

Peekskill City School District

Request for Proposals

Auditor for Internal Control and Consultant Services

The Board of Education of the Peekskill City School District hereby invites the submission of sealed proposals from qualified and experienced Certified Public Accounting firms or individual CPA's to act as **Auditor for Internal Control and Consultant Services** for the District for the 2006-07 school year [**or the period commencing July 1, 2006 through June 30, 2007**].

The successful proposer will be expected to provide services such as those listed below. The specific services to be contracted will be the result of discussions during the RFP process and final contract negotiations between the District and the successful proposer. Changes to the list of services could also be impacted by legislative action and/or the finalization of the Comptroller's plan to address financial controls at school districts. It is anticipated that the successful proposer will not serve as the district's Independent Auditor.

Proposed Typical Duties of the Successful Proposer

1. Analyze the current internal control structure of the Peekskill City School District and provide recommendations regarding how that structure could be strengthened and improved.
2. Serve as a critical part of the improvement and strengthening of the internal control structure. For example, conduct additional internal audits of claims paid or to be paid, plan and conduct internal audits of payrolls, audit the bank reconciliation done by the treasurer, provide additional internal auditing services as deemed necessary to strengthen and improve internal control.
3. Provide an additional layer of internal audit that will be specifically designed to detect instances of fraud or non-compliance.
4. Make recommendations, and participate in the implementation of those recommendations, that will further reduce the risk of fraud and non-compliance.
5. Assist in the development of policies and procedures that will reduce the risk of fraud or non-compliance.
6. Make regular reports to the Board of Education regarding the current condition of internal controls and steps that are being taken to strengthen and improve those internal controls.
7. Make regular reports to the Board of Education regarding the financial position of the district and the steps that are being taken to strengthen and improve the financial position of the district.
8. Provide general accounting consultation services to the district such as assistance in closing out the accounts for the end of fiscal year, assistance with preparation of ST-3 reports, and preparation of GASB statements to be contained in the annual audit report.

It is anticipated that the successful proposer will have significant experience with school district auditing and accounting. The successful proposer must possess demonstrated knowledge of:

1. Laws of the State of New York
2. Applicable standards and regulations promulgated by the Commissioner of Education
3. Applicable standards and regulations promulgated by the Comptroller of New York State
4. Applicable standards and regulations of the Federal Government.

The District reserves the right to reject staff who they feel do not have appropriate experience or qualifications to provide the required services.

Three copies of the written proposal must be submitted and must include:

1. Proposed fees to be charged for services outlined above or contained in the proposal submitted.
2. Any contingencies of the proposal,
3. List of current school district clients,
4. Level and type of experience of the proposer in general and specifically those persons who will be assigned to work with the District,
5. Proposed option for multi-year services,
6. Any other factor which may influence the District's decision.

A contract will be negotiated with the best proposer as determined by the Board. It is appropriate to emphasize that the lowest priced proposer may not be the best. Factors that will be considered in determining what is the best proposal include, but may not be limited to:

1. Fee structure,
2. Proposer's prior experience with school district accounting and auditing,
3. Contingencies placed by the proposer,
4. Proposer's ability to have qualified staff available by telephone for consultation during normal business hours and for site visits as necessary,
5. Any other factor which relates to the District's mission or goals.

The process by which proposals will be considered and determined is as follows:

1. Request for Proposals will be legally advertised and distributed as of June 10, 2006.
2. All proposals responding to the District must be in writing and must be received by 2:00 p.m. on July 7, 2006 at the school district office located at 1031 Elm Street, Peekskill, New York 10566, at which time and place proposals will be

opened publicly. Except as provided below, proposals submitted after that time and date will be rejected and returned unopened to the proposer.

3. Based on the proposals received, proposers will be selected for interview with a committee of district officials. The purpose of the interview process will be to further review and analyze the proposals.
4. Proposals of finalists, as determined by the interview process, will be considered at a meeting of the Board of Education during July of 2006 (date to be established). A decision on such proposals will be made as soon thereafter as possible. The District reserves the right to contact proposers during this period to further discuss their proposal.

The “acceptance” of any proposal is contingent upon the negotiation and execution of a binding contract for services between the proposer and the District, which contract must be finalized within two (2) weeks of acceptance of the proposal. The Board reserves the right to reject any and all proposals at any time during the process, based upon its sole discretion, and to seek new proposals through either the same or similar process or another process. Moreover, the Board reserves the right to waive all informalities and/or technicalities where the best interests of the Board may be served including the right to award a contract without any further discussion or negotiation with anyone proposing these services. Post proposal negotiations may be conducted with any proposer.

NOTICE

NOTICE IS HEREBY GIVEN that the Peekskill City School District, will be accepting proposals in regard to independent auditor services pursuant to a Request for Proposals. The Request for Proposals is available at the school district office located at 1031 Elm Street, Peekskill, New York, 10566. Responses to the Request for Proposals must comply with the requirements set forth therein and initial responses are due no later than 2:00 p.m. on July 7, 2006.

Dated:

District Clerk