

REQUEST FOR PROPOSALS FOR AUDITING SERVICES

Coquille School District 8 (CSD8) is seeking a qualified independent certified public accounting firm to perform its annual financial audit for the years ending June 30, 2023, 2024 and 2025. Sealed proposals will be accepted through 4:00 P.M. PST, February 24, 2023.

Proposal specifications may be obtained from:

Jerod Nunn, Fiscal Director
Coquille School District 8
970 N Central Blvd, Coquille, OR 97423
jnunn@coquille.k12.or.us
(541) 396-3713



Coquille

School District #8

REQUEST FOR PROPOSALS

FOR

AUDIT SERVICES

Proposals due
No Later Than
4:00 P.M. PST
Friday, February 24, 2023

Issuing Office
CSD8 District Office
970 N Central Blvd
Coquille, OR 97423
(541) 396-3713

Wayne Gallagher, Superintendent
Jerod Nunn, Fiscal Director

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SECTION I

GENERAL INFORMATION

The Coquille School District 8 (CSD8) is requesting three-year written proposals from certified municipal auditors to conduct the annual audit of the districts' financial records beginning with the 2022-23 fiscal year, as required by the state prescribed Minimum Standards of Audit of Oregon Municipal Corporations, and shall be required to satisfy the provisions of the "Audit of State and Local Governments" and any other applicable state standards related to municipal audits.

The proposal contains sections which provide proposal preliminaries, district background, report requirements, valuation process, administrative information, and request for proposal format. The Comprehensive Annual Financial Report for 2021-22 and Adopted Budget for 2022-23 can be accessed on the districts' website at [CSD8 Audit and Budgets](#)

A. Purpose and Intent

The districts current auditor has retired and will no longer be servicing the district. The district invites those interested audit firms to complete and submit our Standard Audit Services Proposal.

The purpose and intent of this process is to obtain high quality requisite audit services at a competitive price and in a timely, efficient manner. The CSD8 utilizes the Infinite Visions financial suite by Tyler Technologies for accounting purposes. CSD8 will select one auditing firm as defined in Section V (Evaluation Criteria).

B. Proposal Request

The district is requesting proposals from Certified Public Accountants to perform the annual financial audit of the district in accordance with generally accepted auditing standards, Governmental Accounting Standards Board and the standards applicable to financial audits contained in *Government Auditing Standards* for purposes of rendering an opinion as to whether the financial statements are free of material misstatement. The audit shall also be required to satisfy the provisions of the *Uniform Guidance*. The financial statements are prepared in compliance with Governmental Accounting Standards Board Statements.

C. Period of Contract

The selected audit firm shall be designated as the district's auditor for an initial three-year term commencing with the 2022-23 fiscal year. The contract shall contain an annual renewal clause after the third year. Either party may cancel the contract at the end of each annual period upon written notice delivered prior to April 30th of that fiscal year. The district reserves the right to extend the contract beyond the original three (3) year period, negotiating each year separately as to price and work performed.

D. Terms and Conditions

The district reserves the right to reject any irregularities or informalities in any proposal, or to accept or reject any or all proposals. In the event that a contract is not executed within forty-five (45) days after the award has been made, the district may give notice to said firm of the district's intent to award the contract to the next best proposal, or to call for new proposals.

E. Oral Presentations

Providers may be required to make an oral presentation of their proposal to the Evaluation Committee and others, if necessary. Such presentations provide an opportunity for the firm to clarify the proposal to ensure mutual understanding. The CSD8 Business Office will schedule the time and location for these presentations, if necessary.

F. Schedule of Events/Dates

- Distribution of R.F.P. February 1, 2023
- Last day addendum will be issued. February 10, 2023
Addendums will be issued electronically to holders of the RFP document
- Proposals Due Date/Opening of Proposals February 24, 2023 (4:00 PM PST)
- Oral Interviews, if requested February 28, 2023
- Intent to Award Issued March 2, 2023
- Award Final March 8, 2023
- Contract Finalization One Week after Notification of Award
- Interim Audit 2022-23 1st Week of June, 2023 (estimated)
- Final Audit 2022-23 1st Week of October, 2023 (estimated)

G. Selection of Firm

The general contract conditions include, but are not limited to, the scope, audit standards, report requirements, compensation, changes, extra work, and timing of completion. Any contract award will be made to the firm, which in the opinion of the Board of Directors is qualified and which is in the best interest of the district.

To receive consideration, proposals must be submitted in accordance with the following instructions, and such proposals and awards made therein shall be subject to all the terms and conditions hereof:

1. Proposal quotations and signatures shall be signed with ink or indelible pencil as follows:
 - a. In the case of an individual, by such individual.
 - b. In the case of a partnership, the name of the partnership must appear on such proposal and it shall be signed in the name of such partnership by at least one (1) partner licensed to sign municipal audits. In addition to such signature, the names of all partners shall be stated in such proposal.
 - c. In the case of a corporation, the president or other managing officer shall subscribe the corporation name, and there shall be set forth under the signature of such officer the name of the office he holds or the capacity in which he acts for such corporation.

CSD8 must receive the original and four (4) copies of the proposal by **4:00 PM PST on Friday, February 24, 2023**. Proposals must be in a sealed opaque envelope, clearly marked **AUDIT SERVICES PROPOSAL** and should be delivered by mail or in person to the following address:

Jerod Nunn, Fiscal Director
Coquille School District 8
970 N Central Blvd., Coquille, OR 97423
jnunn@coquille.k12.or.us

H. Complaint Processes and Remedies Available

Protests of any of the terms or conditions (procedural or substantive) of this RFP or any of the contract documents shall be in writing and delivered to Jerod Nunn, Fiscal Director, at the CSD8 office listed in paragraph G(1) of this Section no later than 4:00 P.M.PST on February 10, 2023. Protests shall be marked as follows: (i) Solicitation Specification or Contract Provision Protest; and (ii) Solicitation Document Number. Protests should include a detailed statement of the legal and factual grounds for the protest along with any other information sufficient to enable the district to evaluate the protest. Protests shall also include a brief written description of the resulting prejudice to the proposer and a written statement of the desired changes to this RFP or any of the Contract Documents. Requests for changes shall be marked as follows: (i) Solicitation Specification or Contract; Provision Request for Change; and (ii) Solicitation Document Number. If the district agrees with the particular proposer's protest or request for change, in whole or in part, the district shall either issue an addendum to this RFP reflecting its determination or, at its discretion, cancel the solicitation altogether.

I. Intent to Award

The Intent to Award will be issued electronically through e-mail by Jerod Nunn, Fiscal Director, no later than 4:00 PM PST on March 2, 2023.

J. Protest of Award Decision

All protests of award decision must be submitted in writing to Coquille School District 8, Attn: Jerod Nunn, Fiscal Director, 970 N Central Blvd., Coquille, OR 97423, no later than 4:00 PM PST, March 3, 2023. The protest must state clearly the bases for the protest and any legal authority in support thereof. At the request of the respondent, a hearing will be conducted before the Fiscal Director and others as appointed by the Superintendent within two (2) working days of submission of the written protest. At such hearing, the protester and other interested parties will have the opportunity to appear and make an oral presentation of the bases for protest. The Fiscal Director and others appointed by the

Superintendent will either uphold or deny the protest. If the protest is denied, CSD8 will proceed to award the contract as planned. If protester wishes to file legal action, protester has available to it the rules and remedies provided under Oregon law.

K. Award

The Final Award will be made separately at the School District's March 8, 2023 Board meeting, which is noted in Section I, Paragraph F (General Information – Schedule of Events/Dates).

L. Audit Working Papers

All working papers and reports must be retained, at the selected auditors' expense, for a minimum of five (5) years, unless the firm is notified in writing by the district of the need to extend the retention period. Further, the working papers must be available for examination by authorized representatives of any federal or state audit agency and/or district. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance. CSD8 has rights to an electronic copy in PDF and editable form (Microsoft Word, Excel, etc.) for the term of this contract, plus three (3) years.

M. Equal Employment Compliance Requirement

By submitting this proposal, the respondent certifies conformance to the Applicable Federal Acts, Executive Orders, and Oregon Statutes and Regulations concerning Affirmative Action toward Equal Employment Opportunities.

All information and reports required by the federal or Oregon state governments, having responsibility for the enforcement of such laws, shall be supplied to the district upon request for purposes of investigating to ascertain compliance with such acts, regulations, and orders.

N. Legal Fees

If suit or action is instituted in connection with any controversy arising out of this Proposal or the contract relating thereto, the prevailing party shall be entitled to recover, in addition to costs, such sum as the Court may adjudge reasonable as attorney's fees, including such attorney's fees on appeal to the Court of Appeals and/or Supreme Court.

O. Distribution of Materials

The Request for Proposal document, including attachments, addendums, Request for Interview, and Notice of Selection, will be distributed electronically by email.

P. Questions

Questions regarding these specifications should be directed to Jerod Nunn, Fiscal Director, (541) 396-3713 or jnunn@coquille.k12.or.us.

SECTION II

DISTRICT BACKGROUND

A. General Information

The District is governed by a seven-member Board of Directors. Voters residing within District boundaries elect members to four-year overlapping terms. The duties of the Board include setting policy; approving contracts; appointing the Superintendent; and hiring, terminating, and approving resignations of all certified and administrative staff members. The Board also constitutes one-half of and appoints the seven citizen members of the Budget Committee. The Board is required by State law to adopt a final budget no later than by the close of the preceding fiscal year.

The CSD8 has budgeted appropriations of just over \$17.5 million in the General Fund and almost \$7.5 million in other funds (Special Revenue, Debt Service and Capital Projects) for the 2022-2023 fiscal year.

B. Accounting System

The districts' government-wide financial statements are reported using the economic resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. The government-wide statements include the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, and small Trust and Agency Funds .

The basis of accounting described above are all in accordance with generally accepted accounting principles.

Each district is required by State of Oregon law to adopt an annual budget for all funds subject to the requirements of "Local Budget Law" as addressed in Oregon Revised Statutes 294.305 through 294.565, inclusive. The budget for each individual fund is a plan for the financial operations to be conducted during the coming fiscal year and is adopted annually, prior to July 1, by the board of directors. After adoption, the board of directors may approve supplemental appropriations if an occurrence, condition, or need exists which has not been ascertained at the time the budget was adopted. Supplemental budgets are adopted in accordance with state statute and district policy.

All financial accounting records and functions are computerized. The district utilizes Infinite Visions financial software provided by South Coast ESD through resolution services. Student Body accounting records are processed at the school building levels utilizing Infinite Visions software.

SECTION III

NATURE OF SERVICES, REPORT REQUIREMENTS, TIMING, AND CLIENT ASSISTANCE

A. Nature of Services Required

The audit must be prepared in conformance with the financial reporting standards applicable to governmental entities as adopted and issued by the Governmental Accounting Standards Board. In addition, the audit must be performed in accordance with generally accepted auditing standards in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and accordingly, include financial and compliance matters contained in the Oregon Revised Statutes, Oregon Administrative Rules, and applicable state and federal regulations.

The audit must also be performed in accordance with the provisions of the following as they pertain to financial and compliance audits:

- U.S. General Accounting Office's (GAO) *Government Auditing Standards*.
- Guidelines for Financial and Compliance Audits of Federally Assisted Programs.
- *Uniform Guidance*.
- Any additional official pronouncements impacting municipal accounting and financial reporting.

The financial statements to be audited are those contained in the District's Annual Financial Report. These must conform to generally accepted accounting principles.

The district will provide in electronic format the basic accounting information for the financial statements and the supplemental information. The district expects the selected audit firm(s) to issue an unmodified opinion on the district's financial statements. If, during the performance of the audits, the audit firm concludes an unmodified opinion cannot be issued, the audit firm must promptly notify the superintendent or designee in writing stating all matters, which preclude the issuance of an unmodified opinion.

B. Report Requirements

The audit reports will be addressed to the board of directors and will include the transmittal letter, management's discussion and analysis, basic financial statements, supplementary information, other financial schedules, statistical schedules, grant compliance schedules, and other schedules as requested by the district.

The district expects the audit firm to assist with the drafting of the financial statements including government-wide statements, notes to the financial statements, and other schedules. The district agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards related notes, and any other non-audit services provided.

Reports of examination of financial statements must state the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards and must include an opinion as to whether the statements conform to generally accepted accounting principles.

A management letter or report to management shall be provided each year and directed to the districts' superintendent and fiscal director, and, if requested, to the board of directors. Written responses will be prepared for each comment. The auditor shall submit a draft of the management letter to the district office and superintendent in advance of final publication.

The selected auditing firm(s) may be required to make a presentation of the Annual Financial Report to the board of directors no later than the March board meeting.

C. Timing of Audit

All presentations to the board of directors will be no later than the district's March board meeting, unless mutually agreed to by both parties.

The proposal shall contain the proposed timing of the audit including, but not limited to, the field work completion. The auditor shall be available to meet with elected or appointed district officials at their request to discuss the audit or related financial matters.

The district requires periodic progress billings throughout the audit. No extended service is to be performed beyond the contract unless authorized in the contract agreement or by amendment to the agreement.

D. Client Assistance in Audit

The districts' business offices and responsible management personnel will render all possible assistance to the selected audit firm and will respond promptly to all requests for information and provide all necessary books and records for the audit engagement. The district business office will close and balance all accounts and submit appropriate detailed trial balances, supporting schedules, and supporting documentation to the auditor on a timely basis in hard copy or electronic format. In addition, all confirmations will be typed and prepared for mailing by the business office staff.

The district will prepare all introductory data and management's discussion and analysis.

The district's legal counsel will issue representation letters about the status of suits, threatened litigation, or other actual or contingent liabilities. The district will issue a representation letter that will include statements about unrecorded liabilities, pledged assets, loss contingencies, or other liabilities. The district will provide adequate physical facilities needed for the engagement. The auditor's principal contact will be the Fiscal Director.

SECTION IV

REQUEST FOR PROPOSAL FORMAT AND EVALUATION CRITERIA

A. Title Page

Show the Request for Proposals subject, the name of the proposer's firm, local address, telephone number, name of contact person, main in-charge person, and the date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Letter of Transmittal (Limit to one or two pages)

1. Briefly describe the work to be done, as well as propose a schedule of events and the corresponding completion date for each event.
2. State the all-inclusive fee for which the work will be done for each of the next three fiscal years, starting with the year ended June 30, 2023. State the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, and telephone numbers.
3. State that the person signing the letter will be authorized to bind the proposer.

D. Profile of the Proposer (Please answer in order)

1. Affirm that proposer is a firm of certified public accountants properly licensed to practice in Oregon.
2. Affirm that proposer meets standards of independence to audit the districts involved in this proposal.
3. Indicate the address of your firm.
4. Indicate whether your firm has been the subject of a peer review in the past five years.
5. State number of partners, manager, supervisors, seniors, and other professional staff employed at your firm.
6. Describe range of activities performed by your firm such as auditing, accounting, tax service, or management services.

E. Experience with School District Audits (Please answer in order)

1. Identify current school district audit clients of your firm.

F. Staffing: Size, Training and Experience

1. Identify the partners, managers, seniors, specialists, and other key staff persons from your firm who would be assigned to each audit engagement. Describe their roles and provide a brief description of their professional experience, including their experience in governmental auditing. Indicate the extent to which their governmental auditing experience has been within the state of Oregon. Indicate their participation in professional development programs in the governmental accounting and auditing area. Indicate those who are CPAs and those who are members of the AICPA, OSCP, GFOA, and ASBO. If more convenient, resumes may be included in an appendix appropriately cross-referenced here.
2. Describe the firm's capability to audit computerized accounting systems, and state if the firm has experience auditing districts using Infinite Visions software. Identify those key staff persons who would be assigned to the district's audits who have such capability and experience and describe their relevant experience.
3. Describe your firm's capability and experience in providing management consulting services. Describe recent engagements of that type handled by firm personnel, if any, and identify your firm consultants who could provide such services.
4. Describe your firm's professional development program and the specialized programs offered within the area of governmental accounting and auditing.
5. Describe your firm's professional development training and knowledge as to GASB requirements.

G. Firm's Approach to the Audit

1. Describe how your firm would approach the district's engagement. Outline a work plan for the district and related time schedule for each significant segment of the work. Indicate whether you intend to use any computer-assisted auditing procedures.
2. Describe the procedures followed in the technical review of the audit reports prior to their issuance by qualified personnel independent of the audit engagement personnel.
3. Describe how you would propose to use district personnel, if at all, to assist you during the audit and indicate the approximate time requirement.
4. Comment on your firm's ability to provide constructive suggestions for improving the district's internal accounting controls and administrative procedures.
5. Please provide any additional information about your firm's audit approach that you feel would be beneficial to us.

H. Audit Fees

1. Indicate your firm’s all-inclusive maximum fee for the requested work including any additional proposed charges for this engagement and how district questions that arise during the year related to audit and accounting questions will be handled or billed by your firm.
- Using the format below, please provide the maximum fee for the audit of the fiscal year ending June 30, 2023. The fee should include all out-of-pocket costs including travel.

Name	Position	Hourly Rate	Estimated Hours of On-site Involvement	Estimated Hours of Off-site Involvement	Estimated Total Hours	Professional Fees
			Total Professional Fees:			

- Provide for the district the audit fee for the subsequent two fiscal years beginning with the year ending June 30, 2024. The fees for additional years will be negotiated.
 - The fee for the services of assisting with preparation of the basic financial statements and supplemental information, if available, shall be stated separately.
2. Describe the method you would use in charging for any special request, reports, or broadening of the scope of the work beyond that described in this Request for Proposals. The districts expectation is unlimited consultation during the year.

* The proposers will earn their cost scores based upon the percentage difference between their respective services cost and the lowest services cost in accordance with the following formula:

$$\text{Proposer's Score} = 15 - ((PC-LC)/LC) \times 15$$

For purposes of this formula, the following applies:

$$PC = \text{the proposer's services cost (\$)}$$

$$LC = \text{the lowest services cost (\$)}$$

Under this formula, the proposer with the lowest services cost will receive a score of 15. The scores of the remaining proposers will be calculated using the above formula. No proposer will receive a score lower than zero.

SECTION V

EVALUATION OF PROPOSALS

Evaluation Standards

Written proposals will be evaluated on the basis of the following criteria:

a. Understanding of Engagement – Maximum 20 Points

- Demonstration of full understanding of the work to be performed.
- Ability of firm to provide constructive recommendations to the district as a result of the audit and throughout the year.

b. Proposer's Approach to the Examination – Maximum 10 Points

- Description of audit approach, including manner in which computer assisted auditing procedures, statistical sampling techniques, and specialized governmental auditing programs will be utilized.
- Estimation of number of hours to be devoted to engagement.
- Work plan and schedule.
- Procedures followed in technical review of audit reports prior to issuance.

c. Experience with School District Engagements – Maximum 25 Points

- Firm's school district audit experience and expertise.
- Firm's assistance and experience/expertise in obtaining GFOA and other related program certificates.
- School district references.

d. Staffing: Size, Training and Experience – Maximum 15 Points

- Municipal auditing experience and expertise of audit team proposed for the district's audit.
- Firm's ability to provide consulting services to the district.

e. Audit Fee – Maximum 30 Points (as described above)

- Proposed fees for each of the three fiscal years listed.

Further evaluation of some or all proposals may be requested. Firms may be invited to give oral presentations and respond to questions.

PART VI
SIGNATURE FORM

ADDENDA: Receipt is hereby acknowledged of Addenda No. _____ through _____

Vendor's Federal/State of Oregon Taxpayer Identification # _____

Name of Proprietorship, Partnership,
or Corporation

*Signature of Proprietor, Partner, or
Corporate Official

Street Address

Name of Signatory

Mailing Address

Date Signed

City, State, and Zip Code

If a Corporation, Attest:

Phone Number

Secretary of Corporation

Employer ID Number

State of Incorporation

Email Address

* By signing this document, individual acknowledges he/she is authorized by vendor to submit proposal and contractually bind the respondent for any services awarded by CSD8 from proposal document.

Thank-you in advance for your submissions,

Coquille School District 8 (CSD8)

END OF DOCUMENT