

GOSHEN CENTRAL SCHOOL DISTRICT
GOSHEN, NEW YORK

REQUEST FOR PROPOSAL
FOR
INTERNAL AUDITING SERVICES

Tuesday, March 1, 2022
Goshen Central School District
227 Main Street
Goshen, New York 10924
(845) 615-6740 FAX (845) 615-6750

LEGAL NOTICE

REQUEST FOR PROPOSAL INTERNAL AUDIT SERVICES

The Board of Education of the Goshen Central School District, Orange County New York in accordance with Section 103 of Article 5-A of the General Municipal Law invites the submission of sealed proposals for professional Internal Audit Services for fiscal year ending June 30, 2022, 2023, & 2024

Detailed specifications and required forms may be obtained from the District Business Office, Goshen Central School District, 227 Main Street, Goshen, NY 10924.

Sealed proposals will be received up until 2:00 p.m. on March 1, 2022 by Richard Linden or his designee at the Goshen Central School District Business Office, 227 Main Street, Goshen, NY 10924, at which time and place all proposals will be publicly opened and read. Any Proposal received after this time will not be accepted. All envelopes containing proposals shall bear on the face of the sealed envelope the name and address of the auditing firm submitting the proposal and the words, "RFP Internal Auditor-March 1, 2022

The Board of Education reserves the right to waive any informality in or to reject any or all proposals and all proposals will be binding for a period of 90 days subsequent to the day of the proposal opening.

Maureen Farrell
District Clerk

GOSHEN CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSAL – INTERNAL AUDITOR

The Goshen Central School District, hereinafter referred to as “the School District”, invites sealed proposals from qualified individuals and accounting firms, hereinafter referred to as “Auditor”, to perform the internal audit function for the School District. In accordance with the District’s policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of Section 103 of General Municipal Law.

PURPOSE:

The District requests proposals from qualified individuals and accounting firms interested in fulfilling the internal audit function for the School District. The internal audit function will be performed to ensure the operating procedures, including all internal controls are being followed and that all expenditures of School District funds are in accordance with laws, regulations, and District policy.

PROPOSAL SUBMISSION:

Sealed proposals must be clearly labeled and submitted to the Goshen Central School District in care of Mr. Richard Linden, Interim Assistant Superintendent for Business, at 227 Main Street, Goshen, New York 10924, on or before 2:00 p.m. prevailing time, on **Tuesday, March 1, 2022. All proposals shall be sealed in an envelope and marked RFP Internal Auditor.** There is no expressed or implied obligation for the School District to reimburse responding individuals or firms for any expenses incurred in preparing quotations, attending pre-quotation conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered.

SCOPE OF SERVICES:

The Internal Auditor shall be:

- Familiar with accounting practices followed by New York State Public School Districts, and accounting principles stipulated by GAAP and GASB;
- Familiar with the legal requirements associated with General Municipal Law Section 103 and the bidding requirements and become familiar with Goshen Central School District Policy governing quotations and requests for purchases not required to be bid; and,
- Familiar with the practice and use of co-operative bidding, county contracts, and state OGS contracts.

RESPONSIBILITIES OF THE DISTRICT INTERNAL AUDITOR INCLUDE:

- Review Certification of Payroll
- Review of Bank Reconciliations and Treasurer's Report
- Payroll Observations
- Review Check Signing Log
- Fixed Asset Sampling

In addition, the District Internal Auditor will:

- Perform testing and validation functions in one area annually.
 1. Make an independent selection of key internal controls for testing to assure internal controls are appropriate and are effective as applied.
 2. Test the design and operating effectiveness of these internal controls to detect deficiencies.
- Perform audit procedures designed to identify unusual and/or questionable transactions.
- Monitor the internal controls of the School District.
 1. Review any recommendations regarding the internal controls with the Assistant Superintendent for Business, the Audit Committee and the Board of Education.
 2. Based upon findings, assist the School District in the design and implementation of recommended procedures to ensure the operating effectiveness of the internal control environment.

- Report to the Audit Committee of the School District on a yearly basis. Complete any further assignments as directed by the Audit Committee.
- Develop an updated Risk Assessment for the School District:
 1. Identifying areas of weakness that have the potential to expose the School District to theft or fraud;
 2. Recommend corrective action to address these concerns and assist in developing and implementing appropriate policies and procedures; and,
 3. Develop a program to periodically review/update the Risk Assessment and evaluate the corrective action plan.
- Perform any other responsibilities required of Internal Auditor by regulation.

In the event the Internal Auditor believes fraud and/or theft has been or may have been committed by any School District employee, including but not limited to, the Superintendent of Schools and the Administrative staff, then s/he is to immediately notify the Audit Committee and the President of the Board of Education, who in turn will notify the whole Board. The whole Board will then review the information and take appropriate action.

All proposals must be submitted in two parts. Part I must consist of responses to the management and qualifications requirements. Part II must consist of complete contract cost and pricing information. Incomplete submissions will not be considered for award. Proposals should not be excessively long and should be submitted in a format that permits copying for review. Only two copies of each proposal will be accepted, one copy titled "ORIGINAL" and the second titled "COPY". Each page of the proposal must state the name of the individual or firm submitting the proposal, the fact that the RFP is being submitted to Goshen Central School District, and the page number. All materials submitted in response to this request for quotation shall become the property of the Goshen Central School District.

PART 1 – MANAGEMENT AND QUALIFICATIONS:

In setting forth its qualifications, each individual or firm submitting a proposal shall:

- A. Provide evidence of an individual's credentials and qualifications in the area of internal auditing and if a firm, be either a New York State licensed Certified Public Account firm, or a licensed Certified Public Accountant, in accordance with the New York State Education Department, Office of the Professions, as a partner or officer of the firm.
- B. Describe the individuals' or firms' experience and expertise focusing on internal controls and risk assessment analysis.
- C. State the name(s) of the officer(s) and associate(s) in the firm.
- D. State the names and credentials of all partners, associates, and accountants that might be assigned to this engagement and provide their résumés.
- E. Identify the nature of any potential conflict of interest the individual or firm might have in providing these services to the School District.
- F. Provide a copy of the individual's or firm's latest peer review.
- G. Provide any other information that might be beneficial to the School District.

PART II – COST:

State the rates at which the services of all partners, managers, senior accountants, staff accountants, or other personnel that would be provided to the School District. In addition, state which partners and/or staff are expected to perform the services. Please include:

- A. For each partner, manager, or staff whose résumé is provided, the regular hourly rate and the hourly rate you are quoting;
- B. For each work plan item include the estimated number of hours for each employee type; and,
- C. The total cost for the engagement for a school fiscal year.

Fiscal Year 2021/2022 _____
Fiscal Year 2022/2023 _____
Fiscal Year 2023/2024 _____

BACKGROUND:

As background information about the School District, the following documents are available upon request:

Independent Audit Report for the fiscal year ending June 30, 2021

INTERVIEW:

The award process may include an interview with administration and the Audit Committee.

TERMINATION OF CONTRACT:

The Internal Auditor is appointed annually by the Board of Education. Any contract agreement under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the School District’s responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Auditor.

RIGHT TO REJECT REQUESTS FOR PROPOSAL:

The School District reserves the right to reject without prejudice any and all quotations received under this Request for Proposal or any part thereof.

SCHOOL DISTRICT FACTS FOR THE INTERNAL AUDIT PROPOSAL:

Accounting Funds:	General Fund; Special Aid Fund; School Lunch Fund; Debit Service Fund; Trust and Agency Fund; Capital Fund; Extra-Curricular Activity Fund
Checks Processed:	An average of 300 accounts payable vouchers and checks processed semi-monthly.
Payroll Checks:	Approximately 400 full-time employees, 100 part-time employees (including hourly workers, tutors, and substitute) are paid on a bi-weekly basis.
Purchasing:	Approximately 7,500 purchase orders processed annually, including Cooperative Bids with Orange-Ulster BOCES, as well as state contract purchase.

APPENDIX A

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE INTERNAL AUDIT OF THE GOSHEN CENTRAL SCHOOL DISTRICT FOR 2015/2016 SCHOOL YEAR

	HOURS	STANDARD HOURLY RATE	QUOTED HOURLY RATES	TOTAL
Partners		\$	\$	\$
Managers		\$	\$	\$
Supervisory Staff		\$	\$	\$
Staff		\$	\$	\$
Other: (specify)		\$	\$	\$
TOTAL MAXIMUM PRICE FOR 2021/2022 SCHOOL YEAR		\$	\$	\$

APPENDIX A

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE INTERNAL AUDIT OF THE GOSHEN CENTRAL SCHOOL DISTRICT FOR 2016/2017 SCHOOL YEAR

	HOURS	STANDARD HOURLY RATE	QUOTED HOURLY RATES	TOTAL
Partners		\$	\$	\$
Managers		\$	\$	\$
Supervisory Staff		\$	\$	\$
Staff		\$	\$	\$
Other: (specify)		\$	\$	\$
TOTAL MAXIMUM PRICE FOR 2022-2023 SCHOOL YEAR		\$	\$	\$

APPENDIX A

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE INTERNAL AUDIT OF THE GOSHEN CENTRAL SCHOOL DISTRICT FOR 2017/2018 SCHOOL YEAR

	HOURS	STANDARD HOURLY RATE	QUOTED HOURLY RATES	TOTAL
Partners		\$	\$	\$
Managers		\$	\$	\$
Supervisory Staff		\$	\$	\$
Staff		\$	\$	\$
Other: (specify)		\$	\$	\$
TOTAL MAXIMUM PRICE FOR 2023/2024 SCHOOL YEAR		\$	\$	\$

**INTERNAL AUDIT PROPOSAL
GOSHEN CENTRAL SCHOOL DISTRICT
2021/2022, 2022/2023, 2023-2024**

APPENDIX B

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of New York laws and regulations.

- B. Proposer warrants that it is willing and able to obtain an error and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Goshen Central School District.

- D. Proposer warrants that all information provided by it in connection with this proposal including professional fees & total price for each year is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____