

**March 8, 2012**

**TO: BOARD OF EDUCATION**

**FROM: Darrell Moon, Business Manager**

**RE: Request For Proposal (RFP) For The FY12 School Year Audit**

**Agenda Item 14-G**

Every year we look at many of the services we get from outside vendors to see if we are obtaining the best services for the best prices. Each year we should re-bid one or two of the services to make sure we are up to date with all the specific changes that may be occurring in the market place. This year we have decided to pursue a RFP for our Auditing Services. Our billings are now approaching the \$30,000 level and I would like to review the market to see what is happening. There are several Auditing firms that specialize in the K-12 School District business sector. I am sure they will all be interested in looking at our account. I would like to send out the RFP in the next few days so we can make a decision by the April Board Meeting.

**SUGGESTED MOTION: I move that the Board of Education Authorize the Business Manager to prepare a RFP for Auditing Services to start July 1, 2012, for the Annual Audit of the previous school year.**