL

Subsequent to the submission of proposals, interviews and negotiations may be conducted with some of the proposers, but there shall be no obligation to receive further information, from any proposer.

Any or all proposals shall not necessarily be accepted. The District shall not be obligated in any manner to any proposer whatsoever until a written agreement has been duly executed relating to an approved proposal. The District reserves the right to modify the terms of this RFP at any time in its sole discretion.

Neither acceptance of a proposal nor execution of an agreement shall constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal or municipal statute, regulation or by-law.

PRICING

FIRM PRICING

Prices quoted in the proposals shall be firm for a period of at least ninety (90) days after the submission deadline.

CURRENCY AND TAXES

Prices are to be in U.S. dollars. The District is exempt from all sales and use taxes.

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STANDARD INSURANCE REQUIREMENTS

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT CONTRACT INSURANCE REQUIREMENTS

INSURANCE IDENTIFICATION: THE RFP NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES.

INDEPENDENT CONTRACTOR: The proposer is an independent contractor and covenants and agrees that it, its agents, servants and/or employees will neither hold itself/themselves out as, nor claim to be an employee, servant or agent of the District, and that it, its agents and employees will not make claim, demand or application to or for any right or privilege applicable to an officer or employee of the District including, but not limited to Worker’s Compensation coverage, Unemployment Insurance benefits, Social Security coverage or retirement membership or credit.

INSURANCE: The proposer shall not commence work under the contract until he has obtained all insurance required under the following paragraphs, and the District has approved such insurance.

WORKERS’ COMPENSATION: The proposer shall take out and maintain during the life of the contract, such insurance as will protect both the District and the proposer from claims under worker’s compensation acts and amendments thereto and from any other claims for property damage and for personal injury including death, which may arise from operations under the contract, whether such operations be by proposer or by any other party directly or indirectly employed by the proposer. Copies of certificates of insurance shall be provided to the District.

DISABILITY INSURANCE & UNEMPLOYMENT INSURANCE: The proposer shall take out and maintain during the entire term of the contract any disability benefits and unemployment insurance as required by law. Copies of certificates of insurance shall be provided to the District.

GENERAL LIABILITY INSURANCE: The proposer shall take out and maintain during the life of the contract, such bodily injury liability and property damage liability insurance as shall protect him and the District from claims for damages for bodily injury including accidental death, as well as from claims for property damage which may arise from operations under the contract, whether such operations be by the proposer or by any subcontractor or by anyone directly or indirectly employed by either of them. It shall be the responsibility of the proposer to maintain such insurance in amounts sufficient to fully protect the proposer and the District, but in no instance shall amounts be less than those set forth below. These amounts are specified only to establish the **minimum** coverage acceptable.

\$1,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the proposer performed under the contract for the District. If written on a “claims-made” basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

OTHER CONDITIONS OF COMMERCIAL GENERAL LIABILITY INSURANCE:

1. Coverage shall be written on commercial general liability form.
2. The organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
3. Coverage shall include:
 - A. Contractual liability
 - B. Independent contractors
 - C. Products and completed operations

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AUTOMOBILE LIABILITY INSURANCE: Automobile bodily injury liability and property damage liability insurance shall be provided by the proposer with a minimum combined single limit (CSL) of \$1,000,000 (one million dollars).

OTHER CONDITIONS OF AUTOMOBILE LIABILITY INSURANCE:

Coverage shall include:

1. All owned vehicles
2. Hired car and non-ownership liability coverage
3. Statutory no-fault coverage

ADDITIONAL CONDITIONS OF INSURANCE:

1. Contractor/vendor shall submit copies of any or all required insurance policies as and when requested by the District.
2. If any of the proposer’s policies of insurance are cancelled or not renewed during the life of the contract, immediate notice of cancellation of non-renewal shall be delivered to the District no less than 10 (ten) days prior to the date and time of cancellation or non-renewal.

CERTIFICATE OF INSURANCE: The proposer shall file with the District prior to commencing work under the contract, an original certificate of insurance.

Certificate of insurance shall include:

A. Name and address of insured	B. Issue date of certificate
C. Insurance company name	D. Type of coverage in effect
E. Policy number	F. Inception and expiration dates of policies included on certificate
G. Limits of liability for all policies included on certificate	

Description of operations/locations/etc. Box must include the statement:
**“THE WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT IS LISTED AS
ADDITIONAL INSURED”** – Using endorsement **CG 2026 11 85**, or broader.

CERTIFICATE HOLDER SHALL BE LISTED AS:

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT
252 Chestnut Street
West Hempstead, NY 11552

1. If the proposer’s insurance policies should be non-renewed, cancelled or expire during the life of the contract, the District shall be provided with a new certificate indicating the replacement policy information as requested above. Thirty days (30) prior written notice to the West Hempstead Union Free School District for cancellation is applicable.

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PART B – REQUIREMENTS SECTION

PROPOSAL EVALUATION

The District will review all proposals and choose the proposer whom the District deems to be most capable of providing the services sought herein. The District may consider other factors in addition to the costs for such services, including, but not limited to, the proposer’s credentials, experience, and the District’s Board of Education’s assessment of the proposer’s ability based upon the submissions made or subsequent inquiries or interviews.

QUESTIONS/ANSWERS

Any questions must be submitted in writing to the Business Office at Fax # 516-489-1776 on the form herein provided (Appendix E).

PROPOSER RESPONSE FORMAT FOR PRICING AND VALUE-ADDED INFORMATION

The **proposer** will provide prices (in U.S. dollars) for the items/services listed. It is important that **proposers** outline features of their proposal, such as value-added product(s) and/or service(s) that would not normally be addressed in a pricing evaluation as they are of a non-monetary nature.

DETAILED COSTS & PAYMENTS

Respondent shall provide a detailed outline of any and all costs and/or payments to the District to supply the items/services listed.

VALUE-ADDED CONSIDERATIONS

Proposer to include any relevant services or products that will be provided to the District which are not priced in this proposal, but which enhance the acquisition process.

COMPANY PROFILE INFORMATION:

The following will be required in a company overview as part of proposer’s proposal:

- Brief (one or two paragraphs) description of the proposer’s business, its history and future plans.
- Brief description of employees who will be working on this project including their education and work experience.
- Number of years the company has been in business.

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MANDATORY REQUIREMENTS

1.1 BACKGROUND

The District seeks proposals from qualified and competent firms or individuals who are independent certified public accountants or public accountants to provide External Audit Services. The Board of Education is required under Education Law Section 2116-a, and the Regulations of the Commissioner Section 170.2(r) and Section 172.3(d) to secure an annual audit by an independent auditor for all funds plus Extra-Classroom Activity Funds. The Single Audit Act of 1984 also requires an audit of federal monies received. This request for proposals encompasses all the aforementioned.

1.2 SCOPE OF PROGRAM

The District maintains its records in compliance with the New York State Uniform System of Accounts for School Districts. The payroll and financial records of the Board of Education are maintained on **nVision**. The District’s fiscal year begins **July 1st** and ends **June 30th**. Commissioner’s Regulations require the Independent Auditor’s report to be filed by **October 15th**.

In accordance with the above, the District will require that the selected individual or firm’s assigned staff perform preliminary audit work (e.g. testing of transactions) for approximately 5 workdays prior to the close of the fiscal year. Final fieldwork shall begin not later than July 25th and conclude not later than August 31st annually. It is estimated that the actual time in the District will be between 5 and 15 days during July and August. The District requires that the staff assigned to perform preliminary audit work prior to June 30th will be the same staff to complete the fieldwork in July and August.

The firm or individual will type and make copies of all reports on its premises and deliver 25 copies of all reports to the District’s Assistant Superintendent for Business and Operations. The annual audit report’s letter to management shall be attached to or included in the same binder with the financial statements. The firm or individual shall advise the District’s Assistant Superintendent for Business and Operations as to the proper promulgation of their reports in writing. It is anticipated that the Board of Education, District officials and community members will be at the public meeting. The firm or individual shall also be required to meet with the District’s Audit Committee at least twice during the fiscal year.

There are three major areas of audit:

1. The District uses the following fund types in its financial reporting:

- General Fund (legally adopted annual budget)
- Special Aid Fund
- Food Service Fund
- Capital Projects Fund
- Debt Service Fund
- Trust and Agency Fund

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2. Extra-Classroom Activity Funds-Extra Classroom Activities are organizations of students within a school district, which finance their operations from sources other than taxation or charges of a Board of Education. The monies raised by these activities are known as Extra-Classroom Activity Funds.

3. Federal grant monies under the Federal Single Audit Act.

This audit will be GASB-34 compliant and made in accordance with generally accepted auditing standards and the New York State Education Department’s Minimum Program for Audit. The Single Audit will include those requirements defined by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grant Guidance).

The reporting requirements are as follows:

1. An audit opinion with accompanying financial statements, notes required and other supplemental information for all funds and account groups of the Board.

2. An audit opinion with accompanying financial statements and notes for the Extra-Classroom Activity Funds.

3. An audit opinion with accompanying financial statements and notes for Federal Single Audit programs.

4. An audit report in accordance with Government Auditing Standards (report on internal control over financial reporting, and on compliance).

5. A Management Letter, which will include a summation statement of audit findings, a description of any material weaknesses in internal control, and recommendations for financial management improvement.

6. Prior to commencing the audit of the District, the proposer shall provide a document to the Board of Education outlining the audit plans for the year, along with a descriptive risk assessment document outlining all the risks impacting the District. The proposer should also disclose to the Board of Education in a document, the specific sample size selected for the areas to be audited (along with an explanation as to how it was determined).

7. A presentation of the above to the Board of Education at a regularly scheduled public meeting.

8. Prior to finalizing the audit report, the proposer shall provide a copy of the draft audit report to the Audit Committee, and shall meet with members of the Audit Committee and Board of Education to discuss the report.

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9. All reports prepared on behalf of the District will be submitted to the NYS Education Department, on a timely basis.

Interim fieldwork should be performed in preparation for year-end closing. All working papers associated with this engagement shall be retained for a minimum of seven years from the date of the audit report. Further, all such working papers shall be available for examination by authorized representatives of cognizant agencies, and the District.

1.3 RFP REQUIREMENTS

Your proposal shall clearly state the following:

1. Qualifications and Experience of the Firm

Proposers submitting proposals should be a sufficient size to ensure stability and responsiveness during the engagement. Proposers submitting proposals shall provide information about their size as well as their local government and school district experience. A listing of local government and school district references is requested.

2. Qualifications and Experience of the Proposer’s Staff

The District is interested in the level and type of government auditing experience of those persons to be assigned as auditor(s) and/or manager. Brief resumes and listing of governmental or school district contacts to attest to their experience should be included. The Board of Education or the District reserves the right to reject staff who they feel do not have appropriate experience or qualifications to conduct the audit.

Provide the names and resumes of personnel to be assigned to this audit, including the partner(s) in charge. It is fully expected that the personnel indicated will be those assigned to the project. Please provide an affirmation statement that those assigned have met all the Continuing Professional Education (CPE) Requirements necessary to satisfy the Government Accountability Office (GAO) standards. Also, provide the name(s) of individuals in the firm that will be available throughout the term of the contract for continuing advice and counsel.

3. Proposed Fee Structure

Each proposal will clearly state the fees to be charged to the District for the annual audit of all funds of the District for the year ended **June 30, 2021, June 30, 2022, June 30, 2023, June 30, 2024** and **June 30, 2025**. This fee should be a flat annual rate and include necessary expenses. The fee should also cover follow-up work and provide for advice and counsel to the staff throughout the term of the contract. Each proposal will also state the basis on which special audit or management or services fees will be billed.

4. A listing of experience in the performance of the requested services from school districts or municipalities in New York State and the year(s) of such experience.

5. Responses to this Request for Proposal should include an affirmation by the proposer that there are not conflicts of interest between the proposer and the District.

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6. The Board of Education reserves the right to withdraw from a contract entered into as a result of this RFP.

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1.4 EVALUATION OF PROPOSALS

THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS. The original copy of all proposals received will be kept on file in the office of the District’s Purchasing Agent. Copies may be distributed to the District’s Audit Committee.

Scoring Criteria

- Qualifications - experience of proposer, size and experience of staff, educational background, specialized skills.
- Number of people, by level, that would be assigned to the audit and their government auditing experience.
- Number of New York State school districts that the proposer has audited, including total years of service.
- Results of Peer Review.
- Audit approach - type of audit program, use of District’s staff, time frame.

1.5 PROPOSAL DEADLINE

Closing date for this Request for Proposal is 3:00 p.m., prevailing time, on Wednesday, June 10, 2020.

Proposers assume the risk of the method of dispatch chosen. The District assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the District. Late proposals shall not be accepted nor shall additional time be granted to any potential proposers. Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

1.6 PROPOSED PLAN CHECKLIST

This checklist is provided **for informational purposes only**. Proposers are solely responsible for providing all of the information/documentation required by the proposal specifications. Please prepare and submit the following items with your proposal.

Check Items Enclosed

- | | |
|-------------------------------------------------------------------------------------------------------------------|-------|
| 1. Fax Receipt Confirmation Form - Appendix F within five working days | _____ |
| 2. Proof of adequate liability, property, automobile liability insurance
(See Standard Insurance Requirements) | _____ |
| 3. Proof of availability of Worker’s Compensation Coverage
(See Standard Insurance Requirements) | _____ |
| 4. Proof of qualification of proposer and proposer’s staff (See Scope of Program) | _____ |
| 5. Conflict of Interest Certification - Appendix B | _____ |
| 6. Hold-Harmless Agreement - Appendix C | _____ |
| 7. Disclosure Form - Appendix D | _____ |

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8. Proposal Form, Affidavit of Non-Collusion, and Proposed Fee Structure (Proposal Form) _____

APPENDIX A
PROPOSAL FORM

PROPOSER NAME: _____

ADDRESS: _____

CONTACT: _____ TELEPHONE: _____

FAX: _____ E-MAIL: _____

TYPE OF ENTITY:

CORPORATION _____ PARTNERSHIP _____ INDIVIDUAL _____

FEDERAL EMPLOYEE ID #: _____

OR SOCIAL SECURITY #: _____

DATE OF ORGANIZATION: _____

IF APPLICABLE: DATE FILED: _____ STATE FILED: _____

If a non-publicly owned Corporation:

CORPORATION NAME: _____

LIST PRINCIPAL STOCKHOLDERS: (10% or more of outstanding shares)

LIST OFFICERS AND DIRECTORS: (Names and Titles)

If a partnership:

PARTNERSHIP NAME: _____

LIST PARTNERS' NAMES:

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PROPOSAL FORM

AFFIDAVIT OF NON-COLLUSION

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of this proposal or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other proposer, bidder or potential bidder.
2. Neither the price(s), nor the amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to proposal opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or to submit a proposal higher than the proposal of this firm, or any intentionally high or non-competitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement, discussion with, or inducement from any firm or person to submit a complementary proposal.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by a firm or person to refrain from bidding or to submit a complementary proposal on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary proposal, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature

SWORN TO BEFORE ME THIS

Type Name & Company Position

DAY OF _____ 20____

Company Name

NOTARY PUBLIC

WEST HEMPSTEAD UFSD – Business Office 252 Chestnut Street, West Hempstead, NY 11552 PHONE: 516-390-3103/FAX: 516-489-1776	Page 17 of 23
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Date Signed

Federal I.D. Number/S.S. #

Proposal Form - Proposed Fee Structure

External Audit Services for the year ended:	
June 30, 2021	\$
June 30, 2022	\$
June 30, 2023	\$
June 30, 2024	\$
June 30, 2025	\$

**SCHEDULE OF FEES FOR ADDITIONAL SERVICES AND AUDITS
IF REQUESTED BY THE WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT**

	<u>HOURLY RATE</u>
PARTNERS	_____
MANAGERS	_____
SUPERVISORY STAFF	_____
STAFF	_____

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OTHER (SPECIFY) _____

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APPENDIX B

CONFLICT OF INTEREST CERTIFICATION

Name of Proposer _____

Business Address _____

Telephone Number _____

The proposer above mentioned declares and certifies:

First That the said proposer is of lawful age and the only one interested in this proposal, and that no one other than said proposer has any interest herein.

Second That this proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.

Third That no member of the Board of Education of the West Hempstead Union Free School District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work, or services to which it relates, or in any portion of the profits thereof.

Fourth That said proposer has carefully examined the instructions, schedules, and specification prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.

Fifth That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.

Sixth The non-collusive bidding certification applies to this proposal.

Subscribed and sworn to before me

this _____ day of _____ 20____

(Person, Firm or Corporation)

Notary Public or Commissioner of Deeds

(Authorized Signature)

Commission Expires _____

WEST HEMPSTEAD UFSD – Business Office 252 Chestnut Street, West Hempstead, NY 11552 PHONE: 516-390-3103/FAX: 516-489-1776	Page 20 of 23
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APPENDIX C

THIS FORM MUST BE SIGNED AND NOTARIZED
*****SUBMIT WITH PROPOSAL*****

HOLD HARMLESS AGREEMENT

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE PROPOSER AGREES TO HOLD HARMLESS AND INDEMNIFY THE WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT BOARD OF EDUCATION, ANY OFFICER, AGENT, SERVANT OR EMPLOYEE OF THE WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT, FROM ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGEMENT, CLAIM, OR DEMAND WHICH MAY ARISE OUT OF:

- A. ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY THE PROPOSER, ITS AGENTS, SERVANTS OR EMPLOYEES OR ANY PERSON, FIRM, OR CORPORATION EMPLOYED DIRECTLY OR INDIRECTLY BY THEM UPON OR IN CONNECTION WITH THEIR PERFORMANCE UNDER THE CONTRACT HOWEVER CAUSED;

- B. ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY ANY PERSON, FIRM, OR CORPORATION, CAUSED BY ANY ACT, DEFAULT, ERROR, OR OMISSION OF THE PROPOSER, ITS AGENTS, SERVANTS, OR EMPLOYEES OR ANY PERSON, FIRM OR CORPORATION, DIRECTLY OR INDIRECTLY EMPLOYED BY THEM UPON OR IN CONNECTION WITH PERFORMANCE UNDER THE CONTRACT.

THE ASSUMPTION OR INDEMNITY, LIABILITY AND LOSS HEREUNDER SHALL SURVIVE PROPOSER'S COMPLETION OF SERVICE OR OTHER PERFORMANCE HEREUNDER AND ANY TERMINATION OF THE CONTRACT.

THE PROPOSER AT ITS OWN EXPENSE AND RISK SHALL DEFEND ANY SUCH LEGAL PROCEEDINGS THAT MAY BE BROUGHT AGAINST THE WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT, ITS BOARD OF EDUCATION, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT ON ANY CLAIM OR DEMAND, AND SHALL SATISFY ANY JUDGMENT THAT MAY BE RENDERED AGAINST THE WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT, ITS BOARD OF EDUCATION, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT.

THIS INDEMNIFICATION, DEFENSE AND HOLD HARMLESS AGREEMENT SHALL APPLY TO ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM OR DEMAND, OF WHATEVER NAME OR NATURE, NOTWITHSTANDING THAT PROPOSER MAY DEEM THE SAME TO BE FRIVOLOUS OR WITHOUT MERIT. IT IS INTENDED THAT THIS AGREEMENT BE INTERPRETED IN THE BROADEST MANNER POSSIBLE SO AS TO INSULATE ALL OF THE ENTITIES, PARTIES AND INDIVIDUALS NAMED ABOVE FROM ANY LIABILITY, COST OR JUDGMENT, MONETARY OR OTHERWISE, AS THE SAME MAY RELATE TO THE PERSONNEL AND SERVICES PROVIDED BY THE PROPOSER.

Subscribed and sworn to before me

this ____ day of _____ 20____

(Person, Firm or Corporation)

Notary Public

(Authorized Signature)

Commission Expires _____

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APPENDIX D

DISCLOSURE FORM

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____

1. Does any West Hempstead Union Free School District Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm?_____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with West Hempstead Union Free School District?_____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board , administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling)._____If yes, set forth below the West Hempstead Union Free School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

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APPENDIX F

RECEIPT CONFIRMATION FORM

Failure to return this form in a timely manner may result in no further communication regarding this RFP.

Please complete and return this confirmation form within 5 working days to:

Mr. Joel C. Press
Assistant Superintendent for Business and Operations
West Hempstead Union Free School District
252 Chestnut Street
West Hempstead, New York 11552
Tel 516-390-3103
Fax 516-489-1776

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

I have received a copy of the above noted RFP.

_____ We will be submitting a proposal.

_____ We will not be submitting a proposal.

I authorize the West Hempstead Union Free School District to send further correspondence that the District deems to be of an urgent nature by the following method:

Courier Collect: _____ Mail: _____

Signature: _____

Title: _____