

**Grand Canyon Unified School District No. 4**

**Notice of Request for Proposals**

October 23<sup>rd</sup>, 2024

Request for Proposals No. 25-01-29 (FY24-28)

Proposal due date Thursday, November 14th, 2024 Time: 3:30 MST

District address 100 Boulder Street

Grand Canyon, AZ 86023

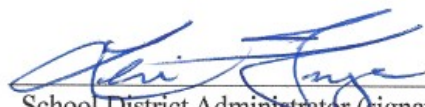
In accordance with the School District Procurement Rules prescribed by the Arizona State Board of Education pursuant to Arizona Revised Statutes §15-213, competitive sealed proposals for the following services will be received by Grand Canyon Unified School District No. 4, at the address specified above until the time and date cited. Package must be delivered to physical address above and stamped with the Business Office by 3:30 MST (Arizona)

Annual financial audit of financial transactions and accounts subject to the *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* for the year(s) ending June 30, 2024, June 30, 2025, June 30, 2026, June 30, 2027, and June 30, 2028, and completion of Uniform System of Financial Records (USFR) Compliance Questionnaire.

Refer any questions regarding this Request for Proposals to:

Levi Frye, Business Manager/CFO (602) 300-6001

10/23/24  
Date

  
School District Administrator (signature)

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**I. Purpose**

The purpose of this Request for Proposals (RFP) is to enter into a contract with a qualified Certified Public Accountant to conduct an annual audit of financial transactions and accounts kept by or for the District, subject to the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) for 5 years ending June 30, 2028, and to complete the *Uniform System of Financial Records for Arizona School Districts* (USFR) Compliance Questionnaire (CQ). The District reserves the right to suspend the provisions of the contract for any year in which the District expends less than the qualifying amount of federal awards set forth in the Uniform Guidance.

**II. Scope of Services Required**

The selected audit firm will be required to perform an annual audit, in accordance with U.S. generally accepted auditing standards and Government Auditing Standards (GAS), issued by the Comptroller General of the United States, and the Uniform Guidance and issue the reports required by those standards. In addition, the audit firm must complete a USFR CQ in accordance with the instructions the Auditor General’s Office prescribes.

Districts must comply with the USFR. To help determine whether districts are in compliance, the Auditor General has developed the USFR CQ, which consists of a series of questions to be completed by the District’s audit firm regarding requirements set forth in the USFR and Arizona Revised Statutes. The audit firm may obtain a copy of the USFR CQ from the Auditor General’s website at [www.azauditor.gov](http://www.azauditor.gov).

**Changes in Services**

Changes in the scope, character, or complexity of the service may be negotiated if it is mutually agreed that such changes are desirable and necessary. Such changes must be authorized in writing by the school district and approved by the Auditor General, prior to the performance of the service.

**III. General Information**

**A. Mandatory Qualifications**

The following qualifications are mandatory for audit firms submitting proposals:

1. The auditors must be properly licensed certified public accountants or persons working for a licensed certified public accounting firm according to GAS.
2. The audit firm must meet the independence requirements of GAS.

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3. The audit firm must not have a record of substandard audit work for the last 5 years. The District reserves the right to contact the Arizona State Board of Accountancy to verify the audit firm’s credentials and the Auditor General’s Office to verify that the audit firm has not been debarred or suspended or that such audit firm’s contracts are not routinely rejected for substandard audits.
4. The audit firm must have an external quality control review performed at least every 3 years in accordance with GAS. The most recent external quality control review report must be included with the proposal.
5. The audit firm must meet the continuing education requirements of GAS. Therefore, each auditor responsible for planning, directing, conducting, or reporting on GAS audits should complete at least 80 hours of continuing education every 2 years. At least 20 hours should be completed in any 1 year of the 2-year period. At least 24 of the 80 hours of continuing education should be completed in subjects directly related to the government environment, government auditing, or the specific or unique environment in which the District operates.

**B. Procedures and Time Frame for Submitting Proposals/Awarding Contract**

Interested, qualified audit firms may submit a proposal to Grand Canyon Unified School District No. 4 at the following physical address with the following Titles:

**\*Grand Canyon USD #4**  
**Attn: Business Office – RFP Services**  
100 Boulder Street  
Grand Canyon, Arizona 86023

The street address should be utilized for proposals sent via UPS or Federal Express. (FedEx is most reliable).

Two copies of the proposal are required. They should be prepared in accordance with the proposal format requirements discussed in this RFP and packaged in such a manner that the outer wrapping clearly indicates the RFP number and audit firm’s name and address.

The following dates will apply unless waived in writing by the District Governing Board:

1. **Sealed proposals will be received until 3:30 p.m., Mountain Standard Time-Arizona, on Thursday, November 14<sup>th</sup>, 2024, at the District address listed above.** No proposals will be accepted after the time indicated. Proposals received after the deadline will be stamped with time and date and returned unopened.
2. Proposals will be evaluated upon receipt and contacted package has been accepted. Please have staff available at that time to respond to questions with primary phone and email contacts for communication.

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3. Discussions with individual audit firms may be held to clarify proposals verbally or in writing.

If such discussions are held with any or all audit firms, all audit firms will be notified that a best and final offer may be submitted. The best and final offer provides the opportunity for audit firms to revise their proposals, including the fee for the services, based on additional information gathered during the verbal discussions and documented as required by AAC R72-1047(C). If a best and final offer is not submitted, the previous offer will be construed as the best and final offer.

4. Contract award is expected to be made on or before November 21<sup>st</sup>, 2024. The contract will be awarded on the basis of demonstrated competence and qualifications to perform the required services at fair and reasonable compensation. However, after the audit firm is selected, the Auditor General will review the proposed contract and approve or disapprove it in accordance with A.R.S. §§15-914(E) and 41-1279.21(A)(4), and Arizona Administrative Code R4-44-117. Only upon approval of the proposed contract by the Auditor General will the contract be signed by the school district administrator and the selected audit firm.

The District will inform each audit firm that submitted a proposal, in writing, whether the proposal was accepted or rejected.

5. Audit work may begin as soon as the Auditor General approves the proposed contract. Audit work must be completed by March 31 of each year (9 months subsequent of year end).
6. A preliminary draft of the reports should be completed and an exit conference held no later than February 28 of each year.
7. The final reports should be submitted to the District no later than March 15 of each year.

Cost and price information provided in the proposal will be held confidential and will not be disclosed to competing audit firms prior to selection of the audit firm.

All information and proposals submitted by offerors will be made available for public inspection following the award of the contract.

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**C. Review of Proposals and Evaluation Criteria**

The District and any outside experts the District consider necessary will evaluate the proposals. A point formula will be used during the review process to score proposals. If several proposals are very closely ranked, the District may arrange for oral discussions with the audit firms to assist in making the selection.

Proposals will be evaluated using 3 sets of criteria—mandatory, technical, and cost criteria. Audit firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical and cost criteria. The following represents the principal selection criteria that will be considered during the evaluation process:

	<u>Points Possible</u>
1. Mandatory criteria	
a. The audit firm is independent and properly licensed.	
b. The audit firm’s professional staff have received the required continuing professional education within the preceding 2 years.	
c. The audit firm submitted its most recent external quality control review report and has a record of quality audit work.	
2. Technical criteria	
a. Responsiveness of the proposal in clearly stating an understanding of the audit services to be performed, including:	
1. Comprehensiveness of audit work plan	10
2. Realistic time estimates of each major segment of the work plan and the estimated number of hours of each staff level	5
b. Technical experience of the audit firm	
1. Auditing Arizona school districts	
▪ Firms location and primary state audited.	
▪ Length of firms experience in AZ School Audits	15
2. Auditing governments	5
3. Auditing computerized systems – School ERP Pro/Visions	10
4. Auditing federal programs	5
c. Qualifications of staff	
1. Qualifications of supervisory staff and of the audit team performing field work	15
2. General direction and supervision to be exercised over the audit team by the audit firm’s management	10
d. Size and structure of the audit firm, considering the scope of the audit; Work staff and backup staff if issues occur.	5
3. Cost criteria	<u>20</u>
Technical and cost criteria—maximum points	<u>100</u>

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Cost is a factor in awarding the contract; however, only those proposals that meet all the mandatory criteria in the RFP will be given consideration. The contract will not be awarded solely on the basis of cost.

After a composite technical score for each audit firm has been established, the sealed cost proposal will be opened and additional points will be added to the technical score based on the proposed price. The maximum score for price will be assigned to the audit firm offering the lowest price, and proportional scores will be assigned to the other audit firms.

**IV. Proposal Format**

The proposal must conform to the format specified below. The District will make no reimbursement for the cost of developing or presenting proposals in response to the RFP.

**A. Title Page**

Each proposal must contain a title page that identifies the RFP number and subject and provides the audit firm's name, address, and telephone number; the name and title of a contact person; and the date the proposal was submitted. The title page must also state the period the proposal is effective (non-rescindable).

**B. Table of Contents**

The proposal's table of contents should include a clear and complete identification of the materials submitted by section and page number.

**C. Letter of Transmittal**

A brief letter of transmittal should be submitted that includes the following information:

1. The audit firm's understanding of the work to be performed.
2. A positive commitment to perform the service within the time period specified.
3. The names of persons authorized to represent the audit firm, their titles, addresses, and telephone numbers.
4. Reference to a sealed envelope that contains the all-inclusive fee for which the audit work will be done. The fee amount should not be divulged elsewhere in the proposal.

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**D. Audit Firm Profile and Qualifications**

The following information should be included:

1. A description of the audit firm, including office size; whether the organization is local, regional, national, or international in operations; the number of professional staff by level; and a description of the range of activities performed by the local office (i.e., auditing, accounting, tax, or management services).
2. Affirmation that the audit firm meets the mandatory qualifications set forth in section II.A. above.
3. A statement of the audit firm's expertise in: 1) financial audits of Arizona school districts, 2) financial audits of governments, and 3) audits of computerized systems, such as School ERP Pro (previously Visions) and 4) audits of federal programs.
4. A description of prior experience with audit services of a similar or related nature, including references. The description should include a list of names and dates of school districts audited.
5. Identification of senior and technical staff to be assigned to the audit, including the audit manager or partner. Staff named in the proposal may not be substituted without permission of the District. Resumes, including relevant experience and continuing education of the auditor in charge up to the individual with final responsibility for the audit, may be included as an appendix.

**E. Audit Firm's Approach to the Audit**

The technical portion of the proposal shall include, as a minimum:

1. A work plan detailing the approach the audit firm intends to follow. The audit work plan should completely cover what audit work will be accomplished to allow the audit firm to render the reports described in this RFP.

*The audit work plan should demonstrate the audit firm's understanding of the audit requirements of a single audit as specified in the Uniform Guidance and the audit tests and procedures to be applied in completing the audit work plan.*

The audit work plan should also detail how the audit firm plans to meet the time constraints and reporting deadline requirements specified in this RFP.

2. A plan for organizing and staffing the audit, with an estimate of time each staff member will devote to the audit.



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**F. Sealed Cost Proposal**

The cost portion of the proposal should be submitted along with the proposal, but in a separate sealed envelope. **Note: The cost proposal should include separate costs for audits of basic financial statements, and federal programs (i.e., Single Audit, if applicable), including the preparation of the USFR CQ. If applicable, any fees that will be paid to the audit firm for submission of the district’s reports to the Association of School Business Officials International (ASBO) and Government Finance Officers Association for certification or for the preparation of the Meritorious Budget Award application to ASBO, should not be part of the audit service cost. Any non-audit service fees should be separately described in the cost proposal, if applicable.**

**V. Description of District and Records to be Audited**

**A. General**

Grand Canyon Unified School District No. 4 is a political subdivision of the State of Arizona located in Coconino County. The District serves approximately 250 students.

The District operates on a July 1 to June 30 fiscal year.

The accounting policies of Grand Canyon Unified School District No. 4 conform to U.S. generally accepted accounting principles as adopted by the Government Accounting Standards Board (GASB).

**B. Reporting Entity**

The District is a special-purpose government that is governed by a separately elected governing body. It is legally separate from and fiscally independent of other state and local governments. Furthermore, there are no component units combined with the District for financial statement presentation purposes, and it is not included in any other governmental reporting entity. Consequently, the District’s financial statements present only the activities of those organizational entities for which its elected governing board is financially accountable.

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**C. District Funds**

The District reports the following governmental and enterprise funds and other fund types:

<b>Governmental</b>	<b>Number of funds</b>
General Fund	1
Major Fund(s)	2
Non-Major Fund(s)	28
<b>Enterprise</b>	<b>Number of funds</b>
Major	0
Non-Major Fund(s)	0
<b>Other Fund Types</b>	<b>Number of funds</b>
Internal Service	0
Agency	0

**D. Federal and State Financial Assistance**

See Appendix I – Schedule of Expenditures of Federal Awards for the year ended June 30, 2023.

**E. Deposit of District Monies**

In accordance with A.R.S. §15-341(A)(20), the District deposits with the County Treasurer all monies received, except monies allowed to be held in a separate bank account as listed below. The County School Superintendent (or school districts that have assumed accounting responsibility in accordance with A.R.S. §15-914.01) draws warrants on funds on deposit with the County Treasurer upon presentation of a voucher by the District Governing Board to expend District monies on deposit with the County Treasurer.

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In addition to maintaining funds on deposit with the County Treasurer, the District maintains several bank accounts in accordance with A.R.S. Following is a list of all bank accounts maintained by the District:

<b><u>Bank account name</u></b>	<b><u>Bank name and location</u></b>
Maintenance and Operation Fund revolving account	CHASE – County Treasury
Miscellaneous receipts clearing account(s)	Wells Fargo - GCUSD
Food Service Fund clearing account(s)	Wells Fargo - GCUSD
Food Service Fund revolving account	Wells Fargo - GCUSD
Auxiliary Operations Fund account	Wells Fargo - GCUSD
Auxiliary Operations Fund revolving account(s)	Wells Fargo - GCUSD
Student Activities Fund account(s)	Wells Fargo - GCUSD
Student Activities Fund revolving account	Wells Fargo - GCUSD
Federal payroll tax withholdings account	CHASE – County Treasury
State income tax withholdings account	CHASE – County Treasury
Employee insurance programs withholdings account	CHASE – County Treasury
Payroll direct deposits clearing account	CHASE – County Treasury
Electronic payments clearing account	CHASE – County Treasury
Grants and gifts to teachers account	CHASE – County Treasury
Principals’ supplies account(s)	CHASE – County Treasury

**F. Magnitude of Financial Activity**

The District’s total M&O expenditures budgeted for the years ended June 30, 2025, and June 30, 2024, were \$4,638,746 and \$4,539,248, respectively.

The District has approximately 59 employees with estimated salary expenditures of \$3,009,866 and \$3,249,698 for the years ended June 30, 2025, and June 30, 2024, respectively.

The District’s total Federal Awards expended for FY23 ending on June 30<sup>th</sup>, 2023, were estimated at \$1,603,696, respectively. See ‘*Schedule of Expenditures of Federal Awards*’ on pg. 20, Appendix 1.

Annual budgets and annual financial reports for the year ended June 30, 2024, and financial statements for the year ended June 30, 2025, will be sent to interested, qualified audit firms upon request, or may be examined at the District office.

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**G. Uniform System of Financial Records for Arizona School Districts (USFR)**

A.R.S. §15-271 requires the Auditor General in conjunction with ADE to prescribe a uniform system of financial records for use by school districts. This system has been established in the USFR accounting manual.

The USFR includes a Chart of Accounts (Chart) that provides for the establishment of a complete accounting system. The Chart complies with U.S. generally accepted accounting principles, and meets the requirements of the U.S. Department of Education’s account classifications and A.R.S. The account codes and titles listed in the chart must be used by the District.

The USFR also provides comprehensive accounting procedures for accounting records, cash, supplies inventory, property control, revenues, expenditures, payroll, travel, and state and federal financial assistance.

**VI. Report Review, Timing, and Number of Copies**

Following completion of draft reports, the audit firm must submit one electronic copy of the audit reports, management letter, and the USFR CQ to the audit liaison, Levi Frye, Business Manager/CFO, for review.

Upon completion of the final reports, the audit firm must provide 2 paper copies and 1 electronic copy of the audit reports, management letter, and USFR CQ to the District. The electronic copies shall be in PDF format. The District must provide an electronic copy of the reports to ADE, and a paper copy or electronic copy of the applicable audit reports to the District’s county school superintendent’s office. The audit firm must also provide the electronic copies of the audit reports and management letter and web-based USFR CQ to the Arizona Auditor General, Accountability Services Division. See the [audit requirements](#) FAQs on the Arizona Auditor General’s website for more submission guidance.

Additionally, the audit firm must submit 1 copy of the audit reporting package and data collection form to the Federal Audit Clearinghouse.

The audit firm will make no other distribution unless approved by the District.

A.R.S. §§15-914(E) and 41-1279.21(A)(4) require the Auditor General to ensure that completed audits are conducted in accordance with U.S. generally accepted auditing standards, GAS, the Uniform Guidance, and the minimum audit and reporting standards prescribed by the Auditor General. **An audit will not be accepted as meeting the requirements of this section until it has been approved by the Auditor General.**

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**VII. Exit Conference Requirements**

The audit firm must be available to participate in 1 or more exit conferences with members of the District and the District Governing Board. Exit conferences must be coordinated through the audit liaison, Levi Frye, Business Manager/CFO. The purposes of the exit conferences are to discuss the draft audit reports with the District, identify any errors, and obtain comments on report findings and recommendations. In addition, the AUDIT FIRM should review the District’s USFR noncompliance findings with District officials.

**VIII. Audit Documentation**

The audit firm shall retain the audit documentation in its entirety for a period of 5 years after the date of the audit reports, unless the Arizona Auditor General requests a longer retention period. The audit documentation shall be subject at all reasonable times to review upon request by the Arizona Auditor General or her designee, ADE, *the United States Government Accountability Office*, other appropriate governmental agencies, or produced for review at the Arizona Auditor General, if so requested.

**IX. Contractual Arrangements**

**Multi-Term Contracts**

If the monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled. If the type or frequency of audits the District is required to obtain in a subsequent fiscal year changes or the District is no longer required to obtain an audit, the contract may be amended or canceled. If the contract is canceled, the audit firm shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of services delivered under the contract or which are otherwise not recoverable. Auditor is required to an annual renewal each year with GCUSD, with provisions that GCUSD has annual option to opt out after year 2 during the 5 year contract if concerns of negligence, lack of due diligence, professionalism, timeliness, or any part of the said RFP is not met adequately.

**X. Right to Reject**

The District reserves the right to:

- A. Reject any or all proposals submitted.
- B. Request additional information from all audit firms.
- C. Conduct discussions with responsible audit firms that submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.
- D. Negotiate modifications to the audit firm’s proposal prior to final award for the purpose of obtaining best and final offers.
- E. Negotiate a contract that may be terminated for lack of funds.

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**XI. Assistance Available to Audit Firms**

**A. Previous Audit Reports and Audit Documentation**

The most recent audit of the District was performed for the year ended June 30, 2023, by Hafen, Buckner, Everett, & Graff, P.C. The audit firm’s reports, issued April 19, 2024, contained an unmodified opinion.

Audit documentation related to the aforementioned audit is available for inspection by contacting Hafen | Bucker, CPAs / 90 E. 200 N., St George, UT 84770.

**B. District Assistance**

District officials and staff will be available to assist the audit firm by providing information, documentation, and explanations as required. Levi Frye, Business Manager/CFO, will be the audit liaison between the District and the audit firm.

**C. Grantor Assistance**

Questions or requests for assistance concerning federal grants should be directed to ADE’s Grants Management Division or the applicable ADE federal program area.

Refer any questions regarding this Request for Proposals to:

Levi Frye  
Business Manager/CFO  
[lfrye@grandcanyonschool.org](mailto:lfrye@grandcanyonschool.org)  
602-300-6001

10/23/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
School District Administrator (signature)

## **Additional Instructions**

**Submit a Title page and include the following index tabs:**

- Tab 1      Table of Contents
- Tab 2      Letter of Transmittal
- Tab 3      Audit Firm Profile and Qualifications
- Tab 4      Audit Firm's Approach to the Audit
- Tab 5      Cost Proposal Form (Actual pricing to be submitted in a separate sealed envelope)  
See attached Cost Proposal Form. It is not mandatory to use this form as long as the information requested is provided in a similar format.
- Tab 6      All Applicable Forms:
  - Proposal and Acceptance Form
  - Non-Collusion Affidavit
  - Minority/Women Business Enterprise (MWBE) and Historically Underutilized Businesses (HUB)
  - Debarment Certification
  - Confidential/Proprietary Submittals

## Cost Proposal

Upon acceptance of this proposal, the undersigned hereby agrees to enter into a contract with Grand Canyon Unified School District No. 4 to perform the service as described in the “Request for Proposals” No. **25-01-29** FY24-28.

Total charges for audit services, including expenses, will not exceed:

Fiscal Year-End	Audit of		Total
	Financial Statements	Federal Programs	
June 30, 2024			
June 30, 2025			
June 30, 2026			
June 30, 2027			
June 30, 2028			

Hourly Rates for Additional Services:

Principal \$\_\_\_\_\_ Manager \$\_\_\_\_\_ Senior \$\_\_\_\_\_ Staff \$\_\_\_\_\_

CPA Firm: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

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

Date: \_\_\_\_\_



# Proposal and Acceptance

The Undersigned hereby submits an Offer and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the Offer.

Arizona Transaction (Sales) Privilege Tax License No.:

For clarification of this Offer, contact:

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

Federal Employer Identification No. \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Tax Rate: \_\_\_\_\_ %

Email: \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
*Signature of Person Authorized to Sign Offer*

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Title

## CERTIFICATION

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anti-competitive practices and the bidder has taken steps and exercised due diligence to ensure that no violation of A.R.S. §15-213(O), R7-2-1003(J) and R7-2-1024(B)(1)(q) have occurred.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of State Executive Order 99-4, 2000-4 or ARS §§ 41-1461 through 1465.
3. The Offeror warrants that it and all proposed subcontracts will maintain compliance with Federal Immigration and Nationality Act (FINA), ARS § 41-4401 and § 23-214, and all other Federal immigration laws and regulations related to the immigration status of its employees, which requires compliance with Federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
4. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the Offer. Signing the Offer with a false statement shall void the Offer, any resulting contract and may be subject to legal remedies provided by law.
5. In accordance with ARS § 35-392, the Offeror is in compliance and shall remain in compliance with the Export Administration Act.
6. In accordance with ARS § 35-393, the Offeror certifies that they are not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel.
7. In accordance with ARS § 15-512, the Offeror shall comply with fingerprinting requirements unless otherwise exempted.
8. By submission of this Offer, the Offeror acknowledges that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
9. By submission of this Offer, the Offeror acknowledges that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan or cooperative agreement.

## ACCEPTANCE

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the Grand Canyon Unified School District.

**This contract shall henceforth be referred to as Contract No. 25-01-29-GCUSD**

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.

Awarded this: day \_\_\_\_\_ date: \_\_\_\_\_, 2024

GCUSD Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Non-Collusion Affidavit**

State of Arizona )

County of )

\_\_\_\_\_, affiant,  
(Authorized Signature's Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

the persons, corporation or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder.

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

Subscribed and sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public In and For the

County of \_\_\_\_\_

State of \_\_\_\_\_

(My commission expires \_\_\_\_\_, \_\_\_\_\_)

## **Minority/Women Business Enterprise (MWBE) and Historically Underutilized Businesses (HUB)**

Bidding companies that have been certified as Historically Underutilized Business (HUB) or Minority/Women Business Enterprise (MWBE) entities are encouraged to indicate their HUB and MWBE status when responding to this Bid Invitation.

Vendor certifies that this firm is a MWBE (Required by some participating agencies)  Yes  No

Vendor certifies that this firm is a HUB (Required by some participating agencies)  Yes  No

Please scan a copy of MWBE and/or HUB certification letter and the percentage of your business with MWBE and/or HUB suppliers, if applicable, in your bid response in the Response Attachments section.

-----  
**I, the authorized representative for the company named below, certify that the information concerning residency certification, and MWBE and HUB certifications have been reviewed by me and the information furnished is true to the best of my knowledge.**

Contractor's Name/Company Name: \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## Debarment Certification

Neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

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Company Name

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Signature of Authorized Company Official

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Printed Name

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Date

## Confidential/Proprietary Submittals

Confidential/Proprietary Submittal (mark one):

- No confidential/proprietary materials included.**
  
- Confidential / Proprietary materials included.** Offerors should identify below any portion of their Offer deemed confidential or proprietary. Identification in this section does not guarantee that disclosure will be prevented but that the item will be subject to review by the Offeror and the District prior to any public disclosure. Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information. The District will be the final judge if materials will be accepted as confidential or not. Request to deem the entire offer or price as confidential will not be a consideration.

Complete description of the material to be considered confidential, including the page number, paragraph and other identifiable information must be outlined below.

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*The undersigned hereby acknowledges that any items deemed to be confidential or proprietary are clearly listed on this Form.*

\_\_\_\_\_  
*Offeror Name*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name and Title*

## APPENDIX I - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

### GRAND CANYON UNIFIED SCHOOL DISTRICT NO. 4 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2023

Federal or Pass-Through Grantor	Federal ALN #	Grantor's Number	Expenditures	Major Program
<b><u>U.S. DEPARTMENT OF EDUCATION</u></b>				
<b>Direct Programs:</b>				
Federal Impact Aid	84.041	S041B170214	\$ 782,489	X
Indian Education Grants to Local Educational Agencies	84.060	N/A	20,657	
Rural Education	84.358	FECCBP-111177-37A	54,098	
<b>Passed through Arizona Department of Education:</b>				
Title I Grants to Local Educational Agencies (LEAs)	84.010	23FT1TTI-311177-01A	71,689	
Supporting Effective Instruction - State Grants	84.367	23FT1TII-311177-03A	22,770	
<b>Special Education Cluster:</b>				
Special Education - Grants to States	84.027	23FESCBG-311177-09A	91,032	
Special Education Preschool Grants	84.173	23FECCBP-311177-37A	4,432	
English Language Acquisition State Grants	84.365	N/A	8,951	
Career and Technical Education - Basic Grants to States	84.048	23FCTDBG-311177-08A	4,948	
Education Stabilization Fund Under the Coronavirus Aid, Relief & Economic Security Act (Dyslexia Training)	84.425	23SDYTDG-311177-01A	2,407	
Education Stabilization Fund Under the Coronavirus Aid, Relief & Economic Security Act (School Safety Program)	84.425	22FSSPES-211177-01A	47,100	
Education Stabilization Fund Under the Coronavirus Aid, Relief & Economic Security Act (ESSER II)	84.425	21FESSII-111177-01A	86,482	
Education Stabilization Fund Under the Coronavirus Aid, Relief & Economic Security Act (ESSER III)	84.425	21FESIII-111177-01A	213,644	
<b>Total U.S. Department of Education</b>			<u>1,410,699</u>	
<b><u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u></b>				
<b>Passed through Arizona Department of Economic Security:</b>				
Child Care and Development Block Grant	93.575	N/A	48,621	
<b>Total U.S. Department of Health and Human Services</b>			<u>48,621</u>	
<b><u>U.S. DEPARTMENT OF AGRICULTURE</u></b>				
<b>Passed through Arizona Department of Education:</b>				
<b>Child Nutrition Cluster:</b>				
Noncash Assistance (Commodities)	10.565	7F4072	1,243	
National School Lunch Programs				
<b>Cash Assistance</b>				
School Breakfast Programs	10.553	7F4072	31,711	
National School Lunch Programs	10.555	7F4072	72,986	
<b>Total U.S. Department of Agriculture</b>			<u>105,940</u>	
<b><u>U.S. DEPARTMENT OF INTERIOR - BIA</u></b>				
Indian Education Assistance to Schools	15.130	23FLCCCL-311177-06A	10,781	
National Park Service Conservation, Protection, Outreach	15.954	N/A	27,655	
<b>Total U.S. Department of Interior</b>			<u>38,436</u>	
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<u>\$ 1,603,696</u>	

See accompanying notes to schedule.