

L'ANSE AREA SCHOOLS

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Request for Proposal

Audit Services

For the Years Ending June 30, 2021, 2022 and 2023

June 23, 2021

GENERAL CONDITIONS

L'Anse Area School District is soliciting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal years ending June 30, 2021, 2022 and 2023. The district reserves the right to extend the minimum three-year contract an additional two years based on satisfactory performance of audit services.

The audit is to include an examination of the following major funds: General and Debt Service; non-major funds: Athletics, Food Service, Student Activity, Public Library, Capital Improvement, and all Federal programs required to be audited by the State of Michigan.

The examination must be performed in accordance with generally accepted auditing standards. The financial report must be prepared in accordance with GASB Statement No. 34 and the Michigan School Accounting Manual.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of audit services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

TIMETABLE:

1. Release of RFP on or about June 23, 2021.
2. Proposals due at 12:00 p.m. on Wednesday, July 14, 2021.
3. Board of Education action by July 19, 2021.
4. Notification to all firms as soon as possible after July 19, 2021.
5. Preliminary audit work to be conducted during July or August each year - *for year ending June 30, 2021 extension may be applied for.*
6. Audit to be conducted during August or September each year.
7. Financial Statements completed for distribution in September or October following each fiscal year end.
8. Presentation of Financial Statements to the Board of Education during October or November of each year.

FIRM/AUDITOR QUALIFICATIONS

- The firm must maintain a sufficient number of professional staff in order to provide adequate technical expertise and depth.
- The firm and the partner assigned to the district must have considerable experience in auditing K-12 public school districts within the State of Michigan.
- The auditor is expected to be familiar with the types of policies and procedures school districts follow.
- The auditor will provide a profile of the professional responsible for the overall management of the audit. The auditor must be fully informed regarding generally accepted accounting principles and auditing procedures.

- The firm shall identify the audit manager, field supervisors and other staff who will work on the audit, including staff from other than the local office.
- Assurance must be given that during the course of the life of the three-year contract there will be some continuity in the assignment of audit staff. It is to the mutual interest of the district and the audit firm that there not be any dramatic changes in audit staff every year.
- The firm's professional staff must be trained specifically in auditing and accounting for school districts.
- The firm must be actively involved in school financial organizations on a state level.
- All assistants must be properly trained and supervised and the work must be adequately planned.
- The firm must have an excellent reputation for service in school district auditing.

AUDIT REQUIREMENTS

SCOPE:

- Completion of an annual, audited financial report that is in compliance with Generally Accepted Governmental Auditing Standards as promulgated by GASB, AICPA and Michigan Departments of Education and Treasury.
- Completion of a Single Audit Report in compliance with the United States General Accounting Office standards and Michigan Department of Education Michigan School Auditing Manual.
- Completion of the Audit Disclosures report as required by the Michigan Department of Education (MDE).
- Preparation of a Management Letter of Recommendations for the Business Manager and/or Superintendent of Schools.
- Meetings with the Business Manager and/or Superintendent of Schools prior to release of any report and, at the request of the Superintendent, meetings with the Board of Education, or its committees, to review the above reports.
- Audit procedures should be in compliance with auditing standards as promulgated by MDE, Michigan Department of Treasury, GASB, AICPA, and U.S. General Accounting Office.

OTHER:

- In addition, we request that the auditor offer possible alternative solutions to improve fiscal management of the L'Anse Area Schools and that the auditor advise the accounting office in writing of any changes in accounting procedures to assist with the ongoing compliance with the latest recommendations.
- The auditor shall furnish the school district with 15 printed copies and a PDF electronic file of the Comprehensive Annual Financial Report and 15 copies and a PDF electronic file of the Single Audit Report (if a Single Audit is required).

DISTRICT INFORMATION

L'Anse Area School District utilizes software by *Skyward* for general ledger, accounts payable, cash receipts, accounts receivable, payroll, and human resources.

Attached is the audited Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds for 2019-2020. Our full audit can be found on our transparency page on the school's website www.lanseschools.com. If you wish to review the records of the L'Anse Area School District you may contact Susan Tollefson at (906) 524-6000, ext. 1.

PROPOSAL

Please complete the enclosed Audit Proposal Form. In your proposal, please segregate the amount estimated to be charged for a Single Audit Report.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. All questions and correspondence should be directed to Susan Tollefson at the address noted below, by email at stollefson@laschools.us or by telephone at (906) 524-6000, ext. 1.

Completed proposals must be received by **12:00 p.m. on Wednesday, July 14, 2021** to:

Susan Tollefson, Superintendent
L'Anse Area Schools
201 N. 4th Street
L'Anse, MI 49946

After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the audit firm that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

AUDIT PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to help usevaluate your finn. **Proposals are due by 12:00 p.m. on July 14, 2021.**

Qualifications

1. Location of the office that will be performing the audit for L'Anse Area Schools.

2. Number of Michigan school district audits that your firm conducted in each of the last three years. Please attach a list of school districts and contact information for at least 4 school districts that you have audited in recent years.

Year ending 2020 _____
Year ending 2019 _____
Year ending 2018 _____

3. Number of other governmental (fund accounting) audits your firm has conducted in each of the last two years.

Last year _____
Prior year _____

4. Provide a list of your firm's involvement in school district type organizations.

5. Please list specific school district audit training supplied to your staff in the last two years.

6. Number of total audit staff. Do not include tax, consulting services or clerical personnel.

Number of audit staff _____
Number of audit staff with CPA certification _____

7. Number of staff as defined in the question above who were directly involved in a significant portion of the audit of a school district in the last two years. _____

8. Of your staff assigned in school audits, how many years of experience have they had performing school audits (total and with your firm).

Staff with the highest number of years	School audits _____	With your firm _____
Next staff with the highest number of years	School audits _____	With your firm _____
Average number of years school audit staff	School audits _____	With your firm _____

9. What type of consultation do you provide to the school district on an annual and ongoing basis at no additional cost?

10. Provide a synopsis of other management consulting services available with the number of staff specifically assigned to each. List examples of studies you have done for various school districts.

11. Indicate other services that you provide to your clients.

12. Fees-

Base audit cost:

For the year ending 2021 _____
For the year ending 2022 _____
For the year ending 2023 _____

Cost for Single Audit Report:

For the year ending 2021 _____
For the year ending 2022 _____
For the year ending 2023 _____

Hourly rates for consulting services beyond the scope of the ordinary consultation services included in number 10 above.

Name of Firm: _____

Address: _____

Telephone: _____

(Please Type or Print) Name of Person in Charge of Audit

Title

Signature

Date