

North Colonie Central School District  
91 Fiddlers Lane  
Latham, New York 12110-5349

**REQUEST FOR PROPOSAL**

The North Colonie Central School District, Town of Colonie, Latham, New York 12110, invites the submission of sealed proposals for:

**Professional Auditing Services**

**Clerk of the Works Services**

for the North Colonie Central School District. Bids will be received until **11:00 a.m.** on the **4th** day of **December 2009**, at the Administration Building in Latham, New York, at which time and place all proposals will be publicly opened. Proposals may be obtained at the same office.

Board of Education  
North Colonie Central School District  
Town of Colonie  
County of Albany  
Latham, New York 12110

By:

Thomas J. Rybaltowski  
Interim Purchasing Agent

NORTH COLONIE CENTRAL SCHOOL DISTRICT  
91 FIDDLERS LANE  
LATHAM, NEW YORK 12110-5349

To: Board of Education  
North Colonie Central School District  
91 Fiddlers Lane  
Latham, New York 12110-5349

Commodity: **Professional Auditing Services**

Date of Proposal Opening: **December 4, 2009**

Time of Proposal Opening: **11:00 a.m.**

Pursuant to your advertisement for proposals, dated **November 19, 2009**, and with full knowledge and acceptance of all the provisions and terms set forth on this proposal and the specification issued therewith, the undersigned hereby offers to furnish the services herein below enumerated for the sum or sums indicated in the appropriate places provided on this proposal.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Official Title: \_\_\_\_\_

Printed Copy of Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

NORTH COLONIE CENTRAL SCHOOL DISTRICT  
91 Fiddlers Lane  
LATHAM, NEW YORK 12110-5349

November 13, 2009

Dear Sir/Madam:

The Board of Education of North Colonie Central Schools is requesting proposals for the audit of the North Colonie Central School District financial statements for the fiscal year ending June 30, 2010 and for the four succeeding years.

Respondents are encouraged to provide a profile of their firm. Experience in audits of public schools and/or municipalities are desirable. Include resumes of key personnel to be assigned to the engagement. Also, include resumes of key personnel assigned to other school districts that you are currently auditing, or have recently provided auditing services. Our fiscal year ends June 30<sup>th</sup> with the report to be filed in Albany by October 1.

A copy of your latest quality review report and letter of comments should be attached to the proposal. Your firm must also provide a statement that all professionals working on the engagement meet the minimum continuing professional education requirements of the Single Audit Act. An estimate of the number of hours and the level of personnel assigned to the audit should also be included.

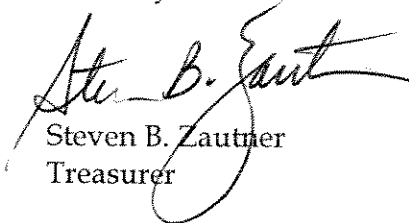
If you need additional information, please contact me or Thomas Rybaltowski, Assistant Superintendent for Business, at 785-8591.

Proposals are due by 3:00 p.m. Friday, December 4, 2009 and should be addressed to:

Steven B. Zautner, Treasurer  
North Colonie Central School District  
91 Fiddlers Lane  
Latham, New York 12110-5349

Thank you for your consideration.

Sincerely,



Steven B. Zautner  
Treasurer

pad

Attachment

NORTH COLONIE CENTRAL SCHOOL DISTRICT  
91 FIDDLERS LANE  
LATHAM, NEW YORK 12110-5349

REQUEST FOR PROPOSAL  
FOR  
PROFESSIONAL AUDITING SERVICES

Purpose

The Board of Education of the North Colonie Central School District is requesting proposals from qualified and experienced certified public accountants to audit the District's general purpose financial statements, single audit and Extra-classroom Activity Funds financial statements for the fiscal year ending June 30, 2010, and the four succeeding years if mutually acceptable each year to the Board and Auditing Firm.

District Information

- |                |                          |                       |
|----------------|--------------------------|-----------------------|
| A. Management: | Superintendent           | Randy A. Ehrenberg    |
|                | Asst. Supt. for Business | Thomas J. Rybaltowski |
|                | Business Administrator   | Sarah Morrison        |
|                | Treasurer                | Steven B. Zautner     |
|                | Clerk of the Board       | Thomas J. Rybaltowski |
|                | School Tax Collector     | Town of Colonie       |
- B. Enrollment: (September, 2009)                      5,528
- C. Number of full-time employees:                      920
- D. Board of Education:                                      nine members elected for 5 years
- E. Other Operations:
1. The District's general ledger accounting and payroll systems utilize Finance Manager Software.
  2. A District operated, self-supporting food service program serves both breakfast and lunch in each school building.
- F. General Fund Budget 2009-10:                      \$90,096,000

- G. Federal Awards The district was considered a low risk auditee for the year ended June 30, 2009. It had federal expenditures of \$2,135,965 and the Special Education cluster was the major program (\$1,235,846).

Additionally, fiscal year ending June 30, 2010 will include \$2,492,940 in Federal Stabilization Grant monies, as well as an additional \$730,64 or the Section 611 Grant and \$33,269 in additional funds for the Section 619 Grant.

### Scope

- A. The annual audit of all funds of the District shall be performed in accordance with:

1. Generally Accepted Auditing Standards
2. Standards promulgated by the New York State Comptroller
3. Regulations of the Commissioner of Education
4. Regulations of the federal government regarding federal funds (single audit)
5. Regulations required under Sect 172.3 (d) of the Regulations of the Commissioner of Education for extra-classroom activity funds
6. Management will prepare all financial statements.

- B. Firm Qualifications and Experience

1. Firm

- a. Provide affirmative statement that the firm is independent of the District as defined by Generally Accepted Auditing Standards and US GAO Governmental Auditing Standards.
- b. State the firm size, size of the governmental auditing staff and location of the office from which the work on this engagement is to be performed.
- c. Submit a copy of the firm's most recent external quality control peer review report and letter of comments and state whether it included a review of specific government engagements. Information on the circumstances and status of any disciplinary action taken or pending against the firm or its staff members during the past three years with state regulatory bodies or professional organizations must also be furnished.

- d. Provide a listing of references for school districts for which services were rendered within the past five years. Include contact name and phone number.

#### C. Staff

1. Provide brief resumes (including governmental auditing experience) of the engagement partner, supervisors/managers and other specialists who will be assigned to this engagement. Indicate whether each of the individuals who will be conducting the audit is registered and licensed to practice as a certified public accountant in New York State.
2. Provide a listing of any memberships the aforementioned individuals hold in professional associations or committee/subcommittees on which they may serve.
3. The Board of Education or Superintendent of Schools reserves the right to reject staff that they believe do not have appropriate experience or qualifications to conduct the audit.

#### D. Annual Audit Time Requirements

1. Preliminary fieldwork should be done in late May or early June and final fieldwork should be done at the end of August and the beginning of September each year.
2. The District prefers that the staff assigned to do the preliminary audit work prior to June 30<sup>th</sup> be the same staff that will complete final fieldwork.
3. The audit should be completed in time for the district to meet the filing date each October.

#### E. Auditor's Reports

1. Typing and Copies: The firm will make copies of all reports on its premises and will deliver 25 bound copies and 1 unbound copy of all reports to the Clerk of the Board. The annual audit report's letter to management shall be attached to or included in the same binder with the financial statements.
2. The firm shall advise the Clerk of the Board as to the proper promulgation of their reports in writing.

Requirements for Proposals and Description Process

- A. The Clerk of the Board must receive all proposals no later than **Friday, December 4, 2009 at 11:00 a.m.**
- B. Each firm shall submit 5 copies and one original proposal to the following address:  
North Colonie Central School District  
Attn: Thomas J. Rybaltowski, Clerk of the Board  
91 Fiddlers Lane  
Latham, New York 12110-5349

The envelope shall be labeled **Proposal - Auditing Services**

- C. All proposals and accompanying documentation become the property of the North Colonie Central School District. The District shall not divulge any information presented in the RFP to anyone outside the District without the written approval of the firm.
- D. THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PART OF THE PROPOSAL. After a review process, the Board of Education will appoint the Independent Auditor.
- E. All inquiries concerning this RFP should be directed to Steven B. Zautner, Treasurer, at (518) 785-8591 ext 3105.

Fees

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

Annual audit of all funds of the District for the year ended June 30<sup>th</sup>.

2010	\$ _____
2011	\$ _____
2012	\$ _____
2013	\$ _____
2014	\$ _____

## Criteria for Evaluation of Proposals

The Board of Education is responsible for establishing the criteria of the evaluation. Some elements included in this evaluation will be (not necessarily in order):

1. Municipal and school district audit qualifications and experience of the firm and the staff assigned.
2. Reference checks.
3. The clarity of the firm's proposal.
4. The fees to be charged.
5. The firms past performance on meeting deadlines.

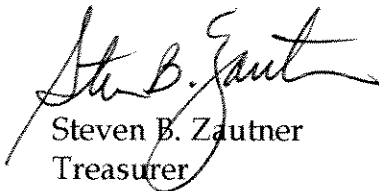
A committee consisting of at least the following district representatives will review proposals:

- Board members
- Assistant Superintendent for Business
- Business Administrator
- Treasurer

Respondents to this request for proposal should plan on spending approximately one hour during the week of December 7<sup>th</sup> with the committee to present their proposal and answer questions. A mutually agreeable date and time will be established.

We thank you for your interest and look forward to receiving your proposal and possibly working with you during the period of engagement.

Sincerely,



Steven B. Zautner  
Treasurer

/pad  
Enclosure