

LAKELAND CENTRAL SCHOOL DISTRICT
1086 E. MAIN STREET
SHRUB OAK, NY 10588

**REQUEST FOR PROPOSAL
INTERNAL CLAIMS AUDITING SERVICE**

Overview

The Board of Education of the Lakeland Central School District is accepting proposals from CPA and financial consulting firms, as well as qualified individuals to provide internal claims auditing services for 2017-18, 2018-19 and 2019-20 school years.

The District's fiscal year begins July 1 and ends June 30. The Internal Claims Auditor will be appointed annually (at the first Board of Education meeting in July of each year) by the Board of Education and will serve at the pleasure of the Board.

The Internal Claims Auditor is responsible for formally examining all accounts charges, claims or demands against the school district. These include, but are not limited to; invoices, and reimbursements.

In accordance with the above, the District will require that the selected firm's assigned staff perform this function each week or biweekly for the entire school year. A monthly report must be developed and shared directly with the Board of Education at its monthly business meeting, generally held the third Thursday of each month.

Brief Description of the District

Enrollment – 5,700 students K – 12

BOCES – component of the Putnam Northern Westchester Board of Cooperative Education Services

Number of Employees – Approximately 1,300

Other Operations – The District provides its own student transportation and operates its own food service program

Budget – The 2017-18 proposed general fund budget is \$162,716,765.

Internal Claims Auditor Request for Proposal

Description of Financial Software Programs – The District uses the nVision software program for all financial accounting, which is managed locally by Lower Hudson Regional Information Center.

Prior audit reports are available for inspection in the District Offices.

The district processes approximately 500 checks and wires monthly. This number includes checks paid to vendors and reimbursement to employees.

Scope

The auditing process should determine:

1. That the proposed payment is for valid and legal purposes;
2. That the obligation was approved by an authorized district official;
3. That the terms for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
4. That the obligation does not exceed the available appropriation; and
5. That the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order.

The following tests should be performed:

1. Track the numerical sequence of the checks being approved.
2. Prove the mathematical accuracy of all computations, including verification of extensions and additions and the recalculation of any discount.
3. Determine that the charges are not duplicates of items already paid.
4. Compare vouchers to purchase orders to determine accuracy of payments.
5. Ensure vouchers/invoices are properly itemized.
6. Validate reimbursement claims against school policy, personnel contracts and state regulations and bid awards. Ensure all details necessary to reimburse employees is included with the voucher.
7. Ensure receipts are included whenever necessary.
8. Ensure Purchasing Agent has approved all applicable claims.

RFP Requirements

1. Firm Qualifications and Experience

Provide affirmative statement that the firm is independent of the District as defined by Generally Accepted Auditing Standards and US GAO Governmental Auditing Standards and that there are no conflicts of interest between the firm and the Lakeland Central School District. State the firm size, size of the governmental auditing staff and name(s) of individual(s) to be assigned weekly to the school.

Provide a listing of references for school districts or other entities for which internal claims auditing services were rendered within the past five years. Include contact name and phone number.

2. Firm Staff

Provide brief resumes (including governmental auditing experience) of the individuals who will be assigned to the district.

3. Request for Proposal

Please submit your proposal in a sealed envelope with “RFP” written in the lower left corner to:

Lisa Garland, Purchasing Agent
Lakeland Central School District
1086 E. Main Street
Shrub Oak, NY 10588

Proposals are being accepted until 2:00 p.m. on Thursday, September 28, 2017.

Lakeland Central School District
1086 E. Main Street
Shrub Oak, NY 10588

SUBMISSION FORM
Internal Claims Auditor Proposal
Due by 2:00 p.m. Thursday, September 28, 2017

Year 1: TBD through June 30, 2018 \$_____ per hour
Base Year

Number of hours anticipated each month _____

LEGAL NAME _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

___ A Sole Proprietor ___ A Partnership ___ Other (Specify): _____

Legally Authorized Signature

Date

Lakeland Central School District
1086 E. Main Street
Shrub Oak, NY 10588

REFERENCE FORM

AUDITOR: _____

REFERENCE #1: Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone Number: _____

REFERENCE #2: Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone Number: _____

REFERENCE #3: Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone Number: _____

HOLD HARMLESS AGREEMENT

This form must be signed and notarized and submitted with this proposal.

It is hereby agreed and understood that the PROPOSER agrees to hold harmless and indemnify the Lakeland Central School District and its Board of Education and, any officer, agent, servant or employee of the Lakeland Central School District, from any lawsuit, action, proceeding, liability, judgment, claim, or demand which may arise out of:

A. Any injury (including death) to person or property sustained by the bidder, its agents, servants or employees or any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the contract however caused;

B. Any injury (including death) to person or property sustained by any person, firm, or corporation, caused by any act, default, error, or omission of the contractor, its agents, servants, or employees or any person, firm or corporation, directly or indirectly employed by them upon or in connection with performance under the contract.

The assumption or indemnity, liability and loss hereunder shall survive contractor's completion of service or other performance hereunder and any termination of this contract.

The contractor at its own expense and risk shall defend any such legal proceedings that may be brought against the Lakeland Central School District, its Board of Education, or any officer, agent, servant, or employee of the Lakeland Central School District on any claim or demand, and shall satisfy any judgment that may be rendered against the Lakeland Central School District, its Board of Education, or any officer, agent, servant, or employee of Lakeland Central School District.

This indemnification, defense and hold harmless agreement shall apply to any lawsuit, action, proceeding, liability, judgment, claim or demand of name or nature, notwithstanding that contractor may deem the same to be frivolous or without merit. It is intended that this agreement be interpreted in the broadest manner possible so as to insulate all of the entities, parties and individuals named above from any liability, cost or judgment, monetary or otherwise, as the same may relate to the personnel and services provided by the contractor.

By: _____
Authorized Signature

Internal Claims Auditor Request for Proposal

Name

Title/Corporation