

January 17, 2024

**REQUEST FOR PROPOSALS (RFP)  
PROFESSIONAL AUDIT SERVICES**

The Urbandale Community School District will receive proposals for independent audit services for the Three fiscal years ending June 30, 2024, June 30, 2025, and June 30, 2026 with the option of an additional two, one-year extensions as approved by the School Board. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information relating to the entity to be audited.

Sealed proposals ( copies) will be accepted until 2:00 p.m., March 1, 2024, at the Urbandale Community School District Administrative Office, 11152 Aurora Avenue, Urbandale Iowa. If mailed, the proposals ***must be received by the District on or before the due date shown above*** and should be sent to:

Attn: Steve Richman, Director of Business Services

Urbandale Community School District

11152 Aurora Avenue

Urbandale, Iowa 50322

Those submitting sealed proposals should indicate on the outside of the envelope in the lower left-hand corner **“SEALED PROPOSAL FOR AUDIT SERVICES”** and include the name of the firm submitting the proposal.

The contract for audit services will be awarded by April 8, 2024.

Further information may be obtained from Steve Richman, Director of Business Services, at (515)457-5003.

## I. SPECIFIC REQUIREMENTS

1. The Urbandale Community School District reserves the right to reject any and all proposals received.
2. Only proposals received at the location described and within the time frame indicated will be considered.
3. The original and one copy of the enclosed contract should be completed and manually signed by a partner of the firm submitting the proposal.
4. The audit shall be performed in accordance with the following:
  - Chapter 11 of the Code of Iowa.
  - U.S. generally accepted auditing standards.
  - The standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
  - The Single Audit Act Amendments of 1996 and the Uniform Guidance, when applicable.
5. The fees quoted in the proposal and included in the contract shall be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.
6. The audit report should conform to:
  - Reporting formats specified by the Office of Auditor of State.
  - AICPA Audit Guides.
  - Governmental Accounting Standards Board reporting requirements.
  - The requirements of the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, when applicable.
7. The audit report should include an auditor's management letter, if appropriate, which includes recommendations related to the financial statements, internal control, accounting systems, and compliance issues.
8. Fifteen (15) bound copies of the report, including management letter, are required to be provided by the firm awarded the contract. The audit firm will also provide the District with an electronic version of the report, via e-mail to the Chief Financial Officer.
9. Three bound copies of the report, including the management letter, a detailed per diem audit bill, and a copy of the news release shall be provided to the Office of Auditor of State upon release of the reports to the entity.

10. The responsible auditor in the firm will present the audit report and a verbal explanation of the report during a regular monthly meeting of the Board of Education.
11. The District business office staff will be available during regular office hours to locate materials and explain procedures. An estimate of District staff time involvement must be provided. The audit firm chosen will be provided with read-only access to the accounting software system to conduct fieldwork and verify records. The District provides these schedules and reports:
  - Certified Annual Report (CAR)
  - Certified Enrollment Report
  - Bank reconciliations and investment schedules
  - Trial Balances for all funds with supporting work papers
  - Detailed Capital Assets listing with depreciation
  - General Ledger for all funds in electronic form
  - Payroll Journal and supporting documents
  - Early retirement accrual and accrued absence liability computations
  - Accounts Receivable listing with supporting documentation
  - Accounts Payable listing with supporting documentation
  - Bond issuance documents
  - Construction contracts and project files
  - Federal grant agreements and related reports
12. Final field work is to begin no later than the last week of August following the fiscal year to be audited.
13. The audit firm shall audit the Certified Annual Report and provide any assistance necessary in order to comply with the reporting due date as specified by the State of Iowa.
14. At conclusion of field work, an exit conference with the appropriate District personnel will be conducted to review proposed adjustments, passed adjustments, and findings, if any, along with a draft of the audit firm's management letter.
15. The auditing firm will provide, during the year, additional limited assistance, consultation, and recommendations for District management as requested.
16. The auditing firm will strive to conduct the audit in such a manner as to cause the least amount of disruption to the District staff and patrons. Work space will be

provided for the auditor's use at the School Administration Office. Assistance with MD & A as needed.

17. The District will be responsible for the filing fee payment required to be submitted with the audit report upon filing with the State Auditor.

## **II. DATA TO BE INCLUDED IN PROPOSAL**

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal should include the following items and be organized in the manner specified below.

### **A. Letter of Transmittal**

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the firm and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office of the firm to be performing the work, the telephone number, and the name of the contact person.

### **B. Table of Contents**

Include a table of contents which identifies the material by section, page number and a reference to the following information to be contained in the proposal. If a transmittal letter is not submitted, please include on the table of contents the local address of the office to be performing the work, the telephone number, and the name of the contact person.

### **C. Profile of Firm Proposing**

1. State whether the firm is a local, national or international firm and a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration requirements to engage in the practice of public accounting within Iowa.
3. State whether the firm is independent of the entity to be audited in accordance with Government Auditing Standards.
4. Describe the local office from which the work is to be performed.
  - a. Location of the office.
  - b. Current size of the office.
  - c. Size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.
  - d. Number of CPA's in the office.
5. Submit any other information required to describe the office which will be performing the work.

#### **D. Qualifications**

1. Describe the recent local office auditing experience in similar types of audits to which the proposal relates. If appropriate, include regional experience in auditing similar types of entities. If desired, it is permissible to include your five largest clients that are not governmental clients. Include contact information for all organizations listed.
2. Include resumes of all key professional members who will be assigned to the audit. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant. The resumes should include:
  - a. The amount of experience the individual has had in the auditing profession.
  - b. A summary of similar audits on which the individual has worked.
  - c. A summary of the continuing professional education the individual has had in governmental accounting and auditing during the last two years.
  - d. A statement as to whether the individual is independent, as defined by Government Auditing Standards.
3. Describe the firm's policy on notification of changes in key personnel.
4. Provide a listing of or the number of professionals in the firm who are experienced in governmental auditing.
5. Please discuss whether the firm has audited other school districts that use Alio accounting software, or if any of the key staff to be assigned for the District's audit have experience with Alio accounting software.
6. Describe the availability of individuals within the firm who are primarily involved in governmental auditing and reporting and with whom the client may consult.
7. Describe briefly the firm's system of quality control to ensure that the audit is adequately performed.

#### **E. Scope of Services and Proposed Project Schedule**

Briefly describe your understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the audit. Include the approximate dates for fieldwork, office review, and report preparation and the latest delivery date of the final report. The District requests that fieldwork begin during the last week of August each year.

#### **F. Fees and Compensation**

Provide the following information:

1. Total maximum fee for each fiscal year, which will not be exceeded, including the following detail:
  - a. Estimated total labor hours by classification

- b. Current billed hourly rates by staff classification
  - c. Other estimated non-labor expenses
2. Frequency and timing of your billing process

### **III. EVALUATION CRITERIA**

The proposal will be evaluated based upon the following three items. Therefore, it is important that your proposal be responsive to the data requested.

1. Mandatory Criteria

Firms will not be considered unless they meet each of the following criteria:

- a. Must be a licensed, certified public accountant
- b. Must meet the independent standard of the GAO Standards for Audit of Governmental Organizations, Programs, Activities and Functions.
- c. Must have a record of satisfactory and professional work

2. Technical Criteria

Those firms who have met each of the mandatory criteria will be evaluated on the following technical criteria:

- a. Organizational structure and size of the firm.
- b. Organizational structure and size of the office performing the audit.
- c. Recent experience in similar audits of school districts.
- d. Qualifications of the audit team including education, experience, and position in the firm.
- e. Individuals with whom the audit team can consult.
- f. Understanding of work and timetable to complete the audit.

3. Cost Factor

The District will also evaluate the proposals with regard to cost and value received. While the total maximum fees proposed are easily comparable, the District will also take into consideration the number of audit hours the firm intends to provide during the engagement.

#### **IV. DISTRICT PROFILE**

The District is a political subdivision of the State of Iowa and operates public schools for children in grades Pre K through twelve. The geographic area served is a metropolitan area in the City of Urbandale, which is located within Polk County.

The District serves approximately 4000 students, and employs over 750 regular staff members. The District is comprised of four Elementary School Buildings, a Middle School Building, and a High School Building. The District is also the fiscal agent for an Alternative High School, serving students from several area school districts.

AGREEMENT BETWEEN

Urbandale Community School District  
AND

\_\_\_\_\_  
\_\_\_\_\_

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Urbandale Community School District, hereinafter called “District” and \_\_\_\_\_, hereinafter called “CPA.”

WHEREAS, the District wishes to obtain the services of the CPA to perform an audit in accordance with Section 11.6, Code of Iowa, for each of the 3 years ending June 30, 2024, June 30, 2025, June 30, 2026, with option if an additional two, one-year extensions as approved by the School Board.

WHEREAS, the CPA is equipped and staffed to perform the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:
  - A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.
  - B. Begin work on the audit during last week of August each year, or as specifically agreed upon with the District.
  - C. Perform all work in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa, Government Auditing Standards, and applicable federal requirements.
  - D. Immediately inform the District Board of Directors of any irregularity in the collection or disbursement of public funds.
  - E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the District.



- F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

Agreement – Page 2

2. Conditions of Payment:

- A. It is understood that the fees for the services set forth above shall be paid at the following hourly rates:

Classification	Estimated Hours	Hourly Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. The audit firm shall present invoice(s) showing number of hours worked with billed rates by classification, and detail of other billable expense items. The total of all invoices related to one audit year shall not exceed the total maximum audit fee proposed for that year.

C. Payments shall be made within 30 days of invoice date.

- D. The total maximum audit fee, including all costs shall not exceed: \$\_\_\_\_\_ for FY24, \$\_\_\_\_\_ for FY25, \$\_\_\_\_\_ for FY26, \$ \_\_\_\_\_ for FY27, and \$ \_\_\_\_\_ for FY 28 except as specifically agreed upon by the District and the CPA.

3. Termination of Agreement:

- A. The District may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.

- B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IN WITNESS THEREOF, The Urbandale Community School District and CPA have executed this AGREEMENT as of the date indicated below:

CPA

Urbandale Community School District

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title Board President

Date \_\_\_\_\_

Date \_\_\_\_\_