



January 12, 2023

Dear Sir/Madam:

The Christian County Board of Education is soliciting proposals from qualified certified public accounting firms to audit the Board's financial statements for the fiscal year ending June 30, 2023. The option of auditing the financial statements for three additional years is included in this request for proposal. Your firm has been selected to receive this Request for Proposal. Your firm's proposal must be returned by **March 30, 2023 at 9:00 a.m. (CST)**.

Currently, the Christian County School District has 13 schools in addition to the Central Office. The school district has utilized the state's MUNIS financial software. Additional information about Christian County Public Schools can be found at our website [www.christian.kyschools.us](http://www.christian.kyschools.us).

The RFP package includes:

- RFP General and Special Conditions
- Audit Cost Schedule
- Audit Personnel Information Sheet
- 2021-22 Audited Financial Statements
- State's Requirements for Local School District Audits

NOTE: The State's requirements for auditing school districts are included in this RFP and are dated as of **March 24, 2022** because current year information is not yet available. These are provided for your reference only; the audit contract should not be completed at this time. As you prepare your proposal, you may also direct questions to the Kentucky Department of Education by calling (502) 564-3846.

For your proposal to be considered, it must be submitted with the following:

- Acknowledgement of General and Special Conditions (1 page) with original signature
- Audit Cost Schedule (1 page) with original signature
- Audit Personnel Information Sheet (1 page) with original signature
- Information about your firm (detailed on your firm's letterhead). At a minimum, this information should include:
  - Kentucky school district audits conducted by your firm in recent years, including the fiscal year(s) audited and school district contact name/telephone number
  - Firm history
  - Supplemental information, if you so choose, about the qualifications and experience of staff members likely to work on the audit engagement (in addition to mandatory information to be included on the Audit Personnel Information Sheet)
  - Training your staff has had with regard to recent GASB's, recent SAS's, and other relevant accounting issues
  - Overall number of the firm's staff members at each level (number of partners, number of managers, etc.)

- Copy of your firm's most recent peer review
- Explanation of any disciplinary action taken in the past three (3) years by the Kentucky State Board of Accountancy against your firm and/or any partner or staff member who may be assigned to this audit, or a statement that no such action has been taken.

Should you have any questions about this RFP, please feel free to contact me at the number listed below. Again, we do not intend to simply evaluate proposals based on the lowest fee, although the fee will be one factor.

Please be sure all required documents are returned by March 30, 2023 at 9:00 a.m. (CST) and marked clearly on the outside of the envelope with "**PROPOSAL-AUDIT23**".

Sincerely,

Jessica Darnell  
Director of Business  
Christian County Board of Education  
270-887-7006

**CHRISTIAN COUNTY BOARD OF EDUCATION  
PO BOX 609  
HOPKINSVILLE, KY 42241-0609  
(270) 887-7006**

**REQUEST FOR PROPOSAL**

Reference Number: **AUDIT23**

Title: **AUDIT PROPOSAL**

Date Proposal is Due: March 30, 2023 at 9:00 a.m.

Date RFP Released: February 17, 2023

Proposals are requested for audit services, subject to conditions of this request for proposal.

**GENERAL CONDITIONS**

1. A completed proposal package (with original signature) must be submitted in an envelope clearly marked on the outside with “**PROPOSAL-AUDIT23**”.
2. To receive consideration, proposals must be received according to the date/time designated in this RFP, and none will be accepted afterward. No proposal will be accepted by fax or any electronic method.
3. Proposals must be submitted on the forms provided and signed by a partner of the firm who is authorized to legally bind the firm.
4. Any changes made on the proposal forms (erasures, strikeouts, white-out, etc.) must be clearly initialed.
5. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any and all proposals, or to accept any proposal as may be deemed to be in its best interest.
6. All proposals shall be effective from the date of opening until the date specified in the special conditions of proposing, and no proposal may be withdrawn prior to that time.
7. All proposals shall remain in effect for one year from the date the proposal is awarded unless otherwise stated on the proposal form.
8. Conflicts of Interest:
  - a. KRS45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Board of Education in connection with a contract for supplies or services, whether such gratuities or kickbacks are direct or indirect.
  - b. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or services.
9. A total of ten (10) copies of the audit report shall be delivered to the Board at least ten (10) calendar days prior to the date the audit report is to be presented to the Board of Education. Additional copies of the audit report may be requested later at no additional charge.
10. Audit reports are due in the office of the Kentucky Department of Education by the close of business of November 15, 2023. In the event this due date cannot be met, requests for extension, fully describing the reasons for the request, must reach the office by October 1, 2023.
11. The District will not be responsible for billable time of the successful audit firm reviewing prior audit firm’s work papers.

12. It is to be understood that the proposing firm, if awarded the contract, agrees to protect, defend, and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction, or form a part of the work covered by the contract. The proposing firm further agrees to indemnify and save harmless the Board of Education from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or for, any of the acts of the proposing firm, its servants, or agents.

## SPECIAL CONDITIONS

### Miscellaneous Items

- **References:** “Client” means the Christian County Board of Education. “Firm” means the accounting firm submitting a proposal.
- **Contact:** Client’s point of contact is Jessica Darnell, Director of Business, 270-887-7006.
- **Price Quote:** This request is being considered a “price quote” rather than a bid because it is for professional services. Please consider all statements as such.
- **Recipients of RFP:** The intent of this request is to receive proposals from accounting firms licensed in Kentucky. Firm shall be on the Register of the State Board of Accountancy and shall be approved by the State Committee for School District Audits.
- **Accounts to be Audited:** All accounts of the Christian County Board of Education, including school activity funds, shall be included in the audit. The audit of the general fund, all federal funds, school activity funds, and the cafeteria fund shall be bound under one cover.
- **Scope:** The scope and nature of the audit shall be as set forth in the Requirements for Local School District Audits (most recent version is enclosed but is subject to change) approved by the State Committee for School District Audits, the Kentucky Department of Education, and the Single Audit Act. The audit will be conducted in compliance with KRS 156.255 – 156.295 and other applicable sections of the Kentucky Revised Statutes.
- **Audit Contract:** The Independent Auditor’s Contract required by the Kentucky Department of Education shall be executed at a later date by the firm awarded the price quote.
- **Term of Agreement:** The initial term shall be for the 2022-2023 audit. If agreed upon by both parties, this contract may be renewed for three additional years subject to approval by the Christian County Board of Education.

### Firm’s Responsibility

- **Training:** Firm’s staff must take advantage of training opportunities for accounting firms conducting audits of Kentucky school districts. Some training opportunities may be provided by the Kentucky Department of Education.
- **Audit Staffing/Supervision:** Firm agrees, within reason, that audit personnel named in proposal will participate in the audit. Firm agrees that the majority of audit procedures will be conducted by, or under the direct supervision of, a Certified Public Accountant.
- **Audit Schedule:**
  - **Schools:** Firm shall contact Jessica Darnell, Director of Business, to arrange activity fund audit procedures. These audit procedures shall be conducted at the Central Office and shall take place during July in order to be completed prior to the first day of school.
  - **District:** Firm shall contact Director of Business to arrange a mutually agreeable schedule for conducting the audit. In general, Firm agrees to begin field work for the District ***on or before September 15*** and to complete the audit through the draft stage ***by October 15*** in order to meet the timeline for the exit conference, presentation of the audit report to the Board of Education, and submission of the audit report to the State.
- **Client Assistance:** At least 3 weeks prior to the start of the District’s audit field work, Firm shall provide Client with a complete list of items to be prepared in order to minimize the disruption to Client’s business routines. Such client assistance shall include all confirmations to be prepared by Client. For any specific reports Firm wants Client to prepare, an example of such reports ***and the MUNIS report parameters*** must be provided to ensure the appropriate report is prepared.
- **Client Documents:** Documents reviewed during the audit are to be maintained in the same order as found (i.e., alphabetical, numerical, chronological, etc.) and returned promptly to school personnel. Firm shall not remove any original documents from the school or district office.

- **Management Letter Comments/Internal Control Matters:** Firm shall provide Client's Director of Business with a written draft of the management letter comments and/or internal control matters *in sufficient time to permit the school district to study and/or investigate the matter(s) and to provide written response to be bound in the final audit report.* "Sufficient time" shall be considered to be no later than seven (7) calendar days after completing audit procedures at schools and, for the audit field work at the District level, at least 14 calendar days prior to the exit conference. *Firm's failure to comply with this requirement shall significantly affect Client's willingness to extend the audit contract.*
- **Exit Conference:** Firm must schedule an exit conference prior to presenting the audit report to the Board of Education. At the exit conference, the audit partner will present a **draft** of the audit report. The exit conference will not take place on the same day the audit report is presented to the entire Board of Education. *Firm's failure to comply with this requirement shall significantly affect Client's willingness to extend the audit contract.*
- **Presentation of Audit Report:** The audit partner will present the final bound audit report to the entire Board of Education. The presentation will consist of an explanation of the audit opinion, a brief overview of the financial statements, and any other matters considered important.
- **Schedules, Forms, and Reports:** Firm shall be responsible for preparing the Schedule of Expenditures of Federal Awards (SEFA), the Data Collection Form (Form SF-SAC), and such other forms and schedules as may be required for the audit of a public school district.
- **Progress Billings:** Payment for services rendered shall not be made until the audit is received and approved by the Christian County Board of Education and the Kentucky Committee for School District Audits.

**ACKNOWLEDGEMENT OF GENERAL AND SPECIAL CONDITIONS**

Reference Number: **AUDIT23**

*I have read and agree to all General Conditions, Special Conditions, and the Requirements for Local School District Audits.*

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

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

\_\_\_\_\_

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

Partner's Signature: \_\_\_\_\_

Partner's Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

**THIS CERTIFICATE MUST BE COMPLETED  
AUDIT COST SCHEDULE**

The accounting firm of \_\_\_\_\_ submits the following proposed fee for the audits of Christian County School District for the following fiscal years:

Fiscal Year Ending June 30, 2023 – Audit fee not to exceed	\$ _____
Fiscal Year Ending June 30, 2024 – Audit fee not to exceed	\$ _____
Fiscal Year Ending June 30, 2025 – Audit fee not to exceed	\$ _____
Fiscal Year Ending June 30, 2026 – Audit fee not to exceed	\$ _____

**NOTE: One amount for each year is required for proposal to be considered.**

By signing below, it is understood that the fee proposed above represents the maximum payment that will be due from Christian County School District in the event our proposal is accepted. Travel expenses and other incidental costs have been factored into this proposed audit fee.

Partner's Signature: \_\_\_\_\_

Partner's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_



**COMPLETION OF THIS FORM IS MANDATORY  
AUDIT PERSONNEL INFORMATION SHEET**

<b>NAME</b>						
<b>TITLE</b>						
<b>Is this person a CPA?</b>						
<b>Years of Public Accounting Experience</b>						
<b>Years of School Audit Experience</b>						
<b>Will this person be involved in the audit of Christian County Public Schools?</b>						

Firm Name \_\_\_\_\_

Partner's Signature \_\_\_\_\_

**COMPLETION OF THIS FORM IS MANDATORY**

**(Please do NOT leave this form blank and simply refer to other pages of your proposal)**