



VALLEY CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL INDEPENDENT AUDITING

SERVICES

2024-2025

SEALED PROPOSALS DUE: OCTOBER 21, 2024 AT 12:00 P.M.

**VALLEY CENTRAL SCHOOL DISTRICT
ATTN: BUSINESS OFFICE
944 STATE ROUTE 17K
MONTGOMERY, NEW YORK 12549
VALLEY CENTRAL SCHOOL DISTRICT**

REQUEST FOR PROPOSALS

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VALLEY CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Valley Central School District (hereafter referred to as the District) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2025. The audit is to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (1994), the provisions of the Amended Single Audit Act (1996) and U.S. Office of Management and Budget (OMB) Circular A-133 (1997) as well as the following additional requirements:

There is no expressed or implied obligation for the Valley Central School District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Questions regarding this Request for Proposal or the engagement should be emailed to Jackie Calarco, District Treasurer at jackie.calarco@vcsdny.org.

To be considered, three (3) copies of the proposal must be received by the Purchasing Agent, Brad Conklin at Valley Central School District, 944 State Route 17K, Montgomery, New York 12549 by **12:00 P.M. on October 21, 2024**. The District reserves the right to reject any or all proposals submitted.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the

contract between the Valley Central School District and the firm selected.

B. Term of Engagement

The term of engagement will be for the 2024-2025 school year audit for the fiscal year ended June 30, 2025. The contract may be renewed annually for an additional four years upon the recommendation of the audit committee.

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the Valley Central School District.

II. NATURE OF SERVICES REQUIRED

A. General

The Valley Central School District is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2025. The audits are to be performed in accordance with the provisions contained in this request for proposal.

B. Scope of Work to be Performed

The Valley Central School District desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principals. In addition, the auditor is to express an opinion on the fair presentation of the District's Extraclassroom activity funds in conformity with another comprehensive basis of accounting (cash basis).

The auditor is required to audit the schedule of federal awards. However, the auditor is to provide an 'in-relation-to' report on that schedule based on the auditing procedures applied during the audit of the financial statements.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for

financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (1994), the provisions of the Amended Single Audit Act (1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133 (1997).

D. Reports to be Issued

Following completion of the audit of the fiscal year's financial statements, the auditor shall issue all required financial reports including supplemental information and the single audit report *in both hard-copy and .pdf electronic format*:

1. The amounts included in the audited financial statements are to agree in summary with the annual report (ST-3) that must be filed with the State Education Department by September 1st.
2. Management letter is appropriate.
3. The auditor must provide a draft of the audit report to the District by the third week in September and a final audit report by October 15th. The auditor must present the audit report to the Audit Committee at the Board of Education meeting in September or early October. The Auditor will submit the report to the State Education Department by the State and Federal portals by the mandated date, currently October 15th.

In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors may be verbally reported and/or included in the management letter.

Irregularities and Illegal Acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of which they become aware to the Audit Committee of the Board of Education.

Reporting to the Board of Education. Auditors shall assure themselves that the District's governing board is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

E. Special Considerations

1. The Valley Central School District has determined that the Department of Education will function as the guiding agency in accordance with the provisions of the Amended Single Audit Act and U.S. Office of Management and Budget (OMB) Circular A-133. Accordingly, the auditor will prepare and file Circular A-133 electronically for District certification and transmission to the Federal Audit Clearinghouse.
2. The schedule of federal awards and related auditor's report, as well as the reports on the internal controls and compliance are not to be included with the general purpose financial statements, but are to be issued separately.
3. A list of findings and other weaknesses from the District's most recent financial statement audit are available upon request.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the Valley Central School District of the need to extend the

retention period. The auditor is required to make working papers available, upon request, to the following parties or their designees:

Valley Central School District

U.S. Department of Education
U.S. General Accounting Office

NYS Education Department

NYS Comptroller

Parties designated by the federal or state government or by the Valley Central School District as part of an audit quality review process

Auditors of entities of which the District is a subrecipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE DISTRICT

A. Name and Telephone Number of Contact Person

The auditor's principal contacts with the School District will be:

Brad Conklin, Assistant Superintendent for Business (845)-457-2400 Ext 18122
or Jackie Calarco, District Treasurer (845)-457-2400 Ext 18129

B. Background Information

The Valley Central School District is approximately 80.2 square miles and provides quality educational services to over 4,200 students in grades Kindergarten through Grade 12, in seven (7) buildings. The District contracts for transportation. The District's fiscal year begins on July 1 and ends on June 30.

The District has approximately 1,035 employees and six (6) bargaining units. Total annual payroll is approximately \$65,000,000.

The District has a total General Fund budget of \$129,300,000 for 2024-2025 and has a seven (7) member Board of Education.

The accounting and financial reporting functions of the District are centralized. The District's accounting and financial reporting functions are computerized and fully integrated. The high school, middle school and Alternative Learning Center at Maybrook have recognized extra classroom activities.

More detailed information on the District and its finances can be found in the District's latest financial statements and budget documents.

C. Fund Structure

The District uses the following fund types and account groups in its financial reporting:

- General Fund (legally adopted annual budget)
- Special Aid Fund
- School Food Service
- Debt Service Fund
- Capital Fund
- Miscellaneous Special Revenue Fund
- General Fixed Assets Account Group
- General Long-Term Debt Account Group

D. Budgetary Basis of Accounting

The Valley Central School District prepares its budget on a basis consistent with a modified accrual basis of accounting. Appropriations lapse at fiscal year end and encumbrances are shown as a reservation of fund balance and are honored through subsequent year's expenditures.

E. Federal Financial Assistance

The District receives and administers federal awards as follows:

Agency/Program Title	CFDA Number	\$500,000 or More
<u>U.S. Department of Education</u>		
Title I		84.010
Title IIA		84.367
Title IV		84.424
IDEA Section 619		84.173
IDEA Section 611		84.173
Education for Homeless Children and Youth		84.196
 <u>U.S. Department of Agriculture</u>		
National School Lunch		10.555
National School Breakfast		10.553

F. Pension and Other Plans

The Valley Central School District participates in the NYS and Local Employees’ Retirement System and NYS Teachers’ Retirement System, both of which are cost sharing multiple-employer, public employee retirement systems. In addition, the District administers IRS Section 403(b), 457 and 125 plans for its employees.

G. Component Units and Joint Venture

The Valley Central School District is defined, for financial reporting purposes, in conformity with the Government Accounting Standards Board’s Codification of Governmental Accounting and Financial Reporting Standards, Section 2100 (with the source being GASB Statement). Using these criteria, there are no component units included in the District’s financial statements. The District does participate with other districts in the Orange Ulster Board of Cooperative Educational Services (BOCES), which is deemed a joint venture for financial reporting purposes.

H. Magnitude of Finance Operations

Number of vendors the District regularly does business with:	1,000
Number of purchase orders generated in a year:	3,000
Number of non-payroll checks issued in a year:	7,200
Number of paychecks/direct deposit distributed in a year:	20,400

I. Availability of Prior Audit Reports

Any responder who is interested in reviewing prior years’ audit reports and management letters should contact Jackie Calarco, District Treasurer, Valley Central School District, 944 State Route 17K, Montgomery, New York 12549 (845-457-2400 Ext 18129 or Jackie.calarco@vcsdny.org) to schedule a mutually convenient appointment to review the reports before the deadline for submission of proposals.

IV. TIME REQUIREMENTS

A. Proposal Deadline

Due date for proposals October 21, 2024 (12:00 PM)

B. Notification Date

Selected Firm Notified

As Soon As Possible

C. Date Final Report is Due

The final report on the financial statements of the District, Single Audit and Related Reports, and Extraclassroom Activity Fund Reports are due on Thursday morning, the week before the Board of Education meeting in September. The Business Office shall have the fiscal year closed and all appropriate financial data, information and documentation necessary for the completion of the audit of the Valley Central School District available by the second Monday in August.

The final audit report must be completed and five signed copies and a pdf must be delivered to the Assistant Superintendent for Business as soon as practical once the Board approves the report. The Auditor must upload required reports to the Federal Audit Clearinghouse before the due date.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Business Office and Clerical Assistance

The Business Office staff and responsible supervisory/management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor.

B. Electronic Data Processing (EDP) Assistance

Business Office staff will be available to assist the auditor in performing the engagement and will provide financial analyses for analytical purposes and prepare detailed supporting schedules for individually significant account balances. In addition, Business Office staff may assist in the preparation of spreadsheets and schedules at the auditor's request.

C. Work Area, Telephones, Photocopying and FAX Machines

The Valley Central School District will provide the auditor with reasonable work space, desks and chairs if needed. The auditor will also be provided with access to a telephone line, photocopying facilities and a FAX machine subject to minimal use and availability.

D. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the Request for Proposals and the subject of the Requests for Proposals must be made to:

Jackie Calarco, District Treasurer
Valley Central School District
944 State Route 17K
Montgomery, New York 12549
(845) 457-2400 Ext 18129
jackie.calarco@vcsdny.org

2. Submission of Proposals

The following material is required to be received by October 21, 2024 (12:00 PM) for a proposing firm to be considered.

- a. A master copy (so marked) of a Technical Proposal and TWO copies to include the following:
 - i. Title Page
Title Page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
 - ii. Table of Contents
 - iii. Transmittal Letter
A signed letter of transmittal briefly stating the responder's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer.
 - iv. Detailed Proposal
The detailed proposal should follow the order set forth in Section VI B of this Request for Proposals.
- b. The proposer shall submit an original and TWO copies of a dollar cost proposal in a separate sealed envelope marked as follows:

SEALED DOLLAR COST PROPOSAL
FOR VALLEY CENTRAL SCHOOL DISTRICT
FOR PROFESSIONAL INDEPENDENT
AUDITING SERVICES

- c. Proposers should send the completed proposal consisting of the two separate envelopes to the following address:

Brad Conklin, Assistant Superintendent for Business
Valley Central School District
944 State Route 17K
Montgomery, New York 12549

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Valley Central School District 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 Technical 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 requirement.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the Request for Proposals (excluding any cost information which should only be included in the sealed dollar cost proposal). The proposal should be prepared simply and economically, providing a straight forward, 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 Nos. 2 through 9, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the Valley Central School District as defined by generally accepted

auditing standards/the U.S. General Accounting Office's Government Auditing Standards (1994).

3. Prior Single Audit Experience

The firm should include prior or current engagements pursuant to the Amended Single Audit Act and Office of Management and Budget Circular A-133.

4. Firm Qualifications and Experience

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.

The firm is also 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 review 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 the state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in New York State. 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 organizations relevant to the performance of this audit.

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. 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 the District. However, in either case, the District 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.

6. Similar Engagements with Other School Districts

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum-5) performed in the last five years that are similar to the engagement described in the Request for Proposals.

Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for Proposals. In developing the work plan, reference should be made to such sources of information as the District's budget and related materials, organizational chart, 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.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

- c. Sample size
- d. Type and extent
- e. Approach to be taken to gain and document an understanding of the District's 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.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems.

9. Report Format

The proposal should include sample formats for the required reports including a sample disclosure and financial statement presentations for GASB 45.

C. Sealed Dollar Cost Proposal

1. Total All-Inclusive Maximum Price

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

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost proposal. Such costs should not be included in the proposal.

The first page of the sealed dollar cost proposal should include the following information:

- a. Name of firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the District.

- c. A total All-Inclusive Maximum Price for the June 30, 2025 engagement.
2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each.
3. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost proposal. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

D. Insurance Requirements

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.

VII. FINAL SELECTION

A. Board of Education

The Board of Education will approve a firm based upon the RFP taking into consideration the recommendation of the Superintendent, Assistant Superintendent for Business, and Audit Committee.

B. Notification of Firm Selection

It is anticipated that a firm will be selected by as soon as possible.

C. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right without prejudice to reject any or all proposals.

APPENDIX A

**LISTING OF KEY AUDIT PERSONNEL
(845) 353-7000**

District Office:

Superintendent of Schools	Evette Avila
Assistant Superintendent for Business	Brad Conklin
Assistant Superintendent of Curriculum and Instruction	Ivelisse Mojica
Assistant Superintendent of Human Resources	Ivan Tolentino
District Treasurer	Jackie Calarco
Accounts Payable	TBD
Payroll/Personnel	Myra Stoner
Transportation	Renee Marchant
Free-Reduced Lunch	Eleanor Mills

Co-Curricular Treasurers:

Valley Central High School	Christopher Spencer
Valley Central Middle School	Patricia Beranger
Alternative Learning Center at Maybrook	Erin Gephard

Contracted Services:

External Auditors	The Bonadio Group Alan Walther 518-464-4080
Claims Auditor	Daniel Martin
Food Service Manager-	Eleanor Mills 845-457-2400 Ext 16896

APPENDIX B

PROPOSER GUARANTEES

- I. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Nature of Services Required.
- II. The proposer has read Appendix, Contractual Requirements, and agrees that the rights and prerogatives as detailed are retained by the Valley Central School District.
- III. The proposer agrees to be bound by the contractual requirements delineated in Appendix.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX C

PROPOSER WARRANTIES

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

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

- III. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX D

SCHEDULE OF AUDIT QUOTATIONS

AS PROPOSED

	2024/25 Year End June 30, 2025	2025/26 Year End June 30, 2026	2026/27 Year End June 30, 2027	2027/28 Year End June 30, 2028	2028/29 Year End June 30, 2029
Audit of general purpose financial statements, and All other services not separately listed below					
Single Audit					
Audit of Extra-classroom Activity Fund					
TOTAL ALL-INCLUSIVE MAXIMUM PRICE	\$	\$	\$	\$	\$

APPENDIX E

SCHEDULE OF FEES FOR ADDITIONAL SERVICES AND AUDITS

	HOURLY RATE
PARTNERS	
MANAGERS	
SUPERVISORY STAFF	
OTHER (SPECIFY)	

EXHIBIT F

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 G

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 H

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 I

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_____