

# Request for Proposal

## Financial Statement Audit Services

### Issued 3/13/2019

The Union County School District recognizes its fiscal responsibility to appropriately receipt and expend public funds available for education. In order to fulfill this responsibility, we are presenting this request for proposal from qualified firms of certified public accountants to audit the financial statements for fiscal years 2018-2019, 2019-2020, and 2020-2021 (with renewal available for subsequent years).

This audit is to be performed in accordance with generally accepted auditing standards, the standards for financial and compliance audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States, and Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and the Single Audit Act of 1984, of which specific details are contained in the Audit Guide published by the State Department of Education.

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

### Instructions to Proposers

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- The deadline for submission of proposals is 12:00 PM, local time, Friday – March 29, 2019. The original document and 2 copies of your proposal are required and should be in a sealed envelope and either delivered or addressed as follows: **Audit Proposal – Attention Lynn Lawson, Chief Financial Officer**, Union County School District, 130 West Main Street, PO Box 907, Union, SC 29379. Please, notate on the outside of the envelope – **SEALED PROPOSAL – DO NOT OPEN**. It is the proposer’s sole responsibility to insure that RFP response documents are received by the Chief Financial Officer by the time and date indicated in the solicitation documents. The sealed proposals will be opened at the appointed date & time, in the conference room at the District Office. Any proposals received after the specified deadline, will not be considered and will be returned unopened to proposer. Only the names of the proposers will be read aloud. No other information will be disclosed at that time. Evaluations of each proposal will be made as soon as possible with the award contingent upon approval of The Board of Trustees for Union County School District.
  
- The District reserves the right to reject any or all proposals or two cancel this request in its entirety.
  
- All proposals will be treated as public information unless it is specifically requested that portions of the proposals be treated as trade secrets under the Freedom of Information Act.

- Any questions relating to this proposal must be submitted in writing to Lynn Lawson, Chief Financial Officer ([LLawson@union.k12.sc.us](mailto:LLawson@union.k12.sc.us)) through Friday, March 22, 2019. Questions should include the subject as RFP – Audit Services. A listing of all questions and answers will be supplied to any known proposers.
- The 2018-2019, 2019-2020, and 2020-2021 fiscal years are the years to be audited under this contract. The contract may be cancelled at any time by the district in the event that the services are determined to be unsatisfactory.
- Union County School District reserves the option to renew the audit services contract for additional years, in increments of one year, under the same terms, charges, and conditions as contained in the original contract. Contract renewals are subject to the availability of fiscal year funds and satisfactory performance.
- Should the District elect to award a contract based on this solicitation, the award will be made to the firm whose proposal is determined to be the most advantageous to the District. The District will be the sole judge as to whether a firm’s proposal has satisfactorily met the requirements of this solicitation.

## Description of Union County School District

### **Background**

Union County School District is located in the upstate of South Carolina approximately 30 miles from the Spartanburg-Greenville business corridor. The District attendance area includes all communities within the boundaries of Union County and consists of three K-5 elementary schools, one K-8 elementary/middle school, one 6-8 middle school, one 9-12 high school, one Career & Technology Center, and the Achievement Academy Alternative School. We serve approximately 3,900 students. Union County School District’s general operating budget includes disbursements in excess of \$30 million. The District employs approximately 600 people. In 2009, the District completed a major capital building project funded through Installment Revenue Bonds issued pursuant to an agreement between the School District and our SCAGO Educational Facilities Corporation (EFC), which is a blended component unit of the District. General Obligation bonds are sold annually for the purpose of funding annual debt service requirements pursuant to the agreement.

### **Financial Information**

The primary sources of funding for the district’s governmental funds are local ad-valorem taxes levied by the School Board and the State of South Carolina, which together provide approximately 80% of revenue. Approximately 14% is from federal government sources, with the balance coming from various local sources.

The district’s 2017-2018 general fund expenditures included the following:

- 84% was expended for salaries and benefits
- 8% for purchased services
- 5% for supplies
- 3% for other operating expenses

## **Board of Trustees**

The School District is governed by a nine member board of trustees. The Board has decision making authority, including the authority to levy taxes, hire the superintendent, approval of the operating budget, and district policies.

## **General Terms and Conditions**

### Proposal Authorization and Acceptance

Proposals must be submitted in accordance with the requirements of this request. The proposal must be signed by an official authorized to bind the offer and must contain a statement to the effect that the proposal is firm for a period of at least 30 days from the deadline date to receive the proposals. The District reserves the right to accept or reject any or all proposals received as a result of this request and to negotiate with qualified firms.

### Confidentiality

Proposals and related documents received as a result of this solicitation will not be made available by Union County School District to any person, agency, or organization not associated with the selection committee until after an award has been made. However, commercial and/or financial information which is confidential or privileged included in proposals will not be disclosed if such information has been identified by the firm as confidential in an easily recognized way. All firms who wish to have selected information in their proposals remain confidential must visibly mark as "Confidential" each part of the proposal they consider to contain proprietary information.

### Preparation of Proposal

The District requires that at least 3 copies of the proposal be submitted to the Finance Office no later than the date and time specified.

## **Financial Statement Audit Information**

1. The District requires an audit of its total financial program. This will include a compliance audit and preparation of required tax filings for the SCAGO EFC non-profit blended unit. The reporting method will be the "single audit concept" as detailed in the Single Audit Act of 1984, Single Audit Act Amendments of 1996, Single Public Law 93-502, OMB Circular A-133. The most recent 3 years audited financial statements are available on the "Finance" department page of the district website, [www.union.k12.sc.us](http://www.union.k12.sc.us) .
2. The Finance Department staff will be available to prepare schedules on a reasonable basis. The staff generally will pull requested documents. Reconciliation of accounts and balance of all funds will be completed by the Finance Department staff before any audit work begins.
3. All payroll and accounting records are maintained in the District Finance Department via Tyler Technology - Infinite Visions centralized general ledger, including school/pupil activity accounts.

### **Financial Statement Audit Report Proposal**

1. All reports should be addressed to the Board of Trustees for Union County School District.
2. All proposals must be submitted to Union County School District by:  
12:00 PM, Friday – March 29, 2019.
3. Proposal evaluation will include the following criteria:
  - a. Proper South Carolina licensing.
  - b. Ability to meet standards of State and Federal governing bodies.
  - c. Prior Experience with public school districts in South Carolina.
  - d. Staff experience and qualifications.
  - e. Comprehensiveness of work plan and reasonableness of schedule estimates.
  - f. Cost effectiveness and reasonableness of proposed fees.

### **Cost Proposal**

1. Any offer that is unclear as to the total annual cost to the district shall be rejected.
2. Fees for Annual Audit and EFC Form 990 preparation may be itemized or presented as one total annual cost.
3. **Proposals will include a single page that presents the proposed annual fees. This page will include a signature section that provides the name of the firm, the name – title – contact information, and signature of firm representative authorized to submit a binding offer/contract.**