

# **Audit Services RFP – Selection Criteria and Evaluation Rubric**

## **Purpose**

This document establishes the evaluation criteria and scoring methodology that will be used by the District to review and select a qualified firm to provide audit services in response to the Request for Proposals (RFP). The goal is to ensure a fair, transparent, and consistent evaluation process aligned with the District's operational, financial, and compliance needs.

## **Evaluation Process**

Proposals will be reviewed by an evaluation committee designated by the District. Each proposal will be evaluated independently using the criteria below. Scores may be discussed collectively, and the District reserves the right to request interviews, clarifications, or additional information from proposers prior to final selection.

## **Evaluation Criteria and Weighting**

Proposals will be evaluated using a 100-point scale based on the following criteria:

### **1. Experience with Illinois Public School Districts and ISBE Reporting Requirements (25 points)**

Evaluation will consider the firm's demonstrated experience auditing Illinois public school districts and its knowledge of applicable state and federal requirements, including but not limited to ISBE reporting, Annual Financial Reports (AFR), Single Audit requirements, and compliance with Illinois statutes and administrative rules.

Evaluation will be based on the following:

- Number and size of Illinois school district clients
- Familiarity with ISBE reporting timelines and formats
- Experience with state and federal compliance audits

### **2. Qualifications and Experience of Assigned Personnel (20 points)**

Evaluation will consider the qualifications, certifications, and relevant experience of the personnel who will be assigned to the District's audit, including engagement partners, managers, and key staff.

Evaluation will be based on the following:

- Professional credentials (e.g., CPA licensure)
- Experience of assigned staff with K–12 audits
- Continuity of assigned personnel
- Availability and responsiveness of key staff

### **3. Understanding of the District's Needs and Audit Approach (20 points)**

Evaluation will consider the proposer's demonstrated understanding of the District's operations, complexity, and risks, as well as the proposed audit approach and methodology.

Evaluation will be based on the following:

- Clarity and thoroughness of the proposed audit plan
- Identification of potential risk areas
- Use of technology and audit tools
- Approach to communication with District staff and leadership

### **4. Cost of Services (20 points)**

Evaluation will consider the overall cost of services, fee structure, and cost competitiveness in relation to the scope of work.

Evaluation will be based on the following:

- Total proposed fees
- Fee transparency and clarity
- Reasonableness of costs relative to services proposed
- Multi-year pricing, if applicable

## **5. References and Prior Performance (10 points)**

Evaluation will consider feedback from references and the firm's history of performance with similar clients.

Evaluation will be based on the following:

- Quality and relevance of references provided
- Record of meeting deadlines
- Quality of audit reports and recommendations
- History of regulatory findings or issues, if any

## **6. District Staff Support Requirements (5 points)**

Evaluation will consider the level of support required from District staff and the firm's ability to minimize disruption to District operations.

Evaluation will be based on the following:

- Clarity regarding information requests
- Efficiency of fieldwork
- Use of electronic document submission and communication
- Overall burden on District staff

## **Scoring Summary Table**

<b>Criteria</b>	<b>Maximum Points</b>
Experience with Illinois Public School Districts & ISBE	25
Qualifications of Assigned Personnel	20
Understanding of District Needs & Audit Approach	20
Cost of Services	20
References & Prior Performance	10
<u>District Staff Support Requirements</u>	<u>5</u>
<b>Total Possible Points</b>	<b>100</b>

## **Final Selection**

The firm receiving the average highest total score may be recommended for award.