

REQUEST FOR PROPOSALS

**FORT THOMAS INDEPENDENT SCHOOL DISTRICT, KENTUCKY
28 N. FT. THOMAS AVE.
FT. THOMAS, KY 41075**

AUDITOR FOR THE FINANCIAL ACCOUNTS OF THE BOARD

The Fort Thomas Independent School District, Kentucky (herein after called the Board or the Board of Education) will receive sealed proposals for the items and/or services listed herein. You are invited to submit a sealed proposal, subject to the terms and conditions of this request. Please read the instructions and specifications carefully. Failure to comply with these instructions may disqualify your proposal.

Proposals must be mailed or delivered to Andy Remlinger, CPA, Finance Director, Fort Thomas Board of Education, 28 N. Ft. Thomas Ave., Ft. Thomas, Ky, 41075, in an envelope marked "AUDITOR - RFP" in the lower left hand corner. The name and address of the vendor shall appear in the upper left-hand corner.

Copies of this request for proposal may be obtained in the Superintendent's Office, at the above address, between 9:00 a.m. and 4:00 p.m., Monday through Friday, prior to the time and date specified for opening.

PERIOD OF CONTRACT:

The contract shall be for a two (2) year period May 1, 2024 through May 1, 2026 with an optional annual renewal for three (3) years after.

TIME OF OPENING:

Proposals will be opened at 2:00 p.m., April 3, 2024, or as soon thereafter as the business of the Board permits. All proposals should be received by 2:00 p.m., Wednesday April 3, 2024. Failure to have a proposal submitted prior to Proposal opening may prevent the reading of your proposal. The official time will be kept on the phone at the receptionist's desk.

The Board of Education cannot assume the responsibility for any delay as a result of failure of the mails to deliver proposals on time.

LOCATION OF OPENING:

Proposals will be opened and read at the Fort Thomas Independent Schools Board office, 28 N. Ft. Thomas Ave., Ft. Thomas, KY 41075. You are invited to be present at the opening.

REQUEST FOR PROPOSALS
AUDITOR
FOR THE FINANCIAL ACCOUNTS OF THE BOARD

PREPARED BY

Andy Remlinger
Finance Director

FORT THOMAS INDEPENDENT SCHOOLS BOARD OF EDUCATION

PROPOSAL FORM

**AUDITOR
FOR THE FINANCIAL ACCOUNTS OF THE BOARD**

**TO: Andy Remlinger
Finance Director
Fort Thomas Board of Education
28 N. Ft. Thomas Ave.
Ft. Thomas, KY 41075**

CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS

In compliance with the REQUEST FOR PROPOSALS, and subject to all the conditions thereof, the undersigned hereby certifies that all items and/or services included in the Proposal shall be in compliance with all requirements and technical specifications included in this request for proposals, except as noted below:

EXCEPTIONS:

NAME OF COMPANY _____

ADDRESS _____

_____ **ZIP CODE** _____

BY _____ **DATE** _____
(SIGNATURE)

PLEASE TYPE NAME _____

OFFICIAL TITLE _____

TELEPHONE NUMBER _____ **FAX NUMBER** _____

E-MAIL CONTACT ADDRESS _____

**PROPOSAL FORM
REQUIREMENTS**

- 1. Audits shall be conducted in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; the provisions of Office Management and Budget Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations; Appendix I to the Independent Auditor's Contract - General Audit Requirements; Appendix II to the Independent Auditor's Contract - State Audit Requirements; and Appendix III to the Independent Auditor's Contract – Electronic Submission.**
- 2. Field Work to be scheduled to start on or after September 1st**
- 3. Two (2) paper copies of the audit report, with the auditor's signature, shall be submitted to the Kentucky State Department of Education Office. Eight (8) paper copies shall be submitted to the Fort Thomas Board of Education.**
- 4. One (1) copy of the audit report, along with the Data Collection Form, shall be submitted by the auditor on behalf of the Board, directly to the Single Audit Clearinghouse, as prescribed in OMB Circular No. A-133.**
- 5. Audit reports, as prescribed above, are due to the Division of Audit & Transportation Services, Kentucky State Department of Education by close of business on November 15. Requests for an extension, fully describing the reasons for the request, must reach that office by October 1.**
- 6. Auditor must be willing and able to execute the standard Independent Auditor's Contract as shown in the attached Financial Audit Contract Information, as prepared by the Kentucky Department of Education.**
- 7. Submit documentation indicating experience of all staff to be assigned to the audit.**
- 8. Include dates and results of latest peer review.**
- 9. Interviews may be required of those auditors submitting proposals in order to further evaluate the proposals received. If you are going to submit a proposal, please call as soon as possible to set up a time for an interview, which may be scheduled before or shortly after the deadline for proposals.**

NAME OF COMPANY _____

AUTHORIZED SIGNATURE _____

**PROPOSAL FORM
CONFLICT OF INTEREST**

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore, in which to his knowledge:

- a. He, or any member of his immediate family, has a financial interest herein: or**
- b. a business or organization which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner or employee, is a party; or**
- c. any other person, business, or organization with whom he or any member of his immediate family is negotiating or had an arrangement concerning prospective employment is a party. Direct or indirect participation shall include, but not limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of an specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.**

It is a violation of Kentucky Law for any board member or employee, or a member of their immediate family, to have a pecuniary interest either directly or indirectly in an amount exceeding \$25.00 per year in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the board member or employee to forfeiture of their position and/or employment with the school system.

I, hereby, certify that no member of my immediate family is an employee or board member of the Fort Thomas Board of Education.

Signature

Date

References: KRS 156.480, OAG 80-32, Model Procurement Code 45A.455

**PROPOSAL FORM
AUDITOR
FORT THOMAS BOARD OF EDUCATION**

COST OF AUDIT

	Year 1	Year 2	Year 3(optional)
Base Audit	\$ _____	\$ _____	\$ _____
Single Audit	\$ _____	\$ _____	\$ _____
Total Cost	\$ _____	\$ _____	\$ _____

NAME OF COMPANY _____

AUTHORIZED SIGNATURE _____

ADDITIONAL INFORMATION REQUESTED:

- If an issue arises during the school year that the school district would need guidance on and would like to hire the auditing firm:

Hourly rate for additional services \$ _____ per hour

**PROPOSAL FORM
AUDITOR
REFERENCES**

LIST THREE (3) REFERENCES (Preferably School Districts):

1. Company_____

Contact_____

Address_____

Phone Number_____

2. Company_____

Contact_____

Address_____

Phone Number_____

3. Company_____

Contact_____

Address_____

Phone Number_____

NAME OF COMPANY_____

AUTHORIZED SIGNATURE_____

GENERAL INSTRUCTIONS AND CONDITIONS

(PLEASE READ CAREFULLY)

A. ACCEPTANCE OF PROPOSALS

The Board of Education reserves the right to accept any proposal, to reject any or all proposals, to waive any irregularities or informalities in proposals received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any proposal where evidence or information submitted by the vendor does not provide satisfactory proof that the vendor is qualified to carry out the details of the contract.

B. PROPOSAL DOCUMENTS

Proposal forms are provided with this "Request for Proposals (RFP)". All proposals must be submitted on the "Proposal Form(s)".

C. SPECIFICATIONS

The specifications are available at the KDE website.

<https://www.education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx>

All material or services furnished must be in conformity with the specifications and will be subject to inspection and approval of the Treasurer after delivery. The right is reserved to reject and return at the risk and expense of the supplier, any item that may be defective or fail to comply with these specifications.

It is important that each vendor submitting a proposal follow carefully the specifications detailed herewith. The vendor is instructed to complete all blanks and spaces where information concerning any item is requested. Only items meeting the requirements are to be quoted on the regular proposal form.

The Board of Education reserves the right to waive compliance of any material or services with any particular specification where such waiver is considered to be in its best interest, including but not limited to cases where such waiver is necessary due to technical errors or inconsistencies in the preparation of such specifications.

D. MODEL PROCUREMENT REGULATIONS

The Model Procurement Regulations adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though quoted fully herein. In the event of any conflict between this Request for Proposals and the Model Procurement Regulations, the Regulations shall control.

E. PERFORMANCE BOND

The Board of Education reserves the right to determine the ability of any vendor to perform the work, and any vendor shall, upon request, furnish such information as may be necessary to determine such ability, including performance bond, if requested.

F. EXCUSE FOR NON-PERFORMANCE

The successful vendor(s) shall be excused from performing hereunder during the time and to the extent that they are prevented from obtaining, delivering or performing in the customary way because of fire, strike, partial or total interruption of, loss or shortage of transportation facilities, lockout, commandeering of raw materials, products, plants or facilities by the government when satisfactory evidence thereof is presented to the other party, providing it is satisfactorily established that the non-performance is not due to the fault or negligence of the party not per

L. DELIVERY

The Contractor agrees to furnish and deliver the items within the terms of this contract as the Treasurer may prescribe.

All costs for delivery, including drayage and freight, and for the packaging of said articles are to be borne by the vendor, and must be included in your Proposal prices.

N. PROPOSALS

Tabulations will be made by the Treasurer and each qualified vendor will be mailed a formal tabulation after The Board of Education has taken official action. The Board of Education meetings are normally held on the second Monday of each month. Vendors are requested not to call the Treasurer for a tabulation of the Proposals.

Any Proposals received after scheduled time of opening may be returned unopened to the vendor.

Each Proposal must be in a separate sealed envelope with the Proposal name appearing in the lower left-hand corner of the envelope.

No Proposal can be corrected or altered or signed after being opened. The Board of Education will not be responsible for errors or omissions on the part of vendor in making up their Proposals. Any Proposals received unsigned will be rejected.

All regular Proposals must be submitted in accordance with specifications on the Proposal form supplied with this invitation. The submission of a Proposal on the Proposal form certifies that the product meets any and all specifications, except as noted on such form.

For any clarification relative to this Proposal, contact Andy Remlinger, CPA, Treasurer, Fort Thomas Board of Education, 28 N. Ft. Thomas Ave., Ft. Thomas, Kentucky 41075, Telephone (859) 815.2002.

O. PRICES

All prices quoted by the various vendors must be firm for a maximum period of sixty (60) days to allow Proposal acceptance by The Board of Education. If awarded the contract, the prices will then be firm for the time period indicated under "Period of Contract".

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the Proposal. Also, corrections made with correction tape or fluids are to be initialed.

Quote on each item separately. Prices must be stated in units specified herein.

Proposals that have clerical errors or irregularities are subject to correction only with concurrence with the Treasurer. Unit prices should be listed, extended, and totaled. Should errors exist in the extended price, the unit price will prevail.

SPECIAL CONDITIONS

AWARDING OF CONTRACT(S)

Contracts may be awarded to the vendor meeting all specifications and conditions, and subject to all other provisions of this RFP, which submits the lowest and/or best bid, whichever is deemed to be in the best interest of the Board of Education.

OTHER CONDITIONS

All blanks and information requested are to be completed on the Proposal form in order to qualify your Proposal. The Board of Education reserves the right to make multiple awards to two or more companies on the same item where more than one standard of quality is desired. Do not propose any special groupings other than those listed herein.