

March 20, 2018

Mr. Colin Thompson
Legacy Professionals LLP
Certified Public Accountants
311 S. Wacker Drive, Suite 4000
Chicago, IL 60606

Dear Mr. Thompson:

Harvey Public School District 152 is accepting proposals from Certified Public Accounting firms to provide audit services for our school district in the future. We invite your firm to submit a proposal to us by Friday, April 13, 2018, for consideration. A description of our school district, the services needed, and other pertinent information follows:

Harvey Public School District 152 serves approximately 1,620 Pre-K through 8th grade students. Annual revenues are approximately \$27 million per year, and the school district employs about 415 employees in 8 locations. The school district's fiscal year is July 1st through June 30th.

Your proposal is expected to cover the following services:

- 1) Annual audit to be completed in compliance with the Illinois School Code and previously mentioned filing requirements and meeting with the administration and bookkeeping as necessary. Annual audit will include the following:
 - a. Audit and Report Write-Up, Cash Accounting Basis-Year Ended June 30th
 - b. Title I Audit and OMB A-133 Compliance Report
 - c. Risk Management Salaries in the Tort Fund
 - d. Student Activity Accounts
 - e. CEP (Community Eligibility Program) National School Lunch Program
 - f. Other auditing and compliance questions at the request of management including budget, maintenance of effort, account reconciliation, and other questions.
- 2) Filing of associated reports to the Illinois State Board of Education, Illinois Department of Health and Family Services, and the Federal Clearinghouse.
- 3) Presentation of the annual audit at a Board of Education meeting.

The following are key contacts for information you may seek in preparing your proposal:

Dr. Matthew Wilkinson, Business Manager/CSBO
Ms. Nicole Wright, Secretary to the Office of Business Operations/Board Secretary

Requests for additional information, review of prior financial statements, and appointments with the administration may be arranged by contacting our Administration Office at (708) 333-0300 ext. 29. The FY17 Annual Financial Report (AFR) is available on the school district's website.

In responding to this request, we request the following information:

1. Set forth your fee proposal for the fiscal years 2018, 2019, and 2020 audits as described above, with whatever guarantees can be given regarding increases in future years. Please provide an itemized estimated cost to transition our books and records from our current firm for 2018.
2. Describe how you will bill for questions on technical matters that may arise throughout the year.
3. What services do you provide to mitigate the risk of fraud, illegal acts or noncompliance with any laws, regulations or grant agreements?
4. Provide the names and contact information for other school district clients of the partners and associates that will be assigned to our school district for reference purposes.

Harvey Public School District 152 will evaluate all proposals on a qualitative basis. We retain the right to reject all proposals. We would also appreciate a response if you decline to submit a proposal.

Sincerely,

Dr. Lela Bridges, Interim Superintendent
Dr. Margaret Longo, Interim Superintendent

Auditors

1. Legacy Professionals

311 S. Wacker Dr.

Chicago, IL 60606

312-368-0500

2. John Kasperek Co.

1471 Ring Rd.

Calumet City, IL 60409

708-862-2262

3. Baker Tilly

205 North Michigan Ave.

Chicago, IL 60601

312-729-8000

4. Knutte & Associates

7900 S. Cass Ave. #210

Darien, IL 60561

630-960-3317