



MAC

RFP #HV-946-011521

REQUEST FOR PROPOSALS

FOR

FINANCIAL AND COMPLIANCE AUDITING SERVICES



BID SUMMARY

Commodity/Service Being Requested: Professional Financial and Compliance Auditing Services

Type of Solicitation: Request for Proposals (RFP) - Huron Valley Schools, in partnership with the Michigan Association of Counties (MAC) bid program, is requesting proposals from firms qualified to provide professional and compliance auditing services for the school years ending in 2022, 2023, and 2024, with two (2) one-year renewal options for 2025 and 2026 at the school district’s discretion

Type of Resulting Contract: Statewide Cooperative Contract - As a result of this RFP, Huron Valley Schools will work with the Michigan Association of Counties to market and extend the resulting contract to other government municipalities and school districts statewide.

Resulting Contract Term: Three (3) years with two (2) one-year renewal options, at the discretion of the school district, for a total contract period not to exceed five (5) years.

TIMETABLE	
Release of RFP:	3/15/2021
Question & Answer Due Date:	4/1/2021
Questions and Answers Responses Posted:	4/8/2021
Proposals Due by (10:00 am/ EST) *:	4/16/2021
Notice to Award:	May 2021
Master Agreement Award Date:	May 2021

*Responses received later than the specified deadline will be disqualified.

Contacts with Huron Valley Schools Personnel: All contact with Huron Valley Schools regarding this RFP or any matter relating thereto must be sent to the following email:

wolford@macservcorp.com



Contents

SECTION 1.0 – SCOPE OF WORK..... 4

1.1 Minimum Mandatory Requirements 4

1.2 Scope of Work 4

1.3 Assistance to be Provided to the Audit Firm..... 6

1.4 General Requirements 6

1.5 Cost Proposal 8

SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE.....10

2.1 Company Profile 11

2.2 References 12

SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS15

3.1 Huron Valley Schools Responsibility 15

3.2 Truth and Accuracy of Representations 15

3.3 Proposers Questions 15

3.4 Preparation of the Proposal 16

3.5 Bid Submission Deadline 16

3.6 Adherence to Mandatory Requirements (Pass/Fail) 16

3.7 Evaluation Process 16

3.8 Evaluation Criteria 17

3.9 Optional Tools to Enhance Evaluation Process 17

3.10 Huron Valley Schools Option to Reject Proposals 17

3.11 Freedom of Information Act 18

3.12 Contacts with Huron Valley Schools Personnel 18

3.13 Final Agreement Award Determination 18

Appendix A – Vendor Questionnaire 21

Solicitation Terms and Conditions can be found at <https://www.bid4michigan.com/>



SECTION 1.0 – SCOPE OF WORK

1.1 Minimum Mandatory Requirements

All Bids will be reviewed for compliance with the following mandatory requirements. Bids deemed non-responsive will be eliminated from further consideration.

- a. The proposer is properly licensed for public practice in the State of Michigan as a certified public accountant.
- b. The proposer has no conflict of interest with regard to any other work performed by the firm for Huron Valley Schools.
- c. The proposer meets the independence requirements of the Governmental Auditing Standards Board issued by the Comptroller General of the United States.
- d. The audit firm's staff working on or associated with the engagement must meet the continuing education requirements of the Governmental Auditing Standards Board.
- e. The audit firm and/or its staff do not have a record of substandard work.
- f. The proposer adheres to the instructions in this Request for Proposal on preparing and submitting the proposal and agrees to the terms and conditions established herein.
- g. The proposer submits a copy of its latest external quality control review report and the firm has a record of quality audit work.

1.2 Scope of Work

Huron Valley Schools requests Audit Services for three years beginning the year ended June 30, 2022.

1.2.1 Audit schedule

An audit schedule must be established with Huron Valley no later than May 1st, each year.

- A. Preliminary Audit fieldwork to commence on or before June 30th each year. Final Audit fieldwork to commence approximately September 10th each year, or any time thereafter.
- B. Majority of Audit fieldwork to be complete by approximately September 25th each year. Auditor must deliver documents to meet audit deadlines of the Michigan Department of Education.

Pricing proposed as part of the solicitation process must remain firm and in effect for the duration of the term.

1.2.2 Firm/Auditor Qualifications

- A. The firm must maintain a sufficient number of professional staff in order to provide adequate technical expertise and supervision.
- B. The firm and the partner assigned to the District must have considerable experience in auditing K-12 public school districts and Intermediate School Districts within the State of Michigan, as well as experience in the preparation of annual audited

comprehensive annual financial report (CAFR) that is in compliance with Generally Accepted Governmental Auditing Standards.

- C. The auditor is expected to be familiar with the types of policies and procedures school districts follow.
- D. All staff must be properly trained and supervised.
- E. The firm must be able to demonstrate expertise in non-audit fields such as Federal and State Tax, business and organizational consulting, etc.
- F. The firm must have an excellent reputation for service in school district auditing.

1.2.3 Audit Specifications

- A. Completion of an annual audited financial report that is in compliance with Generally Accepted Governmental Auditing Standards, issued by the Comptroller General of the United States, and as promulgated by GASB, AICPA, and the Michigan Department of Treasury.
- B. The financial report must be prepared in accordance with GASB and the Michigan School Accounting Manual.
- C. Completion of a Single Audit Report in compliance with the United States General Accounting Office standards commonly referred to as the “Yellow Book” and the Michigan Department of Education Michigan School Auditing Manual.
- D. Financial and compliance audit in accordance with the requirements of the applicable sections of the Revised School Code and the Revised Bulletin for School District Audits of Bonded Construction Funds in Michigan.
- E. Completion of the Required Audit Disclosures report/Management Letter as required by the Michigan Department of Education (MDE).
- F. Electronic filing of the comprehensive annual financial report, single audit report, and required audit disclosures report/management letter with MDE.
- G. Attendance at meetings following completion of the audit with the Board prior to release of any report and attendance at Board of Education meetings to review the above reports.
- H. Audit procedures should be in compliance with auditing standards as promulgated by MDE, Michigan Department of Treasury, GASB, AICPA, and the U.S. General Accounting Office.

1.2.4 Audit Timeline

- A. Preliminary Audit fieldwork (Internal Control Review) to commence at such time as mutually agreed upon.
- B. Final Audit fieldwork to commence in September of each year at such time as mutually agreed upon.
- C. Audit documents to be delivered to the District each year in order to meet audit deadlines set by the state and federal government.

1.2.2 District Information

- A. For information regarding the district, its funds, revenue, expenditures and other relevant information, you can review the district’s Annual Financial Report and Federal Awards Report available online under the District transparency page.



1.3 Assistance to be Provided to the Audit Firm

Huron Valley Schools staff will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be responsibility of the auditor.

Huron Valley Schools will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided access to telephone lines, data lines, photocopying facilities and fax machines. Phone and fax use will be limited to school district business only.

1.4 General Requirements

The purpose for the RFP is to demonstrate the audit firm's qualifications, competence and capacity to undertake an independent audit of Huron Valley Schools in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposals requirements.

The proposal should address all the points outlined in the Request for Proposals, including cost information. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the Request for Proposals. While additional data may be presented, the following subjects, items numbers 1 through 7, must be included. They represent the criteria against which the proposal will be evaluated.

1. INDEPENDENCE

The firm should provide an affirmative statement that is independent of Huron Valley Schools as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

The firm also should provide an affirmative statement that it is independent of all of the component units of Huron Valley Schools as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving Huron Valley Schools or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give Huron Valley Schools written notice of any professional relationships entered into during the period of this agreement.

2. LICENSE TO PRACTICE IN THE STATE OF MICHIGAN

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Michigan.

3. FIRM QUALIFICATIONS & EXPERIENCE

Outline why Huron Valley Schools should select your firm to provide the required services. Provide a profile of your firm, including history.



The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. PARTNER, SUPERVISORY & STAFF: QUALIFICATIONS & EXPERIENCE

The audit firm should clearly identify who shall be assigned to this project. Identify the role he/she will play and include a resume and a brief overview of his/her involvement (include experience with public schools).

The audit firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is registered or licensed to practice as a certified public accountant in Michigan. The audit firm also shall provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional governmental organizations relevant to the performance of this audit.

The audit firm shall provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also shall indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of Huron Valley Schools. However, in either case, Huron Valley Schools retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience and with the approval of the entity.

5. SIMILAR ENGAGEMENTS WITH OTHER EDUCATIONAL ENTITIES

For the firm's office that will be assigned responsibility for the audit, list the most significant educational engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this Request for Proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

6. SPECIFIC AUDIT APPROACH

Provide the firm's method of approach or work plan summary to meet the School's objectives.

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this Request for Proposals. In developing the work plan, reference should be made to such sources of information as Huron Valley Schools budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Type and extent of analytical procedures to be used in the engagement
- e. Approach to be taken to gain and document an understanding of Huron Valley Schools internal control structure
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work
- g. Approach to be taken in drawing audit samples for purposes of tests of compliance
- h. Timeline of audit process

7. VENDOR QUESTIONNAIRE

Vendor must respond in detail to the Vendor Questionnaire in Appendix A. Questionnaire must be returned with proposal response. Failure to do so may be considered just cause to reject proposal for failure to meet specifications.

1.5 Cost Proposal

Provide a narrative in Appendix A – Item 14 that outlines your pricing for Huron Valley Schools based on the Scope of Work.

The cost proposal shall contain all pricing information relative to performing the audit engagement as described in this Request for Proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

Huron Valley Schools will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

The following shall be included in the cost proposal:

- A Total All-Inclusive Maximum Price for the 2022, 2023, and 2024 engagement, and options for 2025 and 2026.



- Rates for Additional Professional Services: If it should become necessary for the School District to request the auditor to render additional services to either supplement the services requested in this RFP or to perform additional work, then such additional work shall only be performed if set forth in an addendum to the contract. Any such work agreed to shall be performed at the same rates set forth in the schedule of fees in the audit firm's proposal.

1.6.1 Taxes

Huron Valley Schools is exempt from all federal, state and local taxes. Huron Valley Schools shall not be responsible for any taxes that are imposed on the Vendor. Furthermore, the Vendor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to Huron Valley Schools.

1.6.2 Statewide Cooperative Contract

Huron Valley Schools will host the resulting contract for the Michigan Association of Counties Cooperative Bid program. The awarded contractor will work with the MAC program to market and extend the resulting contract to other educational and government municipalities throughout Michigan. This contract will enable public schools and government municipalities to "piggyback" and purchase from the competitively awarded contract.

Requests for quotes will be initiated by participating entities as specific needs arise. Participating entities will issue individual detailed specifications along with specific response information required, deliverables, and any special terms and conditions. The contractor will respond directly to the requesting entity within the timeframe specified in the request for quote. Any evaluation and subsequent Purchase Order will be executed by the participating entity.

All pricing submitted to Huron Valley Schools and participating entities through the resulting contract shall include 2.0% administrative/remittance fee to be remitted to MAC by the awarded vendor. It is the awarded vendor's responsibility to keep all sales reports up to date and on file with Huron Valley Schools/MAC.

SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFP Addenda and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of RFP # HV-946-011521 – Financial & Compliance Auditing Services
3. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Huron Valley Schools, will be the basis for the Bidder to enter into a contract with Huron Valley Schools in accordance with the intent of the bid documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
 - Assurance Regarding Access to Records and Financial Statements
 - Iran Economic Sanctions Act
 - Familial Relationship Disclosure
 - Non-Collusion Affidavit
6. The undersigned acknowledges that bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated bid documents.
7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a bid, the bidder certifies that if awarded a contract they will make no claim against Huron Valley Schools based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the Huron Valley Schools shall hold Huron Valley Schools, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Huron Valley Schools, prior to award, and shall include an insurance certificate and additional insured certificate, naming Huron Valley Schools, which meets the minimum insurance requirements, as stated in the terms and conditions.



2.1 Company Profile

Official Name of Bidder:		Type of Entity/Organization (check one): <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other: _____
Street Address:		
City:		
State:	Zip Code:	
Website:		
Primary Contact Name:		
Primary Contact Phone Number		
Primary Contact Email Address:		
Dunn & Bradstreet (D&B) Number (if applicable):		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Brief history of your company, including the year it was established:		
Signature:		
Name and Title of Signer:		
Date:		



2.2 References

Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past 5 years.

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Served:
Description of Services:	
Annual Volume:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Served:
Description of Services:	
Annual Volume:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Served:
Description of Services:	
Annual Volume:	



2.3 Assurances and Certifications

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education (MDE).

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Huron Valley Schools, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F, and Compliance Supplement for the U.S. Department of Education.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Huron Valley Schools as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature:
Date:

Notary
State of _____
County of _____
Sworn to and subscribed before me, a notary public in and for the above state and county,
on this _____ day of _____, 2021.
Notary Public _____
My commission expires:



NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
[NAME OF COUNTY]) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Bidder (Firm)

Signature of Bidder or Agent

Notary
State of _____
County of _____
Sworn to and subscribed before me, a notary public in and for the above state and county,
on this _____ day of _____, 2021.
Notary Public _____
My commission expires:

(Return this completed form with bid package)



SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

TIMETABLE	
Release of RFP:	3/15/2021
Question & Answer Due Date:	4/1/2021
Questions and Answers Responses Posted:	4/8/2021
Proposals Due by (10:00 am/ EST) *:	4/16/2021
Notice to Award:	May 2021
Master Agreement Award Date:	May 2021

*Responses received later than the specified deadline will be disqualified.

3.1 Huron Valley Schools Responsibility

Huron Valley Schools is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Huron Valley Schools Administrator/ Purchasing agent designee’s sole judgment and his/her judgment shall be final.

3.3 Proposers Questions

Proposers may submit written questions regarding this RFP by e-mail to the address identified below. All questions must be received by 5:00 pm EST (Eastern Standard Time) no later than April 1, 2021. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. Huron Valley Schools reserves the right to group similar questions when providing answers. Questions should be addressed to:

Email address: wolford@macservcorp.com

Huron Valley Schools may modify the RFP at any time during the bid process. All changes to the RFP will be posted under the bid number and each posting officially revises the RFP.

3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 120 days from the due date for responses to this RFP.

The Proposer will be responsible for completing and submitting the following sections of this RFP:

Section 1.0 – Bid Responses to Scope of Work - The Proposer's proposal must include detailed responses to each of the outlined requirements in Section 1.5.

Section 2.0 – Bidder Information and Acceptance – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

Appendix A – The Proposer will be required to provide information in response to the Vendor Questionnaire.

3.5 Bid Submission Deadline

The Deadline for receipt of Bids is: April 16, 2021, 10:00 AM EST (the "Due Date"). Any bids received after this time will not be opened.

Send one (1) original and one (1) identical copy, clearly marked **Auditing Services Bid HV-9460-011521** along with one electronic copy on a USB Flash Drive to:

**Charles Wolford
Huron Valley Schools - Administrative Building
2390 South Milford Road
Highland, Michigan 48357**

In the event, the Administration Building is closed due to unforeseen circumstances on the day Proposals are due, Proposals will be due at the same time on the next day that the District and/or the Administration Building is open.

3.6 Adherence to Mandatory Requirements (Pass/Fail)

Huron Valley Schools Administrator or designee shall review Proposer responses and determine if the Proposer meets the minimum requirements as outlined in this RFP.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3.7 Evaluation Process

All bids will be reviewed for compliance with the mandatory requirements stated within this RFP. Bids not meeting the mandatory requirements will be deemed non-responsive and eliminated from further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Huron Valley Schools may contact the proposer for clarification of the proposer's bid.
- B. Huron Valley Schools may use other sources of information to perform the evaluation.
- C. Huron Valley Schools may require the proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFP. The Proposer(s) whose bid is advantageous to Huron Valley Schools, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective contractor has been selected, Huron Valley Schools and the prospective contractor will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Huron Valley Schools may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal.

A solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part, when it is in the best interest of Huron Valley Schools in accordance with regulations.

3.8 Evaluation Criteria

1. Evaluation Factors for Statement of Work (Section 1) – 15 points
2. Company Profile (Section 2.1) - 15 points
3. References (Section 2.2) – 25 points
4. Vendor Questionnaire (Appendix A) 15 points
5. Cost Proposal Narrative – 30 points

3.9 Optional Tools to Enhance Evaluation Process

Huron Valley Schools during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Huron Valley Schools:

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

3.10 Huron Valley Schools Option to Reject Proposals

Huron Valley Schools may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFP. Huron Valley Schools and its Architect shall not be liable for any costs incurred by the proposer in connection with the preparation and



submission of any proposal. Huron Valley Schools reserves the right to waive inconsequential disparities in a submitted proposal.

3.11 Freedom of Information Act

This contract and all information submitted to Huron Valley Schools by the contractor and proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Huron Valley Schools shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFP, the Proposer shall be deemed to have agreed to indemnify and hold harmless Huron Valley Schools for any liability arising from or in connection with Huron Valley Schools failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

3.12 Contacts with Huron Valley Schools Personnel

All contact with Huron Valley Schools regarding this RFP or any matter relating thereto must be e-mailed as follows:

Email address: wolford@macservcorp.com

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Huron Valley Schools personnel other than the Procurement Contact, Huron Valley Schools, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Huron Valley Schools in writing will be binding with respect to this RFP.

3.13 Final Agreement Award Determination

Huron Valley Schools reserves the right to make one total award, one award for each category/section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Huron Valley Schools.

3.14 Contractor Code of Conduct

The purpose of the Huron Valley Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the



expectations of the Huron Valley Schools for persons both contemplating performing work and performing work for Huron Valley Schools in the capacity of a contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by any contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract. In general it is expected that everyone entering a Huron Valley Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:

Every contractor employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.

Prior to the beginning of a job, the contractor shall furnish the business office with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.

Each person working in a school building or on school property shall comply with the following:

No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.

No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco or establishments that serve or promote the use of these substances.

There shall be no use of profanity or obscene language or gestures. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

Material storage is to be in an area designated by the business office.

Contractor is not to disable or interfere with any fire or burglary system equipment or telephone lines servicing such equipment. If equipment needs to be removed, relocated, or temporarily disabled, the contractor needs to coordinate this with the building engineer.



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The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.

In summary, good judgment must be used to protect the learning environment.
Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Huron Valley Schools will be grounds for immediate removal from the building and the project.

Appendix A – Vendor Questionnaire

FIRM NAME:	
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1. How many years has your organization been providing professional financial and compliance auditing services? Please provide a historical narrative.

2. How many Michigan school audits and single audits has your firm served in each of the last two years? Please provide a current listing, indicating dates when services were provided for each client, and contact people.

3. Number of other governmental (fund accounting) audits your firm has conducted in each of the last two years Please provide a list of names and contact people.

4. How many educational clients does your organization currently serve with the type of services described? Please describe in detail the capacity of the services being provided.

5. How many employees does your firm employ?

Description	Number
Full Time Employees	
Part Time Employees	
CPA's	
Governmental Section	

6. Submit profiles of staff to be assigned to this project and examples of similar work performed by each staff member.

7. How are educational auditors/consultants managed within your organization?

8. Provide a list of your firm's involvement in public school type organizations; i.e., legislative and Department of Education committees, Michigan School Business Officials, Association of School Business Officials, MICPA Committees, etc.



9. Provide a list of public schools your firm has audited which have obtained the Association of School Business Officials (ASBO) Certificate of Excellence in Financial Reporting. List any participation by your firm in ASBO's Certificate of Excellence in Financial Reporting Program.
10. Provide a list of public schools for which your firm has prepared an annual audited comprehensive annual financial report (CAFR).
11. Outline your requirements relative to physical work conditions to be provided by the entity for on-site work.
12. Do you have a standard contract that you use? If so, please submit a copy.
13. What is your firm's billing procedures?
14. Provide a narrative that outlines your pricing for Huron Valley Schools based on the Scope of Work. Please provide a pricing scenario to be used for other entities that in the future may wish to use this cooperative contract. In your pricing scenario please include differences including available services, if applicable, for the types of entities listed below.
 - a. School districts
 - b. County governments
 - c. Cities or other types of municipalities
 - d. Non-profits
15. Communication Plan/Contract Management
Identify your company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger or acquisition.
16. Primary Account Representative
Identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract. Include names, titles, address, phone number, and email addresses.

The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide professional financial and compliance auditing services for the price set forth in this proposal. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

It is understood that all proposed prices shall remain in effect for at least 120 days from the date of the proposal opening to allow for the award and that, if chosen the successful vendor; the prices will remain firm through invoice.

Proposer warrants that it is willing and able to obtain insurance policies as described herein, together with an errors and omissions insurance policy providing the prescribed amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.



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The proposer affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the proposer has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

The submission of a proposal hereunder shall be considered evidence that the proposer is satisfied with respect to the terms and conditions established in this document and the conditions to be encountered and the character, quantity and quality of the work to be performed.

Authorized Representative Name	
Title	
Signature	