

SERVICES FOR AUDITOR - TECH SPECS

INTENT

It is the intention of the Quinton Board of Education to award a contract for professional services for Auditor, to be provided to the Board of Education for a period of one (1) year, beginning July 1, 2024 to June 30, 2025. The firm shall be licensed public school accountants to perform the statutory audit services of the school district to begin with the audit for the fiscal year ended June 30, 2024.

SCOPE OF SERVICE

Applicant should demonstrate knowledge of The Quinton Board of Education auditing laws and regulations and experience in providing advice to Boards of Education on records compliance issues. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

The Quinton Board of Education has an approximately 290 students and a 2024-2025 total budget of approximately \$ 6.9 million dollars.

The firm selected will perform the annual audit pursuant to N.J.S.A. 18A:23-1 et seq., and in accordance with the Standard Audit Programs and Procedures for Boards of Education as distributed by the New Jersey Department of Education. The audit shall be appropriately planned with professional personnel assigned, sufficient to complete the audit within the mandated timelines and in accordance with Generally Accepted Auditing Standards "GAAS."

Comprehensive audit of the general purpose financial statements will be comprised of the following funds:

1. General Fund
2. Special Revenue
3. Capital Projects
4. Food Service
5. Trust & Agency
6. Student Activity Funds
7. Enterprise
8. Other
 - a. Child Nutrition Program
 - b. The Title I and other grant programs
 - c. The Application for State School Aid "ASSA"
 - d. Compliance audit on all federal and state grant programs as required under the Single Audit Act
 - e. Study and evaluate the District's internal accounting controls
 - f. Assist in the maintenance of a perpetual fixed asset inventory system
 - g. Submission of the Audit Summary to the Department of Education
 - h. Assist in the preparation of the Comprehensive Annual Financial Report (CAFR)
 - i. Copies of CAFR and Management report to creditors
 - j. Audit period is for fiscal year ending June 30, 2024
 - k. Additional agreed upon Management and/or Financial Advisory Services may be required on an ongoing basis. Please advise us of any hourly rate quote for such services

Audit progress reports may be required or requested, containing the status of the audit, comments and recommendations, and/or comments on previous recommendations.

On or about November 30th, following the close of the fiscal year, June 30th, the Firm will provide 12 copies of the CAFR to include the Management report, to the District's school Business Administrator. In addition, 12 copies of the synopsis and the transmittal of the Audit Summary are to be delivered to the School Business Administrator.

A brief public presentation will be given at a regular monthly board meeting. Dates of said meetings are to be determined.

Submission of the audit report past the state mandated deadlines is deemed unacceptable. The audit must include all requirements established by State and/or Federal governments for the full and accurate reporting of the District's financial records.

QUALIFICATIONS OF RESPONDENTS

Respondents shall provide a detailed narrative demonstrating their knowledge and experience in providing professional Auditing services for Boards of Educations. Respondents shall demonstrate experience working with New Jersey school districts to provide the type of services requested in this RFP.

TERM OF CONTRACT

The term of contract shall be for a period of one (1) year, beginning July 1, 2024 to June 30, 2025. Professional Services pursuant to 18A:18A-5 (1) and 18A-18A-42 shall be awarded for a period not to exceed 12 consecutive months.

SAMPLE CONTRACT

Applicant shall provide a sample copy of the applicant's contract. Sample contract must include all terms and conditions of this RFP. Contract shall be in a form acceptable to the Board of Education.

COORDINATION OF ACTIVITIES

All activities for this contract will be coordinated through the office

Karen Klaus
Business Administrator/Board Secretary
Email: kklaus@quintonschool.info

PRESENTATION PACKAGE - Submit with RFP Response

The Quinton Public School District seeks from all participating respondents, information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price in a prompt and professional manner.

All respondents shall prepare a presentation package to be submitted with the RFP.

The presentation package shall include, at a minimum, the following:

TECHNICAL CRITERIA

Description of Services

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public/private schools in New Jersey. Respondents, by submitting a proposal, acknowledge that they fully understand the scope of service, work and activity to be performed. Respondents are to provide evidence of any innovation and/or successful approach on providing the services requested.

MANAGEMENT CRITERIA

A. Business Organization

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, e-mail address and other information of the professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members and professional development providers.
- Resumes should be constructed to emphasize relevant qualifications and experience of the individuals assigned in successfully providing services of a nature similar to those required by this RFP.
- The number of licensed professional employed (if a professional firm) and/or affiliated with professional entity seeking to provide services to the Board of Education. A description of each individual's qualifications, including education, licensure and years of professional experience to assist the school district in the evaluation process.

B. Qualifications; Relevant Experience

The respondent must provide documentation that he/she has experience as follows:

- Three (3) letters of recommendation from public/private school districts in New Jersey including contact name, address and phone number.
- Evidence of providing services as listed in the specifications to public/private school districts.
- Dates of licensure in the State of New Jersey, and any other state, as the professional discipline requested to serve the needs of the Board of Educations.
- List of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceeding within the last ten (10) years; and
- Other information concerning the firm and /or individuals of the firm that would assist the school district in the evaluation process.
- Availability of personnel, facilities, equipment and other resources to provide the services requested.
- Strong technology literacy.

COST CRITERIA

Fee Proposal

The proposal should include a schedule of potential fees charged to the district. **The Quinton School District reserves the right to purchase some or all of the services in this proposal.** Please provide three sample fee schedules with the best possible pricing for the following:

Expenses: Additional

The selected vendor agrees that it is responsible for all additional expenses including travel, meals, postage, photocopying, fax transmissions, courier services, online research, filing and recording incurred in the rendering of services for this RFP.

Contract Expenses

Respondents are to note the following as it pertains to expenses related to the contract:

- Expenses; Related to Contract: Incidental
All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.
- Expenses Not Related to the Contract: District Procedures
There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent. The district will procure these services separately.
- Extraordinary Expenses
Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to the actual expenditure. The board, upon recommendation of the appropriate administrator, may consider reimbursing the expense, or the Board may procure the services separately.

MINIMUM MANDATORY QUALIFICATION AND SUBMISSION REQUIREMENTS

1. The firm must employ a minimum of two (2) certified public accountants who have been licensed and qualified in that capacity pursuant to N.J.S.A. 18A: 23-8 who have been licensed in that capacity for a minimum seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of two (2) registered Public School Accountants licensed and qualified in that capacity pursuant to N.J.S.A. 18A:23-8 who have been licensed in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience and at least ten (10) current School District Clients in providing auditing services to School Boards of Education within the State of New Jersey. Provide a current client list to substantiate this requirement.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to the school board clients.
6. Must provide billing rates for employees possibly assigned to service the Board of Education and provide an amount not to exceed for the contract broken down by General Fund, Community Education Recreation, Food Services and Capital Projects.
7. Must maintain on staff at least one (1) Certified Federal Fund Examiner (CFE)
8. Have extensive experience in State and Federal Fund Accounting
9. Demonstrated working knowledge of GAAP as demonstrated by a Peer Review Statement
10. Provide proof of liability insurance with limit amounts sufficient to adequately protect the District as detailed in this RFP packet in "General Specifications" section of the RFP packet.

EVALUATION PROCESS: METHODOLOGY OF AWARDING CONTRACT

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive price.

The Quinton Board of Education will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria	25
	A. Description of services B. Reporting mechanisms C. Demonstrated accuracy of reporting mechanism D. Capabilities of the proposed software	
II.	Management Criteria	35
	A. Business Management B. Qualifications & experience of agency C. Responsiveness and completeness of the proposal.	
III.	Cost Criteria	40
	A. Fee Proposal	

EVALUATION OF PROPOSALS -- EVALUATION COMMITTEE

All proposals will be evaluated in accordance with the Office of State Comptroller's publication

Best Practices for Awarding Services Contracts

The committee will be familiar with the need for the services to be performed in the request for proposals. The Executive Director of Purchasing, Assistant School Business Administrator, School Business Administrator, Assistant Superintendent (s), and Department Supervisors will review and evaluate all proposals according to the State Comptroller's Best Practices for Awarding Service Contracts.

AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to each respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices. At the discretion of the Board of Education, the top three firms/agencies may be asked to do a presentation.

QUINTON BOARD OF EDUCATION

8 Robinson Street
PO Box 365
Quinton, N.J. 08072

PROPOSAL FORM

SERVICES FOR AUDITOR

Prices should include all costs to district as indicated under the cost criteria in this RFP.
Please provide a detailed analysis of the fee structure in your proposal and describe all costs associated with this service.

PROPOSED FEES

Annual Audit Fee to include the preparation of the CAFR and supplemental support documents	\$ _____
ASSA Assistance/Audit Fee	\$ _____
General Hourly Fee*	\$ _____
Partners Hourly Fee*	\$ _____
Auditors/Staff Hourly Fee*	\$ _____

* An Hourly fee is requested solely for information purpose and for possible services that extend beyond the scope of services of this RFP. All services charged at an hourly fee will require the prior approval of the School Business Administrator.

The respondent, by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents: and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

Name: _____

Address: _____ P.O. Box _____

City, State, ZIP Code _____

Phone Number: _____ Extension: _____

Fax Number: _____ Email: _____

Authorized Agent: _____ Title: _____

Agent's Signature: _____ **Date:** _____

The proposal must be received no later than the date specified in the cover sheet. All proposals are to be sent to the address listed in the cover sheet.