

## **The School Board of Nassau County, Florida**

### **Request for Proposals — 2020-02 Internal Funds Audit Services**

**Purpose Statement:** The Nassau County School Board, Florida (herein NCSB) is requesting proposals from responsible and responsive Accounting Firms or individual CPA's (herein firms or individuals) who will be able to provide an audit of NCSB internal funds. Each firm or individual must submit a manually signed original and three manually signed copies of their proposal to the NCSB Executive Director of Business Services located at 1201 Atlantic Avenue, Fernandina Beach, Florida 32034.

#### **General Conditions:**

1. Sealed, written and manually signed proposals in response to this RFP will be received in the NCSB Business Services Office located at 1201 Atlantic Avenue, Fernandina Beach, FL 32034 (mailing address:same) at the time specified here and on the RFP cover page. Neither dating of the proposal form nor placing the proposal in the mail by the specified date will meet the requirements. Proposals must be received in the NCSB Business Services Office on or before the date and time specified to be considered responsive. Proposals not received timely will not be opened and will not be considered for award.
2. The NCSB reserves the right to waive minor irregularities, mistakes or to reject any and all bid proposals or any part of any and all bid proposals or to contract as deemed in the best interest of the NCSB.
3. All proposals must be computer generated or typewritten, no handwritten. No erasures are permitted. Mistakes may be corrected by crossing out mistakes and inserting corrections adjacent to or above the crossed out mistake. The person signing the proposal form must initial corrections in ink.
4. No addenda will be issued less than five (5) working days prior to the proposal opening date.
5. Fiscal funding: If the effective dates of any contract awarded by the NCSB as a result of this or any RFP extend beyond June 30th of the current fiscal school year, it will be understood that services provided in the next fiscal year are conditional on the receipt of state or federal funds. In the event of a decrease in or discontinuance of state or federal funds, the NCSB reserves the right to change the scope of work for services provided or to cancel the contract at no harm to the NCSB.
6. Any contract resulting from this or any RFP issued by the NCSB will be governed in all aspects by the Statutes of the State of Florida as they relate to public education, Florida Department of Education Rules, and NCSB Rules.
7. Venue for any and all legal action regarding or arising out of any transaction resulting from this RFP will be in Nassau County, State of Florida.
8. By signing the proposal form in response to this RFP, the firm or individual certifies that their proposal is made without prior understanding, agreement or connection with any other firm or individual submitting a proposal for the same services and is in all respects fair and without collusion or fraud. The firm or Individual, by signing their proposal certifies to the knowledge that collusive bid practices are a violation of Federal Law and can result in fines, prison sentences and civil damages awards.
9. In submitting a proposal in response to this RFP the firm or individual agrees not to use the results thereof as a part of any commercial advertising.
10. Invoice(s) for services rendered under this or any contract with the NCSB must be submitted in detail to the NCSB. The invoice(s) must reference a valid NCSB purchase order. The invoice(s) shall be mailed or delivered to the NCSB Business Services Office at 1201 Atlantic Avenue, Fernandina Beach, FL 32034. Under normal circumstances payment of approved invoice(s) without an offered discount will be made within 45 days from either the receipt of services or the receipt of a satisfactory invoice, whichever occurs last. Priority payment is guaranteed for invoice(s) with discounts offered.
11. In accordance with Chapter 112, Florida Statutes, all firms or individuals submitting a proposal in response to this RFP must disclose with their proposal the name of any owner, officer, director, or agent who is also an employee of the NCSB. Furthermore, all firms or individuals responding must disclose the name of any NCSB employee who owns directly or indirectly any interest greater than 5% in the firm or individual business or any of its branches or divisions.
12. Proposals must be submitted on forms provided and in accordance with the provisions set forth in this RFP package. The proposal form must be signed in the place designated, by the Owner, Officer, or an Authorized Agent of the firm or by the individual submitting the proposal. If not duly signed the proposal will be considered non-responsive.

13. Any contract resulting from this RFP may be renewed for two (2) successive one year periods so that the total period under this contract may not exceed three (3) years. The renewal shall be in writing and shall be at the same terms and conditions set forth in the initial contract. The price for the services to be renewed shall be specified in the RFP documents but the renewal may not include any compensation for costs associated with the renewal. Renewal shall be contingent upon satisfactory performance evaluations by the NCSB and subject to the availability of funds. If not considered for renewal, the contract may be extended for a period not to exceed 6 months if approved in writing by both contracting parties.
14. Any contract resulting from this RFP will be for the time period specified in these RFP documents and may be canceled with or without cause with a thirty (30) day written notice to the firm or individual.
15. The NCSB does not pay Federal Excise or Florida Sales or Use Tax. Do not include these taxes on any invoices. The applicable tax exemption number is printed on the all NCSB Purchase Orders. A State Sales and Use Tax Exemption Certificate will be furnished upon request.
16. A proposal will be considered a firm offer and cannot be withdrawn for a period of sixty (60) days.
17. The NCSB requires that all services in a contract resulting from this or any RFP issued by the NCSB be in response to a NCSB Purchase Order issued in advance of performance of services.
18. Drug Free Workplace Certification: In case of identical tie proposals preference will be given to firms or individuals who have implemented a drug free work place program as prescribed in Chapter 287.087, Florida Statutes. Whenever two or more proposals are equal with respect to price and services proposed, the proposal received from a firm or an individual that is certifying by signing the proposal form submitted that a drug free workplace has been implemented, will be given preference in the award process.
19. Anti-Discrimination: The firm or individual submitting a proposal in response to this RFP certifies by signing the proposal submitted that they are in compliance with the nondiscrimination clause contained in Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. If the firm or individual submitting a proposal in response to this RFP has participated in a previous contract subject to the equal opportunity clause prescribed by Executive Order 11246, as amended, that firm or Individual is certifying by signing their bid proposal that all compliance reports, standard form 100, Employee Information Report EE-1 has been properly filed.
20. Public Entity Crimes Statement: Any firm or individual or their owners, officers, directors, employees or agents submitting a duly signed proposal in response to this RFP in effect is executing a sworn statement as required under Chapter 287.133(3)(a), Florida Statutes, on Public Entity Crimes. Failure to properly sign the proposal submitted in response to this RFP will result in the rejection of your bid proposal. In summary, by signing the proposal submitted in response to this RFP, the firm or individual or their owners, officers, directors, employees or agents are stating that neither has been charged with public entity crime subsequent to July 1, 1989. If any of the named has been charged with a public entity crime subsequent to July 1, 1989, a signed and notarized statement setting forth all the details and current status must be submitted with the proposal submitted in response to this RFP.
21. Signature & Clarification: All firms or individuals responding to this or any RFP issued by the NCSB, by their signature or signature of person authorized to sign, are agreeing to and will comply with all of the terms, conditions, requirements, instructions, evaluation and award process of this RFP or any terms, conditions, requirements, instructions, evaluation or award process that are implied within. Should the NCSB omit anything from this RFP package, which is necessary for an understanding of the scope of work, or should it appear that various instructions are in conflict, the firm or individual shall secure written clarification from the Executive Director at least 48 hours prior to the time and date set for the opening of the bid proposals. The issuance and approval of this document does not constitute an obligation against the NCSB. This is a request for proposals that, if the proposal is selected, the firm or individual will provide to the NCSB the services at the prices and conditions set forth in the proposal. Acceptance of the proposal by the NCSB will be based on subsequent approval at a NCSB scheduled meeting and the issuance of a purchase order by the Executive Director or the execution of a written contract between the provider and the NCSB.
22. Debarment, Suspension and Other Responsibility Matters: As required by executive order 12549, Debarment and suspension, implemented at 34 CFR, part 85, for prospective participants in primary covered transactions, as defined at 34 CFR, part 85, section 85.105 and 85.110. By signing their proposal submitted in response to the RFP the firm or individual or the owner, officer or authorized agent certifies:

(1 That it or its principals are not presently debarred, suspended, proposed for Debarment, declared ineligible or voluntarily excluded from covered transactions by any federal Debarment agency.

(2 Have not within a three year period preceding this RFP *been* convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining or attempting to obtain; or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

(3 Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of paying federal funds or will pay federal funds by or on behalf of the vendor or contractor or entity to any person for influencing or attempting to influence an officer or employee of an agency, a member of congress, an Officer or Employee of Congress or an Employee of a Member of Congress in connection with the making of any federal grant, the entering into any federal grant or cooperative agreement.

(4 Have not within a three year period preceding this RFP had one or more public transactions (federal, state or local) terminated for cause or default.

Where the firm or Individual is unable to certify to any of the statements in the Debarment, suspension and other responsibility matters certification, the firm or individual will attach an explanation to their proposal in response to this RFP.

**23. Right of Protest:** Any firm or individual who is adversely affected by the NCSB decision or intended decision shall file a notice of protest in writing within 72 hours after the posting of notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a request, including any provisions governing the methods for evaluating proposals, the notice of protest shall be filed within 72 hours after the posting of the request. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and Holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

**24.** The NCSB specifically reserves the right to reject any conditional proposals. Any special conditions the firm or individual desires to be made a part of their proposal must be submitted in writing on the proposal form and must be initialed by the person authorized to sign.

**25.** All sheets enclosed, included, or attached will be considered a part of this RFP packet and any special conditions or instructions contained herein which may be in conflict with a general condition(s) will have precedence over the general condition.

**The School Board of Nassau County, Florida**

**Request for Proposals — 2020-02  
Internal Funds Audit Services**

**1. Introduction to Purpose of RFP, Specifications, Instructions, and Requirements**

The NCSB is seeking proposals from qualified as well as responsible and responsive Accounting Firms or Individual CPA's to provide an internal funds audit for the NCSB. The successful firm or individual will be issued a purchase order to perform the audit for the fiscal year ended June 30, 2020. The contractual agreement will continue for an additional two (2) years. All audit reports will be addressed to the NCSB, Attention: Chris Lacambra, Executive Director of Business Services, 1201 Atlantic Avenue Fernandina Beach, FL 32034.

**2. Award**

The NCSB reserves the right to reject any or all proposals or to recommend the proposal submitted by a responsible and responsive firm or individual determined in writing to be the most advantageous to the NCSB. Refer to Section 6, Selection Criteria and Process & Section 8, Qualifications of Firm or Individual and their personnel, for this RFP. The NCSB also reserves the right to waive any minor informalities, irregularities and technicalities in procedures relating to this RFP.

Award will not be recommended on the basis of price alone. The firm or individual whose proposal contains the most advantageous combination of price, proven performance, and proven service shall be recommended to the NCSB for award. To validate proven performance and proven services firms or individuals shall submit with their proposal no less than three (3) references for governmental auditing service. The references shall include a contact name and phone number.

In addition to references, to aid in the evaluation and award process, the firms or individuals shall submit with their proposal a copy of current licenses, proof of insurance coverage as required for this RFP, and resumes of firm or individual staff members who would be assigned to the NCSB internal funds audit.

**3. RFP Time Line**

The NCSB anticipates the following time line in the selection of a firm or individual. Dates are subject to change if necessary. If changes become necessary firms or individuals will be notified.

February 14, 2020	RFP sent to firms and individuals
March 9, 2020	Opening date for proposals received in the NCSB Executive Director's Office on or before 3:00 PM EST, Monday March 9, 2020
March 10 thru March 16, 2020	Review & evaluate proposals
March 16, 2020	Recommendation to Superintendent
TBD - April	Action by NCSB on recommendation

#### **4. Terms and Conditions**

Any proposal may be written and submitted to the NCSB Executive Director's Business Office prior to the date and time specified for public opening. Any proposal not withdrawn prior to the public opening date shall constitute an irrevocable offer and may not be withdrawn for a period of 90 days without NCSB approval.

The NCSB shall have the option to terminate this contractual agreement with or without cause upon 30 days written notice to the firm or individual.

There shall be no assignment by the firm or individual of the contractual agreement resulting from this RFP.

#### **5. Instructions to Firms or Individuals Submitting Proposals**

All proposals must be prepared and submitted in accordance with the instructions provided in this RFP package.

All proposals are to be mailed or delivered to:

The School Board of Nassau County, Florida  
Business Services Office  
1201 Atlantic Avenue  
Fernandina Beach, FL 32034

One clearly-labeled original proposal with a manual signature and 3 copies of the proposal with manual signature are to be sealed in one package clearly labeled on the outside of the package with the words: "RFP #2020-02 Internal Funds Audit". The legal name of the firm or individual submitting the proposal, address, contact person, and telephone number shall also be clearly noted on the outside of the package.

All proposals must be received in the NCSB Business Services Office no later than 3:00 PM EST, on Monday, March 9, 2020. Proposals will be publicly opened at this date and time. The firm or individual shall be responsible for timely delivery of their proposal to the NCSB Business Services Office. Proposals delivered to a location other than the NCSB Business Services Office will not constitute timely receipt. It is the responsibility of the firm or individual to ensure timely delivery of their proposal. Any proposals received after the stated time and date will not be opened; will not be considered for award and will be returned unopened to the firm or individual.

This is a Request for Proposals (RFP); therefore after opening of proposals that were received timely, the NCSB retains the right to contact any or all firms or individuals who submitted a proposal in order to obtain supplemental information or clarification in either oral or written form.

All proposals received in response to this RFP become the property of the NCSB.

#### **6. Selection Criteria and Process**

Each Firm will be ranked based on an analysis and evaluation of the following selection criteria: The five (5) selection criteria set forth here and on the following page are not in any priority order.

1. Demonstrated experience performing governmental internal funds audits
2. Florida School District experience or services performed under similar circumstances
3. References for similar work for other Florida School Districts or other similar agencies
4. Adequacy of procedures to ensure quality control and confidentiality of information obtained/Peer Review
5. Price

## **7. Scope of Services**

### **Internal Accounts Audit:**

The NCSB operates four high schools, three middle schools, and nine elementary schools. Each school has internal fund accounts. Note: Hilliard Middle Senior High is comprised of grades 6 thru 12, which is listed as one of the four high schools. As part of this RFP, a brief report showing the results of the latest audit of internal accounts is attached (Attachment A). Upon request, individual school audit reports will be emailed to the proposer.

The proposal submitted shall provide a fixed price for completing the internal fund accounts audit for the school year ended 6/30/20 and for the two (2) additional years subsequent to 6/30/20. The prices quoted or offered in this proposal shall include all fees, costs, and expenses necessary to complete the Internal Funds Audit as specified.

Each school has the capacity to raise funds, administer various accounts established for various student activities, and to document the process by which internal activity funds are expended. The review of internal activities accounts will include a review of all records, books, internal working papers, bank accounts, and inventory of pre-numbered receipts, purchase orders, checks and other documents pertaining to each school's financial transactions. The accounting records are maintained both on a computerized accounting system and various paper records.

**1. Financial Audit.** The audit will be made in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. The purpose of the audit is to express an opinion on the financial statements of the Board's agency - internal activity funds and obtain reasonable assurance about whether the financial statements are free of material misstatement. The scope of the audit is to include:

- A. Compliance with the requirements of the State Board of Education Rule 6A-1.087, Florida Administrative Code.**
- B. Compliance with Florida Statutes.**
- C. Compliance with Financial and Program Cost Accounting and Reporting for Florida Schools (the Red Book), issued by the State of Florida Department of Education.**
- D. Compliance with School Board of Nassau County Policies**
- E. Test of the accounting records and such other auditing procedures as considered by the auditor as necessary in the circumstances.**

**2. Review of Internal Control Structure.** An evaluation is to be made of each school's internal control structure to determine the extent to which selected control environment factors, accounting system methods and records, and policies and procedures promoted and encouraged compliance with controlling laws, administrative rules, and other guidelines; the reliability of financial records; and the safeguarding of assets.

**3. Management Letter.** The audit report shall include a management letter which shall contain the audit findings which may include the following material items discovered within the scope of the audit:

- A. Recommendations to improve management, accounting procedures, internal control structure and increase efficiency;**

- B. Violation of laws, rules and regulations, discovered within the scope of the audit;**
- C. Illegal expenditures discovered within the scope of the audit;**
- D. Improper or inadequate accounting procedures;**
- E. Failure to properly record financial transactions;**
- F. Other inaccuracies, irregularities, shortages, and defalcations, if any, discovered by the auditor.**

- 4. Exit Conference.** An exit conference may or may not be held with each school's principal or an appointed designee. All findings will be given to the Executive Director of Business Services or designee before they are presented to the principal. An exit conference is dependent upon the severity of any comments or findings discovered during the audit process.
  
- 5. Other Matters.** The District will provide the Firm with the basic information required for the audit, and is responsible for the accuracy and completeness of that information. The Firm will advise the District about appropriate accounting principles and their application and will prepare the financial statements, but the responsibility for accuracy of the financial statements remains with the District. This responsibility includes the maintenance of adequate records and related internal control structure policies and procedures, the selection and application of accounting principles, and the safeguarding of assets. The District will inform the Firm of any known or discovered irregularities; inaccuracies; shortages; violations of laws, policies, rules and regulations; illegal expenditures; improper or inadequate accounting procedures; and defalcations.
  
- 6. Scheduling of Work.** The Auditor shall coordinate his schedule and requests for information through the bookkeepers at each location. A listing of the names, phone numbers, and e-mail addresses of the school bookkeepers will be provided before commencement of the audit. The Auditor should, as necessary, consult with the Executive Director for the school district. The Auditor shall directly contact the Executive Director with any unresolved questions of access, authority, or jurisdiction. The Executive Director, the Principal of each school, and other responsible personnel will be available to the Auditor during normal business hours which are generally 7:30 am to 4:00 pm. It is envisioned that the successful proposer will perform the majority of the work at the awarded Firm's Office. All materials and records will be boxed (approximately 16 boxes) and will be delivered by the District to the firm's audit location no later than July 20, 2020. Report preparation, editing and printing shall be the responsibility of the Auditor.
  
- 7. Supporting Document for Annual Report.** The Auditor will provide worksheets showing the required data to complete the State Financial Statements as needed by the school district and as required by GASB (Governmental Accounting Standard Board) statement(s).
  
- 8. Annual Completion Date.** The Auditor will issue an audited Financial Report, in its final form, and the Management Letter for the audited schools Internal accounts activities no later than September 20, 2020 for the fiscal year ended June 30, 2020. For each school, the District requires 2 copies of the audit, 32 in total. Copies should be bound in booklet fashion (spiral or comb binding) the completion date for the subsequent fiscal years will remain September 20<sup>th</sup> of the year being audited.

NOTE: In all cases, internal funds audit as addressed in Section 7 of this RFP, the firm or individual will provide the NCSB or its designee access, free of charge, to any or all work papers generated during the internal funds audit or during additional work projects for a period of three years after expiration of the contractual agreement resulting from this RFP.

## 8. Qualifications of Firm or Individual and their Personnel

To be considered for recommendation and consequently for award, the firm or individual submitting a proposal in response to this RFP shall be currently licensed to practice public accounting within the State of Florida.

Each firm or individual submitting a proposal shall provide resumes of individuals who will be assigned to the NCSB, including the experience that each possesses relative to the area of internal funds audit.

Each firm or individual shall identify the specific individual who will work with the NCSB on a day-to-day basis as a primary point of contact and who will be responsible for the work product(s) of the firm or individual.

## 9. Liability Insurance, Licenses and Permits

Where service providers are required to enter or go onto NCSB will provide proof of insurance coverage including general liability and professional liability to the NCSB. The NCSB shall also be named as an additional insured. General liability and professional liability shall be for a minimum coverage of \$1,000,000. This proof of insurance coverage shall be delivered to the NCSB Executive Director of Business Services. Replacement personnel to be assigned to NCSB projects are subject to approval by the NCSB.

## 10. Cost Incurred In Responding

All costs directly or indirectly related to proposal preparation, presentation, or clarification shall be the sole responsibility of and be borne by the firm or individual submitting a proposal.

## 11. Incorporation of Terms

All terms and conditions of this RFP are incorporated by reference into the final contractual agreement for services to be performed. The final agreement may be evidenced either by a properly executed contractual agreement or by a NCSB purchase order issued to the successful firm or individual. Therefore the firm or individual selected hereby agrees to accept a NCSB purchase order for any and all services to be rendered as a result of this RFP.

## 12. Vendor Guidelines

The Review and evaluation Committee will evaluate each proposal received timely on its own merit and will recommend a firm or individual to the Superintendent who will present the recommendation to the NCSB for action at the NCSB meeting in April 2020 to be determined. It is and it shall be understood and agreed to by both parties that the decision of the NCSB shall be final.

Before submitting a proposal, the firm or individual must accept the responsibility to become familiar with any local conditions which may, in any manner, affect the services required. The firm or individual is also required to carefully examine the requirements and specifications and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contractual agreement. No additional allowances will be made due to lack of knowledge of these conditions.

Areas of concern or non-compliance with any requirements or guidelines set forth in this RFP must be addressed prior to submitting a proposal and any alternatives to requirements or guidelines must be in writing in detail sufficient for the evaluation of the alternative and determination of the alternative's ability to accomplish the same result as the requirement or guideline in question set forth in the RFP.



### **13. RFP Questions or Concerns**

All questions and concerns should be directed in writing to:

Chris Lacambra, Executive Director of Business Services  
The School Board of Nassau County, Florida  
1201 Atlantic Avenue  
Fernandina Beach, Florida 32034  
Phone: (904)491-9861  
Email: lacambrach@nassau.k12.fl.us

### **14. Legal Requirements**

Federal, State, County and local laws, ordinances, rules, and regulations that in any manner affect the work covered herein apply. Lack of knowledge by the firm or individual shall in no way be a cause for relief from responsibility.

Vendors or service providers doing business with the NCSB are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, sex, age, or disability with regard to, but not limited to the following: employment practices, rates of pay, or disability compensation methods, and training selection.

### **15. Indemnification**

For purposes of general liability as opposed to professional liability which is addressed in the second paragraph of this Section, the firm or individual will agree to protect, defend, reimburse, indemnify, and hold harmless the NCSB, its agents, employees, and elected officials, and each of them free and harmless at all times from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorney's fees, costs and expenses of whatever kind or nature whether arising during or after completion of any work resulting from this RFP and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence whether active or passive of the firm or individual or anyone acting under their direction or control, or on their behalf in connection with or incident to the performance of a contractual agreement that may result from this RFP. The firm or individual's aforesaid indemnity and hold harmless obligations, or portions of applications thereof, shall apply to the fullest extent permitted by law but in no event shall they apply to liability caused by the sole negligence or willful misconduct to the NCSB, its elected officials, employees, or authorized agents.

With respect to professional services provided by the firm or individual under a contractual agreement that may result from this RFP, the firm or individual thereby agrees to protect, defend, reimburse, indemnify and hold harmless the NCSB its agents, employees, and elected officials and each of them free and harmless from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorney's fees, costs and expenses of whatever kind or nature whether arising during or after completion of the work there under and in any manner caused, occasioned or contributed to by any malpractice, negligent act, omission, or fault of the firm or individual or anyone acting under their direction or control or on their behalf in connection with or incident to the performance of a contractual agreement that may result from this RFP.

The preceding conditions, instructions, specifications, and requirements as well as the proposal form constitute the complete set of documents for this RFP.

By signing the Proposal Form for this RFP and submitting it to the NCSB Executive Director of Business Services, the firm or individual submitting the proposal is stating that they fully understands, accepts and agrees to totally comply with and abide by all General, Special Conditions, Instructions, and Requirements set forth in these RFP documents as issued by the NCSB.

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**Proposal Form** **Page 1 of 3**

**This proposal is submitted to the NCSB Executive Director of Business Services located at 1201 Atlantic Avenue, Fernandina Beach, FL 32304 (mailing address: same- Business Services Office). One criterion for the proposal to be considered responsive and to be opened the proposal must be received in the NCSB Business Services Office on or before 3:00 PM, EST, Monday March 9, 2020.**

**Proposal Submitted by:**

**Firm or Individual:**

**Address:**

**City, State & Zip Code:**

**Signature of Person Authorized to Sign:**

**Printed Name & Title of Person Signing:**

<b>Name</b>	<b>Title</b>
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**Telephone No.:**

**Date Signed:**

Proposal Form

Price Proposal for Internal Funds Audit Services (See Section 7 — Scope of Services)

2019/2020 Fiscal Year	\$ _____
2020/2021 Fiscal Year	\$ _____
2021/2022 Fiscal Year	\$ _____

The proposed costs for fiscal years 2020/2021 and 2021/2022 does not negate the clause that allows the District to terminate this agreement with or without cause with thirty (30) day written notice to the firm or individual. It is the District's intent to renew the agreement for fiscal years 2020/2021 and 2021/2022 provided satisfactory performance by the awarded Firm or Individual is achieved.

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Request for Proposals 2020-02  
Internal Funds Audit Services**

**Proposal Form**

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**Attach the following to your proposal:**

**A summary of your experience performing internal funds audit**

**A summary of your experience performing audit work for school boards**

**A list of references related to the above experience**

**A brief summary (resume) of the individuals who will be working on this audit**

**A copy of your most recently issued Peer Review Report**

**Any other information you feel will help the evaluation committee make a decision**

**A copy of current licenses**

**Proof of insurance coverage as required by this RFP**

**By signing and submitting the Proposal form the firm or individual is certifying that:**

- 1. The firm or individual has not divulged, discussed, or compared the proposal with other firms and has not colluded with any other firm or individual parties to the proposal.**
  
- 2. The firm or individual acknowledges that all information contained herein is part of the public domain as defined by Florida Statutes.**

## Attachment A

School Internal Funds  
Independent Auditor (Courson & Stam) Results  
2018-2019 School Year

	Cash Balance @ Year End	Reportable Condition (Major)	Material Weakness (Major)	Management Letter Comments (Minor)
Bryceville Elementary	20,706	None	None	3
<a href="#">Callahan Elementary</a>	50,933	None	None	None
Callahan Intermediate	34,840	None	None	4
<a href="#">Callahan Middle</a>	83,139	None	None	None
Emma Love Hardee Elementary	37,781	None	None	1
Fernandina Beach High	242,031	None	None	1
<a href="#">Fernandina Beach Middle</a>	84,146	None	None	None
<a href="#">Hilliard Elementary</a>	46,116	None	None	None
Hilliard Middle-Senior	156,859	None	None	3
Southside Elementary	67,866	None	None	1
West Nassau High	233,000	None	None	4
<a href="#">Wildlight Elementary</a>	40,081	None	None	None
Yulee Elementary	42,436	None	None	1
<a href="#">Yulee High</a>	179,857	None	None	None
Yulee Middle	81,604	None	None	3
<a href="#">Yulee Primary</a>	21,057	None	None	None
	<u>1,422,452</u>			