



Halifax Area School District

3940 Peters Mountain Road
Halifax, Pennsylvania 17032-9098
Telephone: (717) 896-3416

REQUEST FOR PROPOSAL FOR AUDIT SERVICES- TAX COLLECTORS

Document Purpose

The purpose of this request for proposal is to provide interested audit firms with sufficient information to enable them to prepare and submit proposals (i.e. quotations) for consideration by Halifax Area School District (“the District”) for auditing services relating to the Halifax Borough, Halifax Township, Wayne Township and Jackson Township Tax Collectors (“the Tax Collectors”) for the District fiscal years: 2021-22; 2022-23; and 2023-24. The Audit Firm will need to supply audit statements, cash basis, as stated below.

District Contact

The point of contact with Halifax Area School District is **Mr. Tyler S. James, Business and Operations Manager**, 3940 Peters Mountain Road, Halifax, PA, 17032, 717-896-3416 (ext. 107).

Incurred Proposal Costs

The District is not liable for any cost incurred by audit firms prior to the issuance of an agreement or contract.

Response Date for Proposals

In order to be considered for selection, Audit Firm proposals for auditing services must be received in a sealed envelope clearly marked “Audit Services RFP Tax Collectors” not later than **3:00 PM at the Halifax Area School District, 3940 Peters Mountain Road, Halifax, PA 17032, on Friday, January 28, 2022**. Proposals received after this time will **NOT** be considered.

Qualifications

The auditors assigned to perform the audit must collectively possess adequate professional proficiency for the task required. The Commonwealth of Pennsylvania has defined qualified auditors to perform Single Audits to be Certified Public Accountants (CPA) or Public Accountants (PA) who are: (1) Registered under Act 140 P.L. 318, May 26 1947, entitled “The CPA Law”, as amended by Act 286, P.L. 1280, dated December 8, 1976; and (2) conforming to the independence requirements and professional standards promulgated by *Government Auditing Standards*, issued by the Comptroller General of the United States.

Partnership

The successful audit firm will understand the importance of a partnership. The successful audit firm should demonstrate a commitment to ongoing client education, before, during and after the audit. It is expected that the audit firm will make themselves available for answering accounting questions from the District and providing accounting advice, as needed.

Informality of Bid and Acceptance, Rejection or Selection of Quotation

The District reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the District. All



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pricing must be held for 90 days. The District reserves the right to negotiate terms and conditions.

Acceptance by the District

The District School Board will consider the auditing proposals at a regularly scheduled meeting following the due date of this request for quotation. An interview with the School Board may be required.

In determining the award to the proposing audit firms, the following will be considered:

1. Evidence in proposal that the submitting firm clearly understands the scope of the audit services to be performed.
2. Technical experience of the firm.
3. Qualifications of the audit staff.
4. Size and structure of the firm.
5. Costs quoted to perform the specified audit services.
6. Relevant References.

Execution of this "Request for Proposal"

This "Request for Proposal – Tax Collectors" shall be executed as follows:

1. As an individual auditor (he/she shall sign the proposal personally).
2. As a partnership or corporation signed in the name of the firm by a partner.



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Audit Proposal Instructions

General Scope of Work

The auditor will audit the Statement of Reconciliation of School Tax Duplicates and the Statement of Cash Receipts for the Real Estate, Per Capita, and Occupation Taxes and Tax Duplicates. All final statements must be prepared by the audit firm in compliance with the national standards of the Association of School Business Officials and Government Finance Officers Association Certificate for Excellence in Financial Reporting.

The audit firm shall provide to the District a Management Letter listing recommendations for improvements in District procedures. The Management Letter will include specific reasons why the audit firm is suggesting changes to the district procedures. The Management Letter will incorporate the District's response, if applicable.

The audit firm shall provide to the Board of School Directors a certified audit of the District's Tax Collectors, cash basis. The district business administrator shall determine the number of bound copies of the report that the audit firm shall provide. An electronic form of the final documents as PDF files are also required to be delivered with the final document. The basic financial statements must include:

- Independent Auditor's Report
- Statement of Reconciliation of the Tax Duplicate
- Statement of Cash Receipts Per the School District
- Notes to Financial Statements



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Retention of Audit Working Papers

The Audit Firm shall retain work papers and reports for a minimum of six (6) years from the date of the audit report. An appropriate Federal or State Agency or the District must make audit work papers available upon a request.

Access to Audit Working Papers

The District and any appropriate Federal or State Agency shall have free and unrestricted access to the work papers, records, other supportive documentation and reports prepared, or in the process of being prepared, in connection with the audits performed under this proposal. Free and unrestricted access to and the right to require submittal of the documentation to District or appropriate agency shall exist during the contract term and shall continue for six (6) years from the date of submission of the final invoice or until litigation, audit or claim has been fully resolved, if later.

Time Limit of Audit

The Audit Firm shall execute and complete the audit between July 1st and August 31st of the subsequent fiscal year. The complete set of reports must be provided to the District electronically (PDF) and in bound form no later than September 10th.

Cost and Pricing Data

Proposals must be for a total amount for the audit of the Tax Collectors, as well as providing accounting information to the District throughout the year. The District will not be liable and will not pay for any costs not included in the proposal. Specifically, it will not be subject to any fees for “extra work.”

Unacceptable Work

If the Audit Firm’s audit reports are determined to be unacceptable by the District the Audit Firm may, by written request, be required to re-audit at its own expense and submit a revised acceptable audit report. The District has the right to reject the Auditor’s audit report for one (1) year after the District has submitted the audit report to the District. If the Audit Firm fails to comply with any of the terms of this proposal, the District may terminate this contract.

Fraud and Illegal Acts

If, during the course of the examination, the auditors uncover indications of possible fraud or other illegal acts, the auditors shall immediately notify the officers of the Board of School Directors and appropriate State and Federal agencies in writing. The auditors shall perform sufficient fieldwork to be able to clearly describe and document the situation.

Advisory Assistance

The Audit Firm shall be available to provide advisory assistance to District administration throughout the fiscal year including but not limited to general tax and accounting questions, and assistance with audits of State and Federal agencies. This assistance will be provided at no extra cost. The District will maintain its financial records and the Audit Firm will advise as may be necessary to enable the District to comply with the requirements of regulatory agencies.



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Information Requested

In order to facilitate a uniform audit proposal review process and maximize comparability, it is required that the audit firms submitting proposals organize their proposal in the following manner:

1. Title Page – State that the document is a “Proposal for Audit Services – Tax Collectors” and list the following: date, audit firm name, local address, telephone number, and contact person.
2. Table of Contents – Identify the contents by section and page number.
3. Letter of Transmittal (Limit to one or two pages) – Briefly state the proposer’s understanding of the work to be done and make a positive commitment to perform the work within the required time period.
4. Profile of the Audit Firm – State whether your audit organization is national, regional or local. Indicate the number and level of people from the closest office that will perform the audit. Provide a reference list of governmental audit clients indicating the type of service performed, years of engagement, contact person and phone number. (Limit to five most relevant references)
5. Describe your firm’s participation in AICPA sponsored quality control programs.
6. Describe your firm’s approach to the audit including at least the following:
 - a. Type of audit program used.
 - b. Use of statistical sampling.
 - c. Use of computer audit specialists.
 - d. Organization of audit team and approximate time to be spent on the audit.
 - e. Provide a sample “management letter”.
 - f. Provide a sample of an “information or records request list”.
 - g. Provide a tentative audit activity schedule for the next school year’s audit.
7. Auditors Experience Summary – Describe the public-school audit experience of each person to be assigned to the audit. Include position level held while on each audit. Indicate the time each auditor will be onsite.
8. Provide a copy of the Audit Firm’s most recent peer review opinion.



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(Return this page as Page 1 of your Auditing Services Proposal)

Name of Audit Firm: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Email: _____

FIRST, the undersigned have carefully examined the Request for Proposal for Auditing Services in accordance with the specifications of the proposal submit this proposal and agree to furnish and perform the specified audit services for the District within the time limits specified for the amounts indicated below.

SECOND, the undersigned agree to enter into a written contract to furnish such materials and services as required in the proposal specifications.

THIRD, the following quotation prices are listed as firm for a period of ninety (90) days after the due date of this request for proposal.

FOURTH, no plea of mistake for this proposal shall be made available to the undersigned audit firm. No proposal may be withdrawn before ninety (90) days from the due date of this proposal.

FIFTH, the audit firm agrees to do the auditing services for the amounts quoted as follows:

Auditing Services for 2021-2022 \$ _____

Auditing Services for 2022-2023 \$ _____

Auditing Services for 2023-2024 \$ _____

Signature _____ Date _____

Title or Office _____



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INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the proposer who makes the final decision on prices and the amount quoted in the proposal.
3. Bid rigging and other efforts to restraint competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the proposer with responsibilities for the preparation, approval or submissions of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the proposal process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.



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NON-COLLUSION AFFIDAVIT

State of _____

County of _____

I state that I am _____ of _____
(Title) (Name of Company)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers, I am the person responsible in my firm for the price(s) and the amount of this proposal. I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. _____, its affiliates,
(Name of Company)

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last ten years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and
(Name of Company)

acknowledges that the above representations are material and important, and will be relied on by the Halifax Area School District when recommending for award the contract(s) for which this proposal is submitted, I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Halifax Area School District of the true facts relating to the submission of proposals for this contract.

(Print Name of Authorized Person and Company Position)

Signature of Authorized Person



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Sworn to and subscribed before me this _____ day of _____, 20____

_____ My commission expires _____

Notary Public