



Kuna Joint School District 003

Request for Qualification (RFQ) - Independent Audit Services

Date: January 5, 2024

Date Due: February 5, 2024

05:00PM MST

1. General Information

- a. **Purpose:** Kuna Joint School District invites firms to submit a quotation for the provision of audit services. The purpose of this Request for Qualifications (RFQ) is to select a qualified auditing firm to conduct an independent audit of our financial statements in accordance with generally accepted auditing standards.

- b. **Who May Respond:** This RFQ is open to all qualified auditing firms with experience in providing audit services to school districts or similar entities.

2. Instructions on Proposal Submission

- a. **Closing Submission Date.** Proposals must be submitted no later than **05:00pm MST on February 5, 2024**

- b. **Inquiries.** Inquiries concerning this RFQ should be mailed to:

Elmira Feather
CFO
Kuna Joint School District No.3
711 E Porter St.
Kuna, ID 83634

Or e-mailed to: eafeather@kunaschools.org

- c. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFQ will be the responsibility of the Proposer and will not be reimbursed by the Kuna Joint School District No.3 (hereinafter referred to as KSD).

- d. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

Elmira Feather
CFO
Kuna Joint School District No.3
711 E Porter St.
Kuna, ID 83634

- e. **Delivery of the Proposal**

Regular Mail: If sending your proposal by regular mail, please put it in a sealed envelope and clearly mark the lower left-hand corner with the necessary information.

Request for Qualifications: **05:00 pm, February 5, 2024 MST**

- f. **Electronic Mail (email)** : If sending by electronic mail, please ensure that the email is received on or before **05:00 pm, February 5, 2024 MST.** An acknowledgment email will be sent shortly after receiving your email. If you do not receive confirmation, please ensure that the correct email address was entered.

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Proposer to ensure that the proposal is received by KSD, by the date, time and in the manner specified above. Late, unsealed proposals will not be considered.

Right to Reject. KSD reserves the right to reject any and all proposals received in response to this RFQ. A contract for the accepted proposal will be drafted based upon the factors described in this RFQ.

- g. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made **within four (4) weeks** of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed, in writing, of the name of the successful Proposer. The selected finalist may be invited to participate in an interview with the KSD staff before the final selection is made. Anticipated is a multi-year contract, with the option to renew or terminate annually.

3. Scope of Work

The selected auditing firm will be responsible for performing independent audit and encompass both financial and compliance components, not limited to:

- a. Conducting an audit of the financial statements consistent with General Accepted Accounting Principles (GAAP), and in accordance with the Single Audit Act requirements for audits of states, local governments, and Indian tribal governments that administer federal financial assistance programs
- b. Perform Compliance Supplement which is based on the requirements of the Single Audit
- c. Act Amendments and 2 CFR part 200, subpart F
- d. Providing an opinion on the fair presentation of the financial statements in accordance with GAAP
- e. Conducting required tests of internal controls and making recommendations for improvements, if necessary.
- f. Preparing and submitting the required financial reports in a timely manner.
- g. The scope of work encompasses all additional mandatory testing and requirements consistent with applicable laws and regulations

4. Proposal Contents

The Proposer, in its proposal, shall, as a minimum, include the following:

- a. Experience and qualifications of the firm and key personnel

- b. Approach and methodology for conducting the audit (i.e. onsite, virtual, hybrid, etc.)
- c. Cost of services. KSD reserves the right to negotiate with the Proposer on the structure of the billing.
- d. Methodology used for additional charges related to compliance supplement

- e. Organization, Size, Structure, and Areas of Practice. The Proposer should describe its organization in terms of the following:
 - size
 - structure
 - areas of practice
 - office location(s)
 - small or minority-owned business

Please include a copy of the Equal Opportunity/Affirmative Action Policy, if available.

Minority-Owned Businesses (MOB). Efforts will be made by KSD to utilize woman, minority and/or service-disabled veteran owned businesses.

5. Proposal Evaluation

- a. **Evaluation Procedure and Criteria.** KSD’s Superintendent and appropriate staff will review proposals and make recommendations to the Board of Trustees for final approval. The Superintendent and/or Board of Trustees may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:

EVALUATION CRITERIA	MAXIMUM RATING POINTS
Geographic Location and Accessibility	10
Level of experience of the individual(s) identified to work on this matter	20
The Proposer’s experience with similar clients and legal matters	30
Cost	20
MBE/WBE/MOB/Veteran*	5
Management Plan and/or Approach	15

*MBE/WBE - Minority and Women's Business Enterprise, Veteran-Owned Business

6. Description of Entity

The Kuna School District #003 (the District) is a public educational agency operating under the applicable laws and regulations of the State of Idaho. It is governed by a five member Board of Trustees (the Board) elected by the public. The Board has the authority to make decisions, appoint administrators, and significantly influence operations. It also has the primary accountability for fiscal matters.

KSD is located in Kuna, Idaho - the gateway to the Birds of Prey National Habitat Area. Founded on a deep heritage of strong educational, civic, and cultural values, Kuna is a rapidly growing agricultural community.

With a mission of inspiring each of their approximately 6,000 students to become lifelong learners and contributing, responsible citizens, KSD offers quality programs in all academic areas, as well as the arts, trades and industries, and athletics.

Mission

Empowering students to lead productive lives.

Values

- Learning is maximized when we provide a safe and orderly environment
- Use data to learn from the past, continue to improve and to direct future innovation
- Families and community are vital and active partners
- Educators design instruction to engage and inspire all learners
- All students are unique and valued
- All students will seek growth in academic and personal skills
- All students will be contributing members of society

Vision

Future Ready: We prepare for a rapidly changing world by empowering all students to pursue the best version of themselves.

Additional information on KSD is available in our Annual Report, which can be found at our web site <http://www.kunaschools.org> under the tab "About KSD."

Audited Financial Statements are available under the tab Community - Transparency.