



March 8, 2018

Dear Sir/Madam:

The Shelby County Board of Education is soliciting proposal from qualified certified public accounting firms to audit the Board's financial statements for the fiscal year ending June 30, 2018. The option of auditing the financial statements for additional years is included in this request for proposal. Your firm has been selected to receive this Request for Proposal. Your firm's proposal must be returned **by April 4, 2018 at 2:00 pm.**

Responding firms will be evaluated on the overall proposal, not just on the lowest audit fee.

The Shelby County Public School District has 12 schools in addition to the Central Office. The school district utilizes the state's MUNIS financial software. Additional information about Shelby County Public Schools can be found at: www.shelby.kyschools.us

The RFP package contains:

- RFP General & Special Conditions
- Audit Cost Schedule
- Audit Personnel Information Sheet
- 2016-17 Audited Financial Statement
- State's Requirements for Local School District Audits (see note below)

NOTE: The prior year state's requirements for auditing school districts are included in this RFP. These are provided for your reference only; the FY18 audit contract is not yet available. As you prepare your proposal, you may also direct questions to the Kentucky Department of Education by calling (502) 564-3846.

For your proposal to be considered, it must be submitted with the following:

- ✓ Acknowledgement of General & Special Conditions (1 page) with original signature
- ✓ Audit Cost Schedule (1 page) with original signature
- ✓ Audit Personnel Information Sheet (1 page) with original signature
- ✓ Information about your firm (detailed on your firm's letterhead). At a minimum, this information should include:
 - Kentucky school district audits conducted by your firm in recent years, **including the fiscal year(s) audited and school district contact name/telephone number**
 - Firm history
 - Supplemental information about the qualifications and experience of staff members likely to work on the audit engagement (in addition to the other information to be included on the Audit Personnel Information Sheet)

James Neihof, Superintendent
1155 Main Street
Shelbyville, KY 40065
Phone: 502-633-2375
Fax: 502-633-1988
www.shelby.kyschools.us

- Training your staff has had with regard to relevant accounting issues
- Overall number of the firm's staff members at each level (# of partners, # of managers, etc.)
- Your firm's typical staffing for subsequent engagements (continuity, etc.)
- Copy of your firm's most recent peer review
- Explanation of any disciplinary action taken in the past three (3) years by the Kentucky State Board of Accountancy against your firm and/or any partner or staff member who may be assigned to this audit, or a statement that no such action has been taken

Please return three (3) bound copies of your proposal to assist in evaluation of proposals.

Proposals will be evaluated in the following five (5) areas:

- Qualifications – the experience of the firm with school district audits and qualifications of the firm's representatives, including recent continuing professional education related to governmental and school accounting.
- Audit Approach – how the audit will be conducted with regard to types of testing, the method of determining materiality levels, how internal controls will be tested, and how the firm will examine school activity funds.
- Responsiveness – how closely the firm complied with the items requested to be included in the proposal as described above.
- References – responses to surveys sent to other school districts with regard to the firm's performance on other audit engagements.
- Fee Proposal

Should you have any questions about this RFP, please feel free to contact me at the number listed above. Again, as noted above, the Board of Education does not intend to simply evaluate proposals based on the lowest fee, although the fee will be one factor.

Please be sure all required documents are returned **by April 4, 2018 by 2:00pm** and marked clearly on the outside of the envelope with "**PROPOSAL-AUDIT18**". The Board of Education will likely select the accounting firm for its audit at a Board meeting in April.

Sincerely,



Susan Barkley, CPA, CSFM
Director of Finance
Enclosure