

**SHERRILL CITY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**FOR**

**PROFESSIONAL AUDITING**

**SERVICES**

**SHERRILL CITY SCHOOL DISTRICT  
BUSINESS OFFICE**

**5275 STATE ROUTE 31, VERONA, NEW YORK 13478**

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# **SHERRILL CITY SCHOOL DISTRICT**

## **REQUEST FOR PROPOSALS**

### **I. INTRODUCTION**

#### **A. General Information**

The Sherrill City School District (District) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending June 30, 2023, 2024, and 2025.

The audit is to be performed in accordance with auditing standards generally accepted 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 Standards and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).

There is no expressed or implied obligation for the Sherrill City School District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

An appointment and on-site inspection may be scheduled by any firm interested in submitting a proposal at the Business Office, 5275 State Route 31, Verona, New York to answer questions about the engagement. Any inquiries concerning the request for proposals should be addressed to Mark Wixson, Assistant Superintendent for Finance and Operations.

To be considered, THREE copies of a proposal must be received by the Assistant Superintendent for Finance and Operations at Sherrill City School District, 5275 State Route 31, Verona, New York 13478 by 1:00 p.m. on Thursday, May 25, 2023. The District reserves the right to reject any or all proposals submitted.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Sherrill City School District and the firm selected.

It is anticipated the selection of a firm will be completed by June 1, 2023 although bid prices are to remain firm for 45 days after bid opening.

#### **B. Term of Engagement**

Three years.

#### **C. Subcontracting**

No subcontracting will be allowed without the express prior written consent of the Sherrill City School District.

## **II. NATURE OF SERVICES REQUIRED**

### **A. General**

The Sherrill City School District is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending June 30, 2023, 2024, and 2025.

### **B. Scope of Work to be Performed**

The Sherrill City School District desires the auditor to express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles. In addition, the auditor is to express an opinion on the fair presentation of the District's Extra-classroom activity funds in conformity with another comprehensive basis of accounting (cash basis).

The auditor is not required to audit the schedule of federal awards. However, the auditor is to provide an 'in-relation-to' report on that schedule based on the auditing procedures applied during the audit of the financial statements.

### **C. Auditing Standards to be Followed**

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

Auditing standards generally accepted in the United States of America, Government Auditing Standards issued by the Comptroller General of the United States Standards and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).

### **D. Reports to be Issued**

Following completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. Independent Auditor's Report on General Purpose Financial Statements.
2. Independent Auditor's Report on Basic Financial Statements with Accompanying Required Supplementary Information and Supplementary Information.
3. Management Discussion and Analysis.
4. Statement of Net Assets.
5. Statement of Activities.
6. Balance Sheet – District Funds.
7. A Reconciliation of Fund Balances to Net Assets at bottom of Balance Sheet – District funds or a separate Reconciliation of Balance Sheet - District Funds to the Statement of Net Assets
8. Statements of Revenues, Expenditures, Expenditures and Changes in Fund Balances – District Funds.

9. Reconciliation of District Funds Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities.
10. Statement of Fiduciary Net Assets – Fiduciary Funds and Statement of Changes in Fiduciary Net Assets – Fiduciary Funds (if applicable).
11. Notes to the Financial Statements
12. Required Supplemental Information
  - (a) Schedule of Changes in the District’s Total OPEB Liability and Related Ratios
  - (b) Schedule of District’s Proportionate Share of the Net Pension Asset (Liability) – TRS
  - (c) Schedule of District’s Proportionate Share of the Net Pension Asset (Liability) – ERS
  - (d) Schedule of Employer’s Contributions for TRS
  - (e) Schedule of Employer’s Contributions for ERS
  - (f) Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget (Non-GAAP Basis) and Actual – General Fund
  - (g) Schedule of Change From Adopted Budget to Revised Budget – General Fund
  - (h) Schedule of Real Property Tax Limit - General Fund
  - (i) Schedule of Project Expenditures – Capital Project fund (if applicable)
  - (j) Combined Balance Sheet – Non-Major District Funds
  - (k) Combined Statement of Revenues, Expenditures, and Changes in Fund Balance – Non-Major District Funds
  - (l) Schedule of Investment in Capital Assets, Net of Related Debt
  - (m) Single Audit Reports
    - i. Schedule of Expenditures of Federal Awards
    - ii. Notes to Schedule of Expenditures of Federal Awards
    - iii. Independent Auditor’s Report on the Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements
    - iv. Schedule of Findings and Questioned Costs
    - v. Corrective Active Plan for Uniform Guidance audit findings for federal awards (if applicable)
    - vi. Independent Auditor’s Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance
    - vii. Independent Auditor’s Report on Compliance with Specific Requirements Applicable to Non-major Federal Award Program Transactions (if required).
13. In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization’s ability to record, process, summarize

and report financial data consistent with the assertions of management in the financial statements.

14. Reportable conditions that are also material weaknesses shall be identified as such in the report.
15. Non-reportable conditions discovered by the auditors shall be verbally reported to management.
16. Irregularities and illegal Acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of which they become aware to the Audit Committee of the Board of Education.
17. Reporting to the Board of Education. Auditors shall assure themselves that the District's governing board is informed of each of the following:
  - (a) The auditor's responsibility under generally accepted auditing standards.
  - (b) Significant accounting policies.
  - (c) Management judgments and accounting estimates.
  - (d) Significant audit adjustments.
  - (e) Other information in documents containing audited financial statements.
  - (f) Disagreements with management.
  - (g) Management consultation with other accountants.
  - (h) Major issues discussed with management prior to retention.
  - (i) Difficulties encountered in performing the audit.

#### **E. Special Considerations**

1. The Sherrill City School District has determined that the Department of Education will function as the cognizant agency in accordance with the provisions of the Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).
2. The schedule of federal awards and related auditor's report, as well as, the reports on the internal controls and compliance are not to be included with the general purpose financial statements, but are to be issued separately.
3. A list of findings and other weaknesses from the District's most recent financial statement audit are available upon request.

#### **F. Working Paper Retention and Access to Working Papers**

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the Sherrill City School District of the need to extend the retention period. The auditor is required to make working papers available, upon request, to the following parties or their designees:

- Sherrill City School District
- U.S. Department of Education
- U.S. General Accounting Office

Parties designated by the federal or state government or by the Sherrill City School District as part of an audit quality review process

Auditors of entities of which the District is a sub-recipient of grant fund.

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.

### **III. DESCRIPTION OF THE DISTRICT**

#### **A. Name and Telephone Number of Contact Person**

The auditor's principal contact with the Sherrill City School District will be Mark Wixson, Assistant Superintendent for Finance and Operations, 315-829-2520 ext. 7201.

#### **B. Background Information**

The Sherrill City School District is one hundred eight (108) square miles and provides quality educational services to over 1,800 students in grades Pre-Kindergarten through Grade 12, at four locations. The District operates and maintains its own transportation, food service and maintenance programs. The District's fiscal year begins on July 1 and ends on June 30.

The District has three bargaining units which covers instructional personnel (approx. 225), administrators (approx. 6), and support personnel (approx. 150). The contract for Superintendent of Schools is negotiated separately. Total annual payroll is approximately \$16,000,000.

The District has a total budget of approximately \$44,000,000 and has a nine (9) member Board of Education.

The accounting and financial reporting functions of the District are centralized. The District's accounting and financial reporting functions are computerized and fully integrated. The District's secondary levels (middle school and high school) and three elementary schools have recognized Extra-classroom activities.

More detailed information on the District and its finances can be found in the District's latest financial statements and budget documents.

#### **C. Fund Structure**

The District uses the following fund types in its financial reporting:

- General Fund (legally adopted annual budget)
- Special Aid Fund
- School Lunch Fund
- Debt Service Fund
- Capital Fund
- Trust & Agency Fund

#### D. Budgetary Basis of Accounting

The Sherrill City School District prepares its budget on a basis consistent with a modified accrual basis of accounting. Appropriations lapse at fiscal year-end and encumbrances are shown as a reservation of fund balance and are honored through subsequent year's expenditures.

#### E. Federal Awards

The District receives and administers federal awards as follows:

<b>Agency/Program Title</b>	<b>CFDA Number</b>	<b>\$300,000 or More</b>
<u>U.S. Department of Education</u>		
Goals 2000	84.276	
Title I, Basic and Concentration	84.010	
Title VI 84.298		
Title IV, Drug Free Schools	84.186	
CPSE 84.173		
PL 99-457	84.024	
PL 94-142, IDA Part B	84.027	
Eisenhower Professional Dev.	84.164	
PL 89-313, Title I Handicapped	84.009	
School To Work	84.278	
 <u>U.S. Department of Agriculture</u>		
National School Lunch	10.5551	
National School Breakfast	10.553	
Surplus Food Distribution	10.550	

#### F. Pension and Other Plans

The Sherrill City School District participates in the NYS and Local Employees' Retirement System and NYS Teachers' Retirement System, both of which are cost sharing multiple-employer, public employee retirement systems. In addition, the District administers IRS Section 403(b) and 137 plans for its employees.

#### G. Component Units and Joint Venture

The Sherrill City School District is defined, for financial reporting purposes, in conformity with the Government Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100 (with the source being GASB Statement). Using these criteria, there are no component units included in the District's financial statements. The District does participate with eight other districts in the Madison-Oneida Board of Cooperative Educational Services (BOCES), which is deemed a joint venture for financial reporting purposes.

#### H. Magnitude of Finance Operations

All financial accounting and reporting is handled through the business office.

Number (approx.) of vendors the District regularly does business with: 2,815

Number (approx.) of purchase orders generated in a year: 1,700



Number (approx.) of non-payroll checks issued in a year: 5,000

Number (approx.) of paychecks distributed in a pay period: 400

I. Computer Software

The business office utilizes a local area network (LAN) that runs on an operating system with a disk to disk backup. All workstations run Finance Manager (nVision) and operate on a PC platform.

J. Availability of Prior Audit Reports and Working Papers

Interested responders who wish to review prior years' audit reports and management letters should contact Mark Wixson, Assistant Superintendent for Finance and Operations at the Business Office, 5275 State Route 31, Verona, New York. 13478. The District will use its best efforts to make prior audit reports and supporting working papers available to responder to aid their response to this request for proposals.

**IV. TIME REQUIREMENTS**

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposals issued	<b>May 1, 2023</b>
Due date for proposals	<b>May 25, 2023 at 1:00 p.m.</b>

B. Notification and Contract Dates

Anticipated Firm Notification	<b>June 1, 2023</b>
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C. Date Final Report is Due

The report on the financial statements of the District, Single Audit and Related Reports, and Extraclassroom Activity Fund Reports are due September 1, 2023, and on the same date in the following years of the contract. The final report and fifteen signed copies should be delivered to Mark Wixson, Assistant Superintendent for Finance and Operations, at the Business Office.

**V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

A. Business Office and Clerical Assistance

The business office staff and responsible supervisory/management personnel will be available during the audit to assist the firm by providing existing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor.

B. Electronic Data Processing (EDP) Assistance

Business office staff will be available to assist the auditor by retrieving existing records as well as supporting schedules for individually significant account balances.

C. Work Area, Telephones, Photocopying and FAX Machines

The Sherrill City School District will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to a telephone line, photocopying facilities and a FAX machine subject to use by and availability to others.

D. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

## VI. PROPOSAL REQUIREMENTS

### A. General Requirements

1. Submission of Notification of Interest

Firms interested in submitting a proposal must submit, verbally or written by May 25, 2023 their "Notification of Interest" in the format attached to the letter transmitting this Request for Proposals.

2. On-site Inspections

An on-site inspection of the District may be arranged for firms interested in submitting proposals. Business Office staff will be available to discuss their areas of responsibility and other District staff, upon request through Mark Wixson, Assistant Superintendent for Finance and Operations.

3. Inquiries

Inquiries concerning the Request for Proposals and the subject of the Requests for Proposals must be made to:

Mark Wixson  
Assistant Superintendent for Finance and Operations  
Sherrill City School District  
5275 State Route 31  
Verona, New York  
(315) 829-2520 ext. 7201

4. Submission of Proposals

The following material is required to be received by 1:00 p.m. Thursday, May 25, 2023, for a proposing firm to be considered.

a. **Technical Proposal:** A master copy (so marked) of a Technical Proposal and TWO copies to include the following:

(i). Title Page

Title Page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

(ii). Table of Contents

(iii). Transmittal Letter

A signed letter of transmittal briefly stating the responder's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform

the engagement and a statement that the proposal is a firm and irrevocable offer.

(iv). Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this Request for Proposals.

(v). Proposal Response Form

The completed Form annexed hereto as Appendix “A”.

(vi). Non-Collusive Proposal Certification:

The completed Form annexed hereto as Appendix “B”.

b. **Sealed Dollar Cost Bid Proposal:** The proposal shall submit an original and TWO copies of a dollar cost bid in a separate sealed envelope marked as follows:

**SEALED DOLLAR COST BID PROPOSAL FOR  
SCHOOL DISTRICT FOR PROFESSIONAL  
AUDITING SERVICES**

The completed Form annexed hereto as Appendix “C”.

c. Proposers should send the completed proposal consisting of the two separate envelopes to the following address:

Mark Wixson  
Assistant Superintendent for Finance and Operations  
Sherrill City School District  
5275 State Route 31  
Sherrill, New York 13478

## B. Technical Proposal

### 1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Sherrill City School District in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposals requirement.

**There should be no dollar units or total costs included in the technical proposal document.**

The Technical Proposal should address all the points outlined in the Request for Proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straight forward, concise description of the proposer’s capabilities to satisfy the requirements of the Request for Proposals. While additional data may be presented, the following subjects, items Nos. 2 through 9, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the Sherrill City School District as defined by generally accepted auditing standards and U.S. Government Auditing Standards .

3. Prior single Audit Experience

The firm should include prior or current engagements pursuant to the Uniform Guidance (Single Audit).

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk review or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with the state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in New York State. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons only upon the express prior written permission of the District. However, in either case, the District retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this Request for Proposals can only be changed with the express prior written permission of the District, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience.

#### 6. Similar Engagements with Other School Districts

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum-5) performed in the last five years that are similar to the engagement described in the Request for Proposals.

Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

#### 7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for Proposals. In developing the work plan, reference should be made to such sources of information as the District's budget and related materials, organizational chart, programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.

#### **No dollars should be included in the technical proposal**

- c. Sample size and
- d. Type and extent
- e. Approach to be taken to gain and document an understanding of the District's internal control structure.
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- g. Approach to be taken in drawing audit samples for purposes of tests of compliance.

#### 8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the District.

#### 9. Report Format

The proposal should include sample formats for required reports.

### C. Sealed Dollar Cost Bid

#### 1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this Request for Proposals. The total-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

- a. Name of firm
  - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the District.
  - c. A total All-Inclusive Maximum Price for each years engagement.
2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each.
  3. Rates for Additional Professional Services
  4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal up to the bid amount. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

### VII. FINAL SELECTION

- A. Proposals will be received until 1:00 p.m. on Thursday, May 25, 2023 at the office of Mark Wixson, Assistant Superintendent for Finance and Operations, Sherrill City School District (VVS), 5275 Route 31, Verona, New York, 13478, at which time they will be opened and publicly read aloud.
- B. It is anticipated that a firm will be selected by June 1, 2023.
- C. All proposals submitted shall be binding for 45 days subsequent to the date of the proposal opening.
- D. Right to Reject Proposals: The District reserves the right to reject any and all proposals in whole or in part and to waive any irregularities or informalities.
- E. Submission of a proposal indicates acceptance by the bidder of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.
- F. The submission of a proposal shall be interpreted to mean that the bidder is fully informed as to the extent and character of the services required and shall constitute a representation that the bidder can furnish the services satisfactorily and in complete compliance with the

requirements of the Request for Proposal except to the extent specified in the bidder's response.

G. The Non-Collusive Bidding Certification must be included with each proposal.

H. **Termination for Convenience:** The District reserves the right to terminate any service contract upon 5 calendar days written notice to the service provider. In the event that such termination is for the convenience of the District, service provider will be compensated for services rendered through termination based upon the percentage of completion of services as measured against the agreed upon price for services to be rendered for that year. No compensation shall be made for lost profits with respect to services not performed.

**APPENDIX "A"**  
**TECHNICAL PROPOSAL**  
Response to  
Sherrill City School District  
Request for Proposals  
for  
Professional Auditing Services

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Bid: \_\_\_\_\_

Name of person signing below: \_\_\_\_\_

Title of person signing below: \_\_\_\_\_

**I. General Proposal Certification**

The person or Firm submitting this proposal certifies that they will furnish, at the prices herein quoted, the materials, equipment and/or services as outlined on this proposal. Services will be compensated pursuant to the SEALED DOLLAR COST BID PROPOSAL submitted simultaneously herewith.

**II. Proposer Guarantees**

The below signed certifies that it can and will provide and make available, as a minimum, all of the services set forth in the Request for Proposal and agrees to be bound thereby except to the extent set forth in this response and the companion Sealed Dollar Cost Bid Proposal.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Sherrill City School District.

Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

The forgoing proposal is hereby made on behalf of

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_



**APPENDIX "B"**  
**NON-COLLUSIVE PROPOSAL CERTIFICATION**

Response to  
Sherrill City School District  
Request for Proposals  
for  
Professional Auditing Services

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Bid: \_\_\_\_\_

Name of person signing below: \_\_\_\_\_

Title of person signing below: \_\_\_\_\_

The Firm submitting this response and each person signing below certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to their best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, relating to such prices with any other vendor or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed prior to opening, directly or indirectly, to any other vendor or to any competitor; and
3. No attempt has been made or will be made to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

[NOTE: A proposal shall not be considered for award nor shall any award be made where (1)(2) and (3) above have not been complied with; provided, however, that if in any case the vendor cannot make the foregoing certification, the vendor shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (1)(2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a vendor (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning subparagraphs (1) (2) or (3) above.]

I hereby certify under penalties of perjury that the above statements are true and accurate to the best of my knowledge and belief.

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX "C"**  
**SEALED DOLLAR COST BID PROPOSAL**

Response to  
 Sherrill City School District  
 Request for Proposals  
 for  
 Professional Auditing Services

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Bid: \_\_\_\_\_

Name of Person signing below: \_\_\_\_\_

Title of Person signing below: \_\_\_\_\_

**I. General Proposal Certification**

The person or Firm submitting this proposal certifies that they will furnish, at the following prices, the materials, equipment and/or services as outlined on this proposal.

	6/30/23	6/30/24	6/30/25
Audit of general purpose financial statements, and all other services not separately listed below.	_____	_____	_____
Single Audit	_____	_____	_____
Audit of Extra-Classroom Activity Fund	_____	_____	_____
<b>TOTAL ALL-INCLUSIVE MAXIMUM PRICE</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**SCHEDULE OF FEES FOR ADDITIONAL SERVICES AND AUDITS IF REQUESTED BY SHERRILL CITY SCHOOL DISTRICT** - For services outside the scope of fixed price services quoted above, the following hourly rate schedule will apply:

HOURLY RATE:

PARTNERS: \_\_\_\_\_

MANAGERS: \_\_\_\_\_

SUPERVISORY STAFF: \_\_\_\_\_

STAFF: \_\_\_\_\_

OTHER (SPECIFY): \_\_\_\_\_

The forgoing proposal is hereby made on behalf of:

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_