



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: December 9, 2014

TITLE: Award of Contract for Audit Services Based Upon Responses to Request for Proposal (RFP) 14-0011

BACKGROUND:

Request for Proposal 14-0011 was e-mailed to 11 vendors and published on the District's website. This solicitation requested proposals for audit services. Two vendors responded with responsive proposals. Both proposals were evaluated by the Evaluation Team based on criteria specified in the solicitation document (see page two). A Best and Final Offer was requested from each vendor. Heinfeld, Meech & Co., P.C. had the highest scoring proposal and the Best and Final Offer.

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board award a contract to Heinfeld, Meech & Co., P.C. based on their response and Best and Final Offer to RFP 14-0011.

INITIATED BY:

Scott Little

Scott Little, Chief Financial Officer

Date: November 24, 2014

Patrick Nelson

Patrick Nelson, Superintendent

EVALUATION CRITERIA FOR RFP 14-0011 AUDIT SERVICES

Criterion Description	Criterion Points	CliftonLarsonAllen LLP	Heinfeld, Meech & Co., P.C.
<u>Mandatory Requirements</u> a. The audit firm is independent and properly licensed. b. The audit firm’s professional staff has received the required continuing professional education within the preceding two (2) years. c. The audit firm submits its most recent external quality control review report and has a record of quality audit work.	None – Must meet these requirements or proposal will be considered non-responsive.	<u>Yes/No</u>	<u>Yes/No</u>
<u>Technical Criteria</u> a. Responsiveness of the proposal in clearly stating an understanding of the audit services to be performed including: 1. Comprehensiveness of audit work plan (10 Points) 2. Realistic time estimates of each major segment of the work plan and the estimated number of hours of each staff level (10 Points)	20	15-Consensus	20-Consensus
b. Technical Experience of the Audit Firm 1. Auditing Arizona school districts (15 Points) 2. Auditing Government agencies (10 Points) 3. Auditing computerized systems (5 Points) 4. Auditing Federal programs (5 Points) 5. Preparing school district comprehensive annual financial reports in a format which conforms to all standards necessary in order to be acceptable for presentation to the Association of School Business Officials International for consideration of award of the ASBO Certificate of Excellence, and for presentation to the Governmental Financial Officers Association (GFOA) for consideration of award of the GFOA Certificate of Achievement for Excellence in Financial Reporting (15 Points)	50	41-Consensus	50-Consensus
c. Qualifications of Staff 1. Qualifications of supervisory staff and of the audit team performing field work (10 Points) 2. General direction and supervision to be exercised over the audit team by the audit firm’s management (5 Points)	15	12-Consensus	15-Consensus
d. Size and Structure of the Audit Firm, Considering the Scope of the Audit	5	4-Consensus	5-Consensus
<u>Cost Criteria</u>	10	10	7
TOTAL EVALUATION POINTS	100	82	97