



March 18, 2024

Dear Sir /Madam:

The Newton Community School District ("District") is requesting proposals from qualified firms of certified public accountants to audit the District's financial statements for the fiscal years ending June 30, 2024, 2025 and 2026. Enclosed for your consideration is a Request for Proposal (RFP).

The district's completed report will need to be in the annual comprehensive financial report format for GFOA and ASBO submission.

To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in the RFP. Sealed proposals will be accepted until 4 p.m. on Thursday, April 18, 2024, at the following address:

Newton Community School District
Tim Bloom, Director of Business Services
1302 1st Ave W
Newton, IA 50208

Feel free to contact me if you have any questions.

Sincerely,

Tim Bloom
Director of Business Services

Newton Community School District
E. J. H. Beard Administration Center
1302 First Avenue West
Newton, Iowa 50208

641.792.5809 (PHONE)
641.792.9159 (FAX)
www.newtoncsd.org

I. SPECIFIC REQUIREMENTS

1. Newton Community School District reserves the right to reject any and all proposals received.
2. Only proposals received at the location described and in the time frame given will be considered.
3. The original and one copy of the enclosed contract should be completed and manually signed by a partner of the firm submitting the proposal.
4. The audit shall be performed in accordance with the following:

U.S. generally accepted auditing standards.

The standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

The Single Audit Act Amendments of 1996 and Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.

The standards required by GFOA and ASBO organizations as an Annual Comprehensive Financial Report (ACFR).

5. The fees quoted in your proposal and included in the contract will be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.
6. The audit report should conform to:

Reporting formats specified by the Auditor of State's office.

AICPA Audit Guides.

Governmental Accounting Standards Board reporting requirements.

The requirements of the Single Audit Act Amendments of 1996 Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.

7. The audit report should include a management letter, if appropriate, which includes recommendations related to the financial statements, internal control, accounting systems, and compliance issues.
8. Ten bound copies of the report, including the management letter, are required to be provided by the firm awarded the contract. In addition, arrangements to make the report available in electronic format would be appreciated.

9. The report, including the management letter, a detailed per diem audit bill, and a copy of the news release shall be provided electronically to the Auditor of State upon release of the reports to the entity.

II. DATA TO BE INCLUDED IN PROPOSAL

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal should include the following items and be organized in the manner specified below.

A. Letter of Transmittal

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the firm and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office of the firm to be performing the work, the telephone number, and the name of the contact person.

B. Table of Contents

Include a table of contents which identifies the material by section, page number and a reference to the following information to be contained in the proposal. If a transmittal letter is not submitted, please include on the table of contents the local address of the office to be performing the work, the telephone number, and the name of the contact person.

C. Profile of Firm Proposing

1. State whether the firm is a local, national or international firm and a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration requirements to engage in the practice of public accounting within Iowa.
3. State whether the firm is independent of the entity to be audited in accordance with Government Auditing Standards.
4. Describe the local office from which the work is to be performed.
 - a. Location of the office.
 - b. Current size of the office.
 - c. Size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.
 - d. Number of CPA's in the office.
5. Submit any other information required to describe the office which will be performing the work.

D. Qualifications

1. Describe the recent local office auditing experience in similar types of audits to which the proposal relates. If appropriate, include regional experience in auditing similar types of entities. If desired, it is permissible to include your five largest clients that are not governmental clients.
2. Include resumes of all key professional members who will be assigned to the audit. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant. The resumes should include:
 - a. The amount of experience the individual has had in the auditing profession.
 - b. A summary of similar audits on which the individual has worked.
 - c. A summary of the continuing professional education the individual has had in governmental accounting and auditing during the last two years.
 - d. A statement as to whether the individual is independent, as defined by Government Auditing Standards.
3. Describe the firm's policy on notification of changes in key personnel.
4. Provide a listing of or the number of professionals in the office who are experienced in governmental auditing.
5. Describe the availability of individuals within the firm who are primarily involved in governmental auditing and reporting and with whom the audit team may consult.
6. Describe briefly the firm's system of quality control to ensure that the audit is adequately performed.

E. Scope of Services and Proposed Project Schedule

Briefly describe your understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, assuming the contract will be issued on the date given in the cover letter. Include the approximate dates you would perform fieldwork, office review, and report preparation and the latest delivery date of the final report.

F. Fees and Compensation

Provide the following information:

1. Estimated total hours.
2. Estimated out-of-pocket expenses.
3. Hourly rate by staff classification.
4. All-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
5. Frequency and timing of your billing process.

III. EVALUATION CRITERIA

The proposal will be evaluated based upon the following two areas. Therefore, it is important that

your proposal be responsive to the data requested.

1. Cost

Overall cost, including out-of-pocket expenses for performance of the audit.

2. Qualifications

- a. Organizational structure and size of the firm.
- b. Organizational structure and size of the office performing the audit.
- c. Recent experience in similar audits.
- d. Qualifications of the audit team.
- e. Individuals with whom the audit team can consult.
- f. Understanding of work and timetable to complete the audit.

IV. DESCRIPTION OF THE DISTRICT

A. Name and Telephone Number of Contact Persons

The auditor's principal contact with the District will be Tim Bloom, Director of Business Services, or a designated representative, who will coordinate the assistance to be provided by the District to the auditor.

B. Budgetary Basis of Accounting

The District does prepare its budgets on a basis consistent with generally accepted accounting principles.

C. Computer Systems

The District's financial reporting system utilizes Software Unlimited accounting software.

D. Availability of Prior Audit Reports

Interested proposers who wish to review prior years' audit reports and management letters should contact Tim Bloom (641) 792-5809. The District will use its best efforts to make prior audit reports available to proposers to aid their response to this request for proposals.

V. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued	March 18, 2024
Due date for proposals	April 18, 2024
Board of Education decision	April 22, 2024 or May 13, 2024

B. Notification and Contract Dates

Selected firm notified	May 14, 2024
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C. Date Audit May Commence

The District will have all records ready for audit as of September 15.

D. Schedule for the FY 2024 Fiscal Year Audit (A similar time schedule will be developed for audits of future fiscal years if the District exercises its option for additional audits.)

Each of the following should be completed by the auditor no later than the dates indicated.

1. Interim Work/Detailed Audit Plan

The auditor shall complete all interim work by July 15.

2. Fieldwork

The auditor shall complete all fieldwork by October 29.

3. Draft Reports

The auditor shall have drafts of the audit report and recommendations to management available for review by the Business Manager and Superintendent by December 1.

4. Final Reports

The auditor shall have the final report completed and ten copies delivered to the District by December 15.

NEWTON COMMUNITY SCHOOL DISTRICT
1302 1ST AVE W
NEWTON, IA 50208

Auditing Firm Questionnaire

(This form must be completed)

1. Firm Name: _____
2. Business Address: _____

3. Telephone Number: _____
4. Type of Organization: Individual ____ Partnership ____ Corporation ____
5. List the following information concerning principals (or partners) and professional staff at the address listed above.

	Number	Average Years Experience	Number with CPA Certificate
A. Principals	_____	_____	_____
B. Prof. Staff	_____	_____	_____

6. List the name of Iowa School Districts audited by staff from **your** office during the **past five years**. Do **not** list schools audited by branch offices of your firm:

	School Name	List the Years Audited
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____

7. List all auditing members who will be assigned to our school district. For continuing education (CE), list the number of hours related to school district accounting and reporting matters received during the past twelve months. Also indicate if each auditing team member has attended the state auditor's seminar for school district audits during the past twelve months.

A.	Name of Auditor	Years of Auditing Experience	CE Hours	State Auditor's Seminar Yes/No
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

B. Auditing team substitutes must possess training and experience equal to above listed auditors.

8. Indicate the principal or partner who will ultimately be responsible for our school district's audit and the person's position with your firm.

Person: _____

Position: _____

9. Quality control is an essential part of auditing services. Explain your internal review procedures that would be used for our audit including use of questionnaires, quality control specialists, and peer review.

10. Does your firm publish a newsletter? _____

If yes, how often would the district receive the publication? _____

- A. Would your examination of our records be conducted in accordance with generally accepted auditing standards, Chapter 11 of the Code of Iowa, the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Yes or No _____

Comments: _____

- B. As part of the basic proposal cost, would your firm present the audit report and a verbal explanation of the report to the Board of Education?

Yes or No _____

Comments: _____

13. Define your procedures for testing transactions and quantify your answer.

14. During the year, the school district may request your firm to make recommendations to our Board regarding appropriate action to take in the management of our school district, for example, federal and state regulations. Describe your firm's qualifications to make such recommendations.

15. Has your firm had any experience in publishing the annual comprehensive financial report for the ASBO Certificate of Excellence Program?

Yes or No _____

Comments: _____

NEWTON COMMUNITY SCHOOL DISTRICT
AUDIT FEE PROPOSAL

1. Base Proposal:

Maximum fee for auditing the records of the Newton Community School District for fiscal year ending June 30, 2024:

Amount \$ _____ (2024)

2. Future Proposals:

Although auditors are employed on an annual basis, a proposal for a subsequent period will be a factor in the award of contract.

Maximum fee for auditing the records of the Newton Community School District for the fiscal year ending June 30, 2025.

Amount \$ _____ (2025)

Maximum fee for auditing the records of the Newton Community School District for the fiscal year ending June 30, 2026.

Amount \$ _____ (2026)

Name of Firm

Authorized Signature

Street/Box Address

Telephone Number

City

State

ZIP

Date