

USD 261 SCHOOL AUDIT
Certified Public Accountant
Request for Proposal
Issuing:



Responses Due: May 30, 2024, by 12:00pm

USD 261 Business Department

1745 W. Grand Ave

Haysville, KS 67060

BACKGROUND INFORMATION

The Haysville Public School System, Unified School District 261, is looking for a qualified Certified Public Accounting firm. The scope of services will include an annual school district audit for USD 261.

TIMELINE & PROPOSAL GENERAL REQUIREMENTS

Initial Posting Date by the USD 261

- May 10, 2024

Last day to submit questions

- May 25, 2024

Response Due Date

- **May 30, 2024, 12:00 p.m.**

Selection of Successful Candidate

- A Recommendation will be made to the Board of Education on June 17, 2024

1. Introduction:

The Haysville School District USD 261, hereinafter referred to as the "District," is seeking proposals from qualified and experienced financial auditing firms to provide comprehensive auditing services for the fiscal year 2025. The purpose of this Request for Proposal (RFP) is to select a firm that can conduct thorough financial audits and provide insightful recommendations to ensure financial transparency and accountability within the District.

2. Background:

The District serves approximately 5500 students across 10 schools within the Haysville City area. As a publicly-funded entity, it is essential for the District to maintain accurate financial records and adhere to regulatory standards. The selected auditing firm will be expected to perform detailed audits of the District's financial statements, compliance procedures, and internal controls.

3. Scope of Work:

The auditing firm will be responsible for, but not limited to, the following tasks:

- Conducting an annual audit of the District's financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and applicable regulatory requirements.
- Reviewing the District's internal controls and recommending improvements to enhance efficiency and mitigate risks.
- Assessing compliance with relevant laws, regulations, and contractual agreements.
- Providing a comprehensive report of audit findings, including any instances of non-compliance and recommendations for corrective action.
- Presenting audit findings to the District's Board of Education and stakeholders in a clear and understandable manner.

4. Proposal Requirements:

Interested firms are requested to submit a proposal that includes the following:

- Company background, including years of experience in providing financial auditing services to public entities, particularly school districts.
- Qualifications of key personnel who will be assigned to the audit, including Certified Public Accountants (CPAs) and relevant certifications.
- Approach to conducting the audit, including methodologies, timelines, and any specialized tools or software utilized.
- Description of previous experience working with school districts or similar public entities, including references.
- Fee structure, including all costs associated with the audit and any additional services provided.
- Any additional information that the firm believes is relevant to their proposal.

5. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Firm experience and qualifications in conducting financial audits for school districts or similar entities.
- Qualifications and expertise of key personnel assigned to the audit.
- Proposed approach and methodology for conducting the audit.
- Past performance and references from clients, particularly in the education sector.
- Cost-effectiveness and transparency of the fee structure.

6. Submission Deadline:

All proposals must be submitted electronically or hard copy to Craig Ryan at cryan@usd261.com no later than May 30, 2024. Late submissions will not be considered.

Address for Hardcopy

1745 W. Grand St.
Haysville, KS 67060

7. Questions and Clarifications:

Any questions or requests for clarifications regarding this RFP should be directed to Craig Ryan at cryan@usd261.com no later than May 25, 2024.

8. Confidentiality:

All information provided in response to this RFP shall be treated as confidential by the District and will only be used for the purpose of evaluating proposals.

9. Right to Reject Proposals:

The District reserves the right to reject any or all proposals received in response to this RFP, to waive any informality in the proposals, and to accept the proposal deemed to be in the best interest of the District.

10. Contract Award:

The District intends to award a contract to the selected auditing firm no later than June 17, 2024. The selected firm will be notified accordingly.

11. Additional Information:

For additional information about the District or to obtain relevant documents, please visit our website at <https://www.usd261.com/> or contact Craig Ryan at cryan@usd261.com.

12. Legal Compliance:

All proposals must comply with federal, state, and local laws and regulations governing procurement.

The School District does not discriminate on the basis of race, color, national origin, age, sex, disability, or military status, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Haysville Public School's compliance with the regulations may contact the Assistant Superintendent for Personnel, Gillian Macias, 1745 W. Grand, Haysville, KS 67060, 316-554-2200.

Thank you for your interest in providing financial auditing services to the Haysville School District. We look forward to receiving your proposal.

Sincerely,



Assistant Supt of Finance
Haysville USD 261
1745 W. Grand Ave.
Haysville, KS 67060
316-554-2200