



9467 Park Street
Ellsworth, Michigan
49729
(231) 588-2544
www.ellsworth.k12.mi.u

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"Small School Relationships ... Big School Opportunities."

**Request for Proposal
Business Services
For the Years Ending June 30, 2014**

October 1, 2013

GENERAL CONDITIONS

Ellsworth Community School is soliciting proposals from qualified firm/agencies to provide its business services for the fiscal years ending June 30, 2014.

The business services are to include accounting functions for the following major funds: General, non-major funds: Food Service, Sinking Fund, and Student Agency Funds. Business Services will include budgeting for all funds; local, state and federal grant compliance and monitoring; monthly financial reporting to the Board of Education; payroll processing and related reporting; accounts payable processing and related reporting; cash receipt entry; Human Resource management including insurance, COBRA and FLMA compliance and monitoring; and preparation of the financial statements for the annual fiscal audit conducted by an Independent Auditor.

The business services must be performed in accordance with generally accepted auditing standards. Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of audit services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

TIME TABLE:

1. Release of RFP on or about October 7, 2013.
2. Proposals due at 3:00 pm on Monday October 21, 2013.
3. Board of Education action by November 11, 2013.
4. Notification to all firms as soon as possible after November 12, 2013.
5. Annual audited Financial Statements completed for distribution in September following each fiscal year end.
6. Presentation of Financial Statements to the Board of Education during September of each year.

FIRM/AGENCY QUALIFICATIONS

- The firm/agency must maintain a sufficient number of professional staff in order to provide adequate technical expertise and depth.
- The firm/agency staff assigned to the district must have considerable experience in accounting and/or auditing K-12 public school districts within the State of Michigan.
- The firm/agency is expected to be familiar with the types of policies and procedures school districts follow.
- The firm/agency will provide a profile of the professional responsible for the overall management of the services. The staff must be fully informed regarding generally accepted accounting principles and proper accounting and auditing procedures.

- The firm/agency shall identify the manage and other staff who will work on the accounting and audit preparation, including staff from other than the local office.
- Assurance must be given that during the course of the life of the contract there will be some continuity in the assignment of staff. It is to the mutual interest of the district and the firm/agency that there not be any dramatic changes in staff every year.
- The firm's/agency's professional staff must be trained specifically in auditing and accounting for school districts.
- The firm/agency must be actively involved in school financial organizations on a county and state level.
- All assistants must be properly trained and supervised and the work must be adequately planned.
- The firm/agency must have an excellent reputation for service in school district auditing.

In addition, we request that the staff offer possible alternative solutions to improve fiscal management of the Ellsworth Community School and that the district staff advise the accounting office in writing of any changes in accounting procedures to assist with the ongoing compliance with the latest recommendations.

DISTRICT INFORMATION

Ellsworth Community Schools utilizes software by Specialized Data Systems (SDS) for general ledger, accounts payable, cash receipts, accounts receivable, payroll, human resources and student management functions.

PROPOSAL

In addition, please provide the names and contact persons of at least 4 school districts that you have provided business services for in recent years.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. All questions and correspondence should be directed to Aaron Gaffney, Superintendent at the address noted below, by email agaffney@ellsworth.k12.mi.us or by telephone at 231.588.2544.

Completed proposals must be received by 3:00 pm on Monday October 21, 2013 to:

Aaron Gaffney
 Ellsworth Community School
 9467 Park Street
 Ellsworth, MI 49729

After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the firm/agency that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.