

LASARA INDEPENDENT SCHOOL DISTRICT (LISD)

**6160 E. 6TH Street
Lasara, Texas 78561**

**REQUEST FOR PROPOSAL
FOR
PROFESSIONAL ANNUAL AUDITING SERVICES**

Proposal shall be submitted to:

The LISD Business Office, 6160 E. 6th Street, Lasara, Texas 78561 in a sealed envelope CLEARLY MARKED RFQ NO. 12-13-001 by 12:00 P.M. Tuesday, October 15, 2013. Proposal packets received after 12:00 P.M. Tuesday, October 15, 2013 will not be accepted. At the opening, responses will be opened only, vendors noted and no awards made until analysis is performed.

Original and 3 copies of your response are required at time of proposal opening.

Refer inquiries to: Rogelio Cantu, LISD Business Manager
Phone Number: 956-642-5403
Email Address: rocantu@lasaraisd.net

**LASARA INDEPENDENT SCHOOL DISTRICT
REQUEST FOR PROPOSAL
ANNUAL FINANCIAL AUDIT – RFP 12-13-001**

The LISD is requesting qualifications from public accounting firms to perform the annual audit for fiscal year 2012-2013 with two optional renewal years.

I. BACKGROUND INFORMATION

Auditing requirements for Texas' public school districts are contained in the *Texas Education Agency Financial Accountability System Resource Guide*, which is the authoritative document, adopted by reference as a rule of the State Board of Education, through Title 19, Texas Administrative Code, Section 109.61.

The following is some information about the LISD that will assist in the preparation of the proposal:

The LISD has an Average Daily Enrollment of 460 students in grades pre-kindergarten through 12 under one campus. The 2012-2013 budgeted expenditures for the General, Food Service and Debt Service Funds was \$4,959,970. The LISD expended federal financial assistance from several programs including National School Lunch Program, ESEA Title I, Part A, ESEA Title I, Part C-Migrant, Title II TPTR, and the 21st Century Grant.

The District's Comprehensive Annual Financial Report for fiscal year 2011-2012 can be accessed on the Texas Education Agency website at <http://tuna.tea.state.tx.us/audit/PDFviewer.asp>, under county code/district 245-901.

A. Purpose of the Audit

The purpose of the Request for Proposal is to obtain the services of a public accounting firm for the annual audit for fiscal year 2012-2013 with two optional renewal years. The organization-wide audit will encompass the financial statements as required by GASB Statement No. 34 and the *Texas Education Agency Financial Accountability System Resource Guide* for the District for the fiscal year ending 08-31-2013, with two optional renewal years. The audit is to be performed in accordance with generally accepted auditing standards and generally accepted government auditing standards contained in the *Texas Education Agency Financial Accountability System Resource Guide*.

The financial statement audit is to determine whether (1) the financial statements present fairly the financial position, results of operations, and cash flows or changes in financial position in accordance with generally accepted accounting principles, and (2) whether the District has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements. The financial related audit will also include determining whether (1) financial reports and related items are fairly presented, (2) financial information is presented in accordance with established or stated criteria, and (3) the school district has adhered to specific financial compliance requirements.

As a part of the audit of the general purpose financial statements, the annual audit will also include obtaining an understanding of the school district's internal control and reporting any significant deficiencies or material weaknesses relating to the internal control systems coming to the attention of the auditors.

To comply with Office of Management and Budget Circular A-133, a study and evaluation of internal control will include internal accounting and administrative controls for major federal financial assistance programs, in accordance with standards for risk assessment for major federal financial assistance.

Any material weakness noted during the study and evaluation of internal accounting and administrative controls and other kinds of noncompliance and questioned costs will be reported in compliance with the Single Audit Act.

As part of the audit of the financial statements, transactions and records pertaining to federal programs will be tested for material compliance with federal laws, rules, and regulations; and all instances of noncompliance will be reported to the school district.

The audit will include the performance of certain audit procedures for the purpose of reviewing the accuracy of fiscal information provided by the district through the Public Education Information Management System (PEIMS), as required by Section 44.008(b) of the Texas Education Code. The audit will include procedures applicable to compensatory education funds as required by Module 9 of the Financial Accountability System Resource Guide, if required.

B. Other Requirements

1. The accounting firm should provide an annual audit report in a form acceptable to the Texas Education Agency within the time frame stipulated in TEC 21.256 (d) of 150 days subsequent to the close of the fiscal year (01-28-2014) for which the audit was made.
2. The Financial Audit Committee would expect to meet with the auditor(s) at least annually. The meeting would be called by the LISD Business Manager.
3. The District intends to sell bonds from time to time, which may require the audited financial statements and Auditors opinion to be printed in total or as a part of the section of or addendum to the Official Statement for bond issues. Also, certification may be required for Interest and Sinking Fund Reserve Balances at a point in time other than year end.
4. It is requested that the interested accounting firm include a timeline along with a detailed description of each step in the audit approach that will be taken in the audit engagement including estimated hours for each.
5. The firm upon being awarded this engagement will be expected to review the detailed audit work plan and schedule with the LISD Business Manager prior to commencing the audit assignment each year.

6. Financial statements developed by the Auditor must be in a form that complies with the requirements for the GFOA Certificate of Achievement, the ASBO Certificate of Excellence, and the Texas Education Agency.
 7. All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the District of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to auditors from the Texas Education Agency, The General Accounting Office, or other applicable governmental agencies; they are not otherwise considered to be records open to the general public.
- C. Independent Auditor
The interested accounting firm must demonstrate the capability to perform the annual audit in accordance with generally accepted government auditing standards and state board of education auditing rules. Public accounting firms that have performed annual audits for similar entities are encouraged to file a proposal.
- D. Term of the Audit Engagement
The contract for audit services based upon Board of Trustees approval of the proposal will be for the fiscal year ending 08-31-2013, with two optional renewal years.
- E. Dispute Resolutions
Disputes concerning the terms of contracted services that cannot be resolved will be brought before an independent mediation center, whose decision will be binding upon both parties.

II. PROPOSAL CONTENT

- A. Cover Letter
See conditions for submission of proposal in Section III.
- B. Technical Component
To describe clearly the public accounting firm's understanding of the work to be done, the interested accounting firm will:
1. Provide a definition of the term "generally accepted government auditing standards" with clear distinctions between these standards and generally accepted auditing standards for nongovernmental engagements;
 2. Explain the interested accounting firm's approaches to performing an annual audit, including the methodology, nature, timing and extent of audit procedures to be performed;
 3. Describe how the approach to performing the audit would be affected if this were a multiyear contract; and

4. Make a statement concerning the independence of the interested accounting firm, including direct and indirect financial interest, and the relationship of the proposed audit team to employees of the district and any of the board members.

C. Management Component

The interested accounting firm will furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the Request for Qualifications. To meet this requirement:

1. Provide the name of the external quality control review organization of which the interested accounting firm is a member and the interested accounting firm's length of membership. Also, state the review organization's planned frequency of peer reviews;
2. State whether the firm has received a peer review and whether in the most recent review an unqualified report was issued;
3. State whether the interested accounting firm is a national, regional or local public accounting firm;
4. Provide evidence that the interested accounting firm has experience in performing school district/government audits. List current and past audit clients along with the names and telephone numbers of contact persons and number of years audit services were provided. State the average daily attendance of the public schools on the list;
5. State whether the interested accounting firm is currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and licensing boards of other states;
6. Describe the interested accounting firm's level of participation in and communication with such organizations as the Texas Education Agency, Texas Association of School Business Officials, and ASBO International;
7. Describe the proposed audit team, in terms of job positions in the firm;
8. List names of staff member(s) who will direct the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement. Include the educational background of all staff members named and professional licenses held;
9. Describe continuing professional education in governmental accounting and auditing received by the proposed audit team during the last four years;

10. Provide the names and qualifications of any needed outside specialists and consultants that will assist the interested accounting firm's staff members;
11. Describe staff rotation plans for audit team members if this is to be a multiyear contract;
12. Describe the level of assistance that will be expected from District personnel;
13. Provide evidence of the ability to comply with the requirements in Sections II and VI of the Request for Qualifications.

D. Task/Activity Plan

The interested accounting firm will specify budgeted hours, time lines and sequence for audit procedures, and names of staff to be assigned.

E. Evaluation

Criteria used to evaluate the interested accounting firm's methodologies, products, and services are shown in Attachment A.

III. CONDITIONS FOR SUBMISSION OF PROPOSAL

All qualifications in response to this request must meet the following conditions to be considered:

- A. Qualifications must include a cover letter clearly stating the name of the firm and the name, address, and telephone number of the interested accounting firm's representative;
- B. Qualifications must address each of the audit requirements as stated in this Request for Qualifications;
- C. The District reserves the right to reject any and all qualifications, and to negotiate portions thereof. Qualifications that address only part of the requirements contained in this Request for Qualifications will not be considered;
- D. The District reserves the right to select any proposal, considering the quoted estimated fee and other factors;
- E. The interested accounting firm shall furnish such additional information that the District may reasonably require;
- F. The District will not be liable for any cost incurred in the preparation of qualifications;
- G. The District may ask interested accounting firms to send a representative for an oral interview prior to Board of Trustee approval of a proposal. The District will not be liable for the costs incurred by the interested accounting firm in connection with such interview.

- H. The District and interested accounting firms may enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with interested accounting firms who are deemed to be within the final competitive range; however, LISD reserves the right to award a contract without discussions/negotiations. The best and final proposal may be required as early as 24 hours after completion of negotiations or discussions.
- I. Qualifications must be signed by an authorized individual to contractually bind their firm when submitting the Qualifications. Failure to sign the Qualifications will be considered as a mistake in Qualifications, and the Qualifications will be rejected as "non-responsive."
- J. By submitting a proposal, the interested accounting firm affirms that its company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this proposal.
- K. Upon notification of potential selections for award, the person or entity submitting this proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).
- L. In the event that anyone or more of the provisions contained in this Request for Proposal (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request for Proposal (or any resulting purchase order) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

IV. PROCEDURES FOR SUBMITTING PROPOSALS

A. Delivery

Responses to the Request for Proposals should be addressed to:

Rogelio Cantu
LISD Business Manager
6160 E. 6th Street
Lasara, Texas 78561
956-642-5403
rocantu@lasaraisd.net

Proposals must be received no later than 12:00 p.m., 10-15-2013. Qualifications received at the LISD Business Office after the time and date specified above will not be considered and will be filed unopened.

Oral or telegraphic qualifications transmitted via the District's facsimile machine or e-mail is not acceptable. Qualifications must be submitted to the District in a sealed envelope. DO NOT FAX OR E-MAIL YOUR PROPOSALS!

B. Number of Copies Qualifications

Submit one original and two copies of the proposal. The proposals are to be bound and sealed.

V. ASSISTANCE TO PROPOSERS

Any person wishing to obtain additional information about the Request for Proposal or about the operations of the District may contact:

Rogelio Cantu
LISD Business Manager
rocantu@lasaraisd.net
956-642-5403

VI. STATEMENT OF REQUIREMENTS

- A. It is anticipated that the Comprehensive Annual Financial Report (CAFR) will be prepared and presented as the Annual Financial Report.
- The independent auditor will provide the written audit report that meets the requirements of *Texas Education Agency (TEA) Financial Accountability System Resource Guide*, separately issued Single Audit Report including the Schedule of Expenditures of Federal Awards, SF-SAC Data Collection Form and assist in the review of the CAFR.
 - LISD will prepare draft financial statements on the modified accrual basis, draft financial statements and notes to the financial statements prepared in accordance with GASB Statement No. 34 (GASB 34); input financial statements in CAFR format; prepare other CAFR requirements such as letter of transmittal, Management's Discussion and Analysis (MD&A), combining and individual fund statements and schedules, statistical section; copy and assemble final version of Annual Financial Report/CAFR; provide PDF copy to TEA; and input audit information on the TEA website.
 - Satisfactory delivery of the services specified by the Request for Proposal and the engagement letter shall be accomplished no later than required audit due date to TEA of January 28, 2014.

- The independent auditor will be required to present the audit report to the Board of Trustees on January 8, 2014.
- If applicable, the independent auditor will be required to provide a management letter containing comments oriented toward constructive improvements. Copies of selected audit working papers will be provided as requested by the District and as provided for in the engagement letter. If a management letter is issued, the auditor will provide the District ten (10) copies.

EVALUATION WORKSHEET ATTACHMENT A

This worksheet is to be used to document the school district's evaluation of the proposers' qualifications. Points within the ranges specified are to be assigned to the below-listed criteria as a means for quantifying the relative strengths and weaknesses of the various proposals.

In the event that oral interviews are necessary to break a tie or for making final clarification in the evaluation process, additional points may be awarded. It should be understood that while the total score is a significant factor, the requester of the services reserves the right to consider other factors in making a final selection.

PROFESSIONAL QUALIFICATIONS

The evaluation of professional qualifications of the proposers will be based on the following criteria:

I. Mandatory Criteria

Proposals will not be considered for further evaluation unless there is compliance with all of the following criteria. The proposer:

- A. Must submit a proposal meeting all of the requirements of the Request for Proposal on or before 12:00 P. M., October 15, 2013. Late proposals will not be considered.
- B. Must be an independent auditor properly licensed for public practice.
- C. Must meet the independence standards of Government Auditing Standards, 1999 Revision, United States General Accounting Office (GAO).
- D. Must not have a record of substandard work to be verified via references submitted.

II. Technical Criteria

Proposals which have met each of the criteria in Section I above will be evaluated on the following criteria:

A. Technical experience of the firm:

1. Auditing experience in Texas public schools (0-10 points)
2. Auditing experience in government entities (0-10 points)

B. Characteristics of the staff, including consultants, to be assigned to the audit:

1. Size and structure of the firm, including audit staff positions (0-5 points)
2. Qualifications of supervisory personnel, consultants, and the field audit team (0-20 points)
 - Education, including continuing education courses taken during the past two years
 - and types of experience
3. General direction and supervision to be exercised over the audit team by the firm's management personnel (0-15 points)
4. Firm level of participation in and communication with such organizations as the

Texas Education Agency, Texas Association of School Business Officials, and ASBO International (0-15 points)

C. Clear understanding of the work to be performed:

1. Comprehensiveness of the audit work plan (0-5 points)

2. Realistic time estimates of each major segment of the work plan, and the estimated number of hours for each staff level including consultants assigned (0-10 points)

III. Professional Fees

Professional fees of the audit (0-25 points)

IV. Oral Interviews (If Necessary)

Interview (0-15 points)