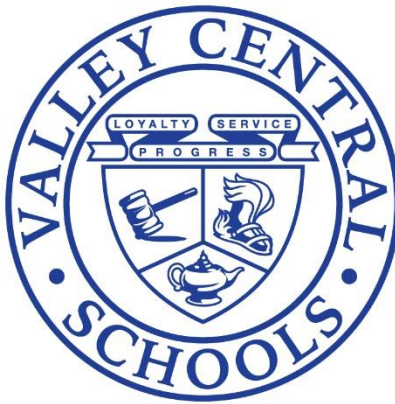


**Request for Proposals
for
Internal Audit Services
for the
Valley Central School District**



**Sealed Proposals Due
October 21, 2024 at 12:00 p.m.**

Request for Proposals for District Internal Audit Services

Valley Central School District

Notice is hereby given that Requests for Proposals will be received by the Valley Central School District Board of Education for District internal audit services. Proposal specifications may be secured at the District Office of the Valley Central School District, 944 Route 17K, Montgomery, New York 12459. Proposals will be received by mail or in person at the Business Office up to 12:00 p.m. on Monday, October 21, 2024 at which time they will be publically opened.

VALLEY CENTRAL SCHOOL DISTRICT

Request for Proposal for District Internal Audit Services

Introduction

The Valley Central School District is seeking proposals from qualified and experienced audit firms. The District seeks annual internal audits for the years ending June 30, 2025, June 30, 2026, June 30, 2027, June 30, 2028, and June 30, 2029. This request for proposal also seeks information from the audit firm regarding any special audits or management services requested by the District during the anticipated five-year engagement. Services sought are listed in the Scope of Services section below.

District Details

Enrollment:	4,209 students
Employees:	1035
BOCES:	Orange Ulster BOCES
District Schools:	Valley Central High School Valley Central Middle School Montgomery Elementary School East Coldenham Elementary School Walden Elementary School Berea Elementary School Alternative Learning Center
Board of Education:	7 members
Central Office:	Evette Avila, Superintendent Brad Conklin, Assistant Superintendent for Business Ivelisse Mojica, Assistant Superintendent of Curriculum Ivan Tolentino, Assistant Superintendent of HR
Other Operations:	Buildings and Grounds Food Services Transportation
2024-2025 School Budget:	\$129,300,000
Two-Year W-2 History:	2022: 1,104 2023: 1,149
Two-Year Purchase Order History:	2022: 2,609 2023: 3,042

Accounting Funds: General, Federal Special Aid, School Lunch, Debt Service, Trust and Agency, Capital Fund, and Student Activity Fund

Scope of Services

The annual internal audit of the District shall be performed in accordance with:

- Generally Accepted Auditing Standards
- Standards promulgated by the New York State Comptroller
- Regulations of the Commissioner of Education
- Regulations of the Federal Government regarding Federal Funds

The objectives of this engagement are as follows:

- Development of a risk assessment of the District's financial operations including, but not limited to, review of financial policies, procedures, and practices;
- Annual review and update of the Risk Assessment;
- Annual testing and evaluation of one or more areas of the District's internal controls, taking into account risk, control weaknesses, size, and complexity of operations;
- Preparation of reports which analyze significant risk assessment findings, recommend changes for strengthening internal controls and reducing identified risks, and specify timeframes from implementation of such recommendations.

Areas that may be addressed include, but are not necessarily limited to:

- Certification of payroll
- Review of bank reconciliations and treasurer's reports
- Payroll observations
- Fixed asset sampling
- Perform testing and verification functions
 - Make an independent selection of key controls for testing to assure that controls are appropriate and are effective when applied
 - 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
 - Review any recommendations regarding the internal controls with Business Office personnel and the Board of Education
 - Based upon the findings, assist the 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 twice a year.

In the event the internal auditor believes that fraud and/or theft has been or may have been committed by any District employee, including but not limited to the Superintendent of Schools and the administrative

staff, then he or she is to immediately notify 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.

Specific audits or management services with this engagement shall be performed in accordance with specific guidelines from the Audit Committee, Assistant Superintendent for Business, and/or Superintendent of Schools.

All working papers associated with this engagement shall be retained for a minimum of three years from the date of the audit report. Further, all such working papers shall be available for examination by authorized representative of relevant agencies, the Valley Central School District, and subsequent independent auditors.

Qualifications of Firm's Staff

The District is interested in the level and type of government auditing experience of those persons that will be assigned as a senior auditor(s) and/or manager. Brief resumes and listing of governmental or school district contracts to attest to their experience should be included. The Board of Education or the District reserves the right to reject staff who they feel do not have appropriate experience or qualification to conduct the audit.

Qualification and Experience of the Firm

Firms submitting proposals should be of a sufficient size to ensure stability and responsiveness during the engagement. Firms submitting proposals shall provide information about their size as well as their local government and school district experience. A listing of local government and school district references is required.

Annual Audit Time Requirements

The District's fiscal year begins July 1st and a meeting between the internal auditor and the District Audit Committee will take place to determine a recommended audit area for the year.

Auditor's Report

The firm will type and make copies of all reports on its premises and deliver 4 copies of all reports to the Assistant Superintendent for Business. The annual auditor report's letter to management shall be attached to or included in the same binder with the financial statements. The firm shall advise the Assistant Superintendent for Business as to the proper promulgation of their reports in writing.

The above shall be presented to the District at a meeting with the Assistant Superintendent for Business, the District Audit Committee, and any others deemed appropriate by the Board of Education.

Insurance Requirements

Proposals must include the insurance requirements in Exhibit B, located at the end of the document.

Inquiries

All inquiries concerning this RFP should be directed to:

Jackie Calarco
District Treasurer
Valley Central School District
944 Route 17K
Montgomery, NY 12549
Jackie.Calarco@vcsdny.org

Requirements for Proposals

All sealed proposals must be clearly marked Internal Audit Services and received by the Purchasing Agent no later than 12:00 p.m. on Monday, October 21, 2024. Any proposals received after this deadline will be returned, unopened, to the firm.

Proposal Information

Each proposal will clearly state the fees to be charged to the District for:

Annual Risk Assessment (if requested)

- Risk Assessment for the year ending June 30, 2025
- Risk Assessment for the year ending June 30, 2026
- Risk Assessment for the year ending June 30, 2027
- Risk Assessment for the year ending June 30, 2028
- Risk Assessment for the year ending June 30, 2029

This fee shall be a flat, annual rate and include foreseeable expenses. The fee should also cover follow-up work, rectifying deficiencies with any relevant agencies, and provide for advice and counsel to the staff throughout the term of this contract.

Specific Internal Audit Focus Area (to be determined each year)

- Hourly Rates for a specific focus area for the 2024-2025 year
- Hourly Rates for a specific focus area for the 2025-2026 year
- Hourly Rates for a specific focus area for the 2026-2027 year
- Hourly Rates for a specific focus area for the 2027-2028 year
- Hourly Rates for a specific focus area for the 2028-2029 year

Please include the names and resumes of personnel expected to be assigned to this audit, including the partner(s) in charge. It is fully expected that the personnel indicated would be those assigned to the project. Please provide an affirmation statement that those assigned have met all the Continuing Professional Education (CPE) requirements necessary to satisfy the United States General Accounting Office (GAO) standards. Also, provide the name(s) of individuals in the firm that will be available throughout the term of the contract for continuing advice and counsel.

The District requires that a CPA be onsite for all fieldwork.

A listing of experience in the performance of the request services for school districts or municipalities in New York State and the year of such experience.

Firm's peer review, including letter of comments.

A list of what documents will be required prior to the start of fieldwork at the District.

Anticipated Audit Timeline: Meeting with Audit Committee and Assistant Superintendent for Business – Fall

Draft Audit Report to Business Office – End of February

Review Internal Audit Report with Audit Committee – Spring

An executed Non-Collusive RFP Certificate (page 9 of this RFP) must be included with all proposals.

Board of Education Process

The Board of Education appoints internal auditors annually at the July reorganizational meeting. The Board of Education reserves the right to accept or reject any or all proposals or any parts of proposals.

Criteria for Selection

- Proposer's qualification – size and experience of staff, educational background, specialized skills.
- Professional fees.
- Audit approach – type of audit program, use of District's staff, time frame.
- Participation in quality control program by their peers.
- Knowledge/Understanding of Valley Central School District

Proposal Form
Internal Audit Risk Assessment (if requested)

Name of Firm: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____

Flat, Annual Rate for Internal Audit Risk Assessment of the Valley Central School District for the Year Ended:

June 30, 2025 _____

June 30, 2026 _____

June 30, 2027 _____

June 30, 2028 _____

June 30, 2029 _____

Signature

Date

Printed Name

**Proposal Form
Internal Audit Focus Area**

Name of Firm: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____

Hourly Rate by Staff Classification for Services Provided for the Internal Audit Focus Area

	2024/25 Hourly Rate	2025/26 Hourly Rate	2026/27 Hourly Rate	2027/28 Hourly Rate	2028/29 Hourly Rate
Partners					
Managers					
Staff					
Other (please Specify)					

Signature

Date

Printed Name

EXHIBIT A

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this proposal, each bidder and each person signing on behalf of any bidder certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) The purchase offer in this bid has been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such offer with any other bidder or competitor.
- (2) Unless otherwise required by law, the offer(s) which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

We, the undersigned, propose to furnish all materials for, in full accordance with the specifications and instructions in the attached bid proposal and agree to all conditions therein.

Firm Name

Authorized Signature

Firm Mailing Address

Title

Phone Number

Date

EXHIBIT B

INSURANCE REQUIREMENTS - PROFESSIONAL CONSULTANTS (including Accountants, Architects, Attorneys, Auditors, Construction Managers, Engineers, Public Relations Consultant, Surveyor, etc.)

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District for all coverages including Workers Compensation.
 - c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
3.
 - a. The certificate of insurance must describe the services provided by the professional consultant that are covered by the liability policies.
 - b. At the District's request, the professional consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.
4. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
 - a. **Commercial General Liability Insurance**
 - \$1,000,000 per Occurrence/ \$2,000,000 Aggregate
 - \$2,000,000 Products and Completed Operations
 - \$1,000,000 Personal and Advertising Injury
 - \$100,000 Fire Damage
 - \$10,000 Medical Expense

- b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation and NYS Disability Insurance**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
 - d. **Professional Errors and Omissions Insurance**
\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.
 - e. **Umbrella/Excess Insurance**
\$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required Auto Liability (where applicable), General Liability and Professional Liability coverages.
6. The Professional Consultant acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The professional consultant is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the District.

EXHIBIT C

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this _____ day of _____ 201__

Notary Public: _____

OR

DECLARATION OF BIDDER'S INABILITY TO PROVIDE CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Bidders shall complete this form if they cannot certify that the bidder/contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the bidder.

Name of the Bidder: _____

Address of Bidder _____

Has bidder been involved in investment activities in Iran? _____

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate):

If so, when did the first investment activity occur? _____

Have the investment activities ended? _____

If so, what was the date of the last investment activity? _____

If not, have the investment activities increased or expanded since April 12, 2012?

Has the bidder adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran?

If so, provide the date of the adoption of the plan by the bidder and proof of the adopted resolution, if any and a copy of the formal plan. _____

In detail, state the reasons why the bidder cannot provide the Certification of Compliance with the Iran

Divestment Act below (additional pages may be attached):

I, _____ being duly sworn, deposes and says that he/she is the _____
of the _____ Corporation and the foregoing is true and accurate.

SIGNED

SWORN to before me this _____ day of _____ 20__

Notary Public: _____

EXHIBIT D

CONFLICT OF INTEREST CERTIFICATE

Pursuant to section 2:4-15 of the Administrative code of the State of New York, the undersigned does herewith certify that no officer or employee is interested in this contract, nor shall he participate in any profits with the undersigned or any other person, or receive any compensation, commission, gift, or other reward for his services, except the salary or fees established by law or by ordinance or resolution of the council.

IN WITNESS WHEREOF, the undersigned has

Caused this certificate to be executed this _____

Day of _____, _____.

Sworn and subscribed to before me this _____

Day of _____, _____.

Name of Bidder

Signature of Authorized Official

Printed or Typed Name of Official and Title

EXHIBIT E

BIDDER'S STATEMENT ON SEXUAL HARASSMENT

IN ACCORDANCE WITH NEW YORK STATE FINANCE LAW §139-1

In accordance with State Finance Law §139-1, which generally prohibits the School District from entering into contracts pursuant to the bid process with persons who fail to submit a certification affirming compliance with New York Labor Law §201-g, the bidder submits the following certification under the penalty of perjury:

By submission of this bid, each bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Dates: _____, New York

_____, 20_____

Name of Bidder

Signature of Authorized Official

Printed or Typed Name of Official and Title

Sworn to before me this

_____ day of _____, 20_____