

REQUEST FOR PROPOSAL

AUDITOR

**Estill County Board of Education
253 Main Street
Irvine, KY 40336**

Released 02.17.23

Opening 03.17.23 at 10:00 am local time

**Direct questions pertaining to the RFP to Angela Howell, Finance
Director at angie.howell@estill.kyschools.us or (606)723-2181**

Estill County Board of Education
253 Main Street
Irvine, KY 40336
(606) 723-2181

Request for Proposal

General Conditions and Specifications

1. An original copy of the completed proposal package must be submitted to the above address in an envelope clearly marked on the outside with “**Audit-RFP Attention: “Angela Howell”**”.
2. To receive consideration, proposals must be received prior to the time designated in this RFP, and none will be accepted afterward.
3. Proposals must be submitted on the forms provided and signed by a partner of the firm who is authorized to legally bind the firm.
4. Any changes made on the proposal forms (erasures, strikeouts, white-out, etc.) must be clearly initialed.
5. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any and all proposals, or to accept any proposal as may be deemed to be in its best interest.
6. All proposals shall be effective from the date of opening until the date specified in the special conditions of proposing, and no proposal may be withdrawn prior to that time.
7. All proposals shall remain in effect for one year from the date the proposal is awarded unless otherwise stated on the proposal form.
8. **CONFLICTS OF INTEREST:**
 - a. KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Board of Education in connection with contract for supplies or services, whether such gratuities or kickbacks are direct or indirect.
 - b. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or services.

THIS CERTIFICATE MUST BE EXECUTED BY BIDDER

Firm Name _____

Address _____

Telephone _____ Date _____

Signature _____

Printed Name _____ Title _____

**Estill County Board of Education
253 Main Street
Irvine, KY 40336
(606) 723-2181**

Request for Proposal

General Conditions and Specifications

1. Information pertaining to any item or condition in this RFP may be obtained by communicating with Mrs. Angela Howell, Director of Finance at (606) 723-2181. An original copy of the completed proposal package must be submitted to the above address in an envelope clearly marked on the outside with "Audit-RFP Attention: "Angela Howell".
2. This request is being considered as a "price quote" rather than a bid, since it is for professional services. Please consider all statements as such. The intent of this request is to receive quotes from accountants licensed in Kentucky to audit the accounts of Estill County Board of Education. Audit firms shall be on the Register of the State Board of Accountancy.
3. The Independent Auditor's Contract provided by the Kentucky Department of Education shall be executed by the firm awarded the price quote.
4. The audit firm must take advantage of training opportunities for firms conducting audits of Kentucky school districts. Certain training opportunities may be provided by the Kentucky Department of Education.
5. The scope and nature of the audit shall be as set forth in the Requirements for Local School District Audits approved by the State Committee for School District Audits, the Kentucky Department of Education, and the Single Audit Act. The audit firm shall conduct the audit in compliance with KRS 156.255 - 156.295, and other applicable sections of the Kentucky Revised Statutes.
6. The audit firm shall be responsible for preparing the Schedule of Federal Financial Assistance, the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations (Form SF-SAC), and such other forms and schedules as may be required for the audit of a public-school system.
7. Documents researched during the audit are to be maintained in order as found (i.e., alphabetical, numerical, chronological, etc.).
8. The audit report and all attachments must be submitted to the state in the format required (presently required to be submitted electronically).
9. The audit shall include a separate letter of suggestions for improvements other than those where there is non-compliance.
10. The audit of the General Fund, all federal funds, school activity funds, and the cafeteria fund shall be bound under one cover.

11. Included in and made a part of the audit shall be a reconciliation of all funds included in the scope of the audit, as maintained by the Estill County Board of Education. Mention shall be made in the audit report of all federal and state grants and/or special programs. The audit firm shall respond to any outside agency (those not included in the audit report) requesting information concerning the audit.

12. The audit firm shall deliver 10 presentation copies (or more, if requested) to Estill County Board of Education and submit to Angela Howell electronically.

13. The audit firm must establish a mutually agreeable schedule for auditing the accounts with the Associate Superintendent of Finance and Support Services and the Director of Finance. In general, the audit firm agrees to begin audit fieldwork at the schools in July and to begin the audit of the remainder of the school district on or before August 15th of each year audited and further agrees to complete the audit in sufficient time to present the audit report to the state on or before the deadline of November 15th of each year audited, as required by state regulations.

14. The audit shall be presented to the Superintendent and Director of Finance for review at least seven (7) days prior to the state deadline (November 15th). The audit firm shall present its findings and recommendations to the Estill County Board of Education as scheduled by the Superintendent.

15. CONFLICTS OF INTEREST:

a. KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Board of Education in connection with contract for supplies or services, whether such gratuities or kickbacks are direct or indirect.

b. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or services.

16. Payment for services rendered shall not be made until the audit is received and accepted by the Estill County Board of Education and the State Committee for School District Audits.

17. If agreed upon by both parties, this contract may be renewed for additional years.

AUDIT COST SCHEDULE

The accounting firm of _____, submits the following proposed fee for the audits of the following fiscal years:

Fiscal Year Ending June 30, 2023 -- Audit Cost not to exceed \$ _____

Fiscal Year Ending June 30, 2024 -- Audit Cost not to exceed \$ _____

Fiscal Year Ending June 30, 2025 -- Audit Cost not to exceed \$ _____

Firm Name _____

Address: _____

Telephone: _____

Partner's Signature _____

Partner's Typed Name _____ Date _____

DATE: February 17, 2023

TO: Managing Partner

FROM: Angela Howell, Director of Finance
Estill County Board of Education

SUBJECT: **Professional Auditing Services**

The Estill County Board of Education is soliciting proposals from qualified firms of certified public accountants to audit the Board's financial statements for the fiscal year ending June 30, 2023. The option of auditing the Estill County Board of Education's financial statements for additional years is included in this request for proposal.

The Estill County Public School district has a budget of approximately \$24 million, serving 2,200 students in five schools and employ approximately 400 full-time employees. The school district has adopted GASB No. 34 and 54.

Enclosed is the RFP package that is to be completed and returned to Angela Howell at the Estill County Board of Education, 253 Main Street., Irvine, Kentucky 40336, **by 10:00 am on March 10, 2023**. The RFP package contains the following:

- RFP General & Special Conditions—4 pages (return by 03.17.23)
- Audit Cost Schedule--1 page (return by 03.17.23)

The entire 2021 2022 audited financial statements are available on the Estill County Board of Education website (<http://www.Estill.k12.ky.us/FinanceSupport.aspx>) for your reference in determining your proposed audit fees for the next three fiscal years.

The state's requirements for auditing school districts are included in this RFP. You may direct these questions to the Kentucky Department of Education by calling (502) 564-3846.

Information about your firm's qualifications to conduct the audit will be considered in the awarding of the audit contract. Please include a listing of audits of Boards of Education that have been performed in recent years. In addition, please include qualifications and experience of your staff that would most likely work on this engagement. Finally, include any information

about your firm's most recent peer review, as well as any disciplinary action taken against your firm in the past three (3) years by the Kentucky State Board of Accountancy.

Should you have any questions about this RFP, please feel free to contact me at (606) 723-2181. Please be sure all of the required documents are returned to my office **by 10:00 am on March 17, 2023.**

Sincerely,

Angela Howell
Director of Finance
Estill County Board of Education

Enclosures

FIRMS TO RECEIVE RFP

The method of selection was:

- Firms within the region that KDE approved to audit school districts for the 2021-2022 fiscal year and based on the recommendations of other finance directors in the region
- Local firms
- In addition, our RFP will also be posted on the district's website and social media

Glenda Gay Oliver, CPA

325 Richmond Road
Irvine, KY 40336

Tamara L. Rice-Rose, CPA

2214 Richmond Road
Irvine, KY 40336

Summers McCrary Craft & Sparks, PSC, CPA

201 S. Main Street
Winchester, KY 40391

Patrick & Associates

124 Candlewood Drive
Winchester, KY 40391

Shad J. Allen, CPA, PLLC

P.O. Box 974
Richmond, KY 40475

Adams, Hill, McDaniels, & Co.

200 N. 3rd Street
Richmond, KY 40475

Denise M. Keene

Certified Public Accountant
P.O. Box 1444
Georgetown, KY 40324