Rev. 03/18

Shelby County Board of Education

1155 Main Street

Shelbyville, KY 40065

(502) 633-2375

-----REQUEST FOR PROPOSAL-----

Reference Number: **AUDIT26** Title: **AUDIT PROPOSAL**

Date Proposal is Due: **February 23, 2026 @ 10:00 a.m.** Date RFP Released: **February 2, 2026**

Proposals are requested for audit services, subject to conditions of this request for proposal.

GENERAL CONDITIONS

1. A completed proposal package (with original signatures) must be submitted in an envelope clearly marked on the outside with "**PROPOSAL—AUDIT26**".

2. To receive consideration, proposals must be received according to the date/time designated in this RFP, and none will be accepted afterward. No proposal will be accepted by fax or any electronic method.

3. **Proposals must be submitted on the forms provided and signed by a partner** of the firm who is authorized to legally bind the firm.

4. Any changes made on the proposal forms (erasures, strikeouts, white-out, etc.) must be clearly initialed.

5. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any and all proposals, or to accept any proposal as may be deemed to be in its best interest.

6. All proposals shall be effective from the date of opening until the date specified in the special conditions of proposing, and no proposal may be withdrawn prior to that time.

7. All proposals shall remain in effect for one year from the date the proposal is awarded unless otherwise stated on the proposal form.

8. CONFLICTS OF INTEREST:

   a. KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Board of Education in connection with a contract for supplies or services, whether such gratuities or kickbacks are direct or indirect.

   b. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or services.

SPECIAL CONDITIONS

MISCELLANEOUS ITEMS:

References: "Client" means the Shelby County Public School District. "Firm" means the accounting firm submitting a proposal.

Contact: Client's point of contact is Susan Barkley, Chief Financial Officer.

Price Quote: This request is being considered as a "price quote" rather than a bid, since it is for professional services. Please consider all statements as such.

Recipients of RFP: The intent of this request is to receive proposals from accounting firms licensed in Kentucky. Firm shall be on the Register of the State Board of Accountancy and shall be approved by the State Committee for School District Audits.

Accounts to be Audited: All accounts of the Shelby County Public School District, including school activity funds, shall be included in the audit. The audit report for the general fund, all federal funds, school activity funds, and the food service fund shall be bound under one cover.

Scope: The scope and nature of the audit shall be as set forth in the Requirements for Local School District Audits (most recent version is enclosed but is subject to change) approved by the State Committee for School District Audits, the Kentucky Department of Education, and the Single Audit Act. The audit will be conducted in compliance with KRS 156.255 - 156.295 and other applicable sections of the Kentucky Revised Statutes.

Audit Contract: The Independent Auditor's Contract required by the Kentucky Department of Education shall be executed at a later date by the firm awarded the price quote.

Term of Agreement: The initial term shall be for the 2025-26 audit. If agreed upon by both parties, this contract may be renewed for three additional one-year term subject to annual approval by the Shelby County Board of Education.

FIRM'S RESPONSIBILITIES:

Training: Firm's staff must take advantage of training opportunities for accounting firms conducting audits of Kentucky school districts. Some training opportunities may be provided by the Kentucky Department of Education before auditing Shelby County Public Schools.

Audit Staffing/Supervision: Firm agrees, within reason that audit personnel named in proposal will participate in the audit. Firm agrees that the majority of audit procedures will be conducted by, or under the direct supervision of, a Certified Public Accountant.

Audit Schedule: Firm shall contact the Chief Financial Officer to arrange a mutually agreeable schedule for conducting the audit. The Financial Statements will be prepared by the Chief Financial Officer.

Client Assistance: At least three (3) weeks prior to the start of the District's audit fieldwork, Firm shall provide Client with a complete list of items to be prepared in order to minimize the disruption to Client's business routines. Such client assistance shall include all confirmations to be prepared by Client. For any specific reports Firm wants Client to prepare, an example of such reports ***and the Tyler MUNIS report parameters*** must be provided to ensure the appropriate report is prepared.

Client Documents: Documents reviewed during the audit are to be maintained in the same order as found (i.e., alphabetical, numerical, chronological, etc.) and returned promptly to school personnel. Firm shall not remove any original documents from the school or district office.

Management Letter Comments/Internal Control Matters: Firm shall provide Client's Chief Financial Officer with a written draft of the management letter comments and/or internal control matters ***in sufficient time to permit the school district to study and/or investigate the matter(s) and to provide written response to be bound in the final audit report.*** "*Sufficient time*" shall be considered to be no later than seven (7) calendar days after completing audit procedures at schools and, for the audit fieldwork at the district level, at least 14 calendar days prior to the exit conference.

Exit Conference: Firm must schedule an exit conference prior to presenting the audit report to the Board of Education. At the exit conference, the audit partner will present a **draft** of the audit report. The exit conference shall not take place on the same day the audit report is presented to the entire Board of Education.

Presentation of Audit Report: The audit partner will present the final bound audit report to the entire Board of Education. The presentation will consist of an explanation of the audit opinion and any other matters considered important.

Bound Audit Report: Firm will deliver 10 copies of the audit report to Client at least ten (10) calendar days prior to the date the audit report is to be presented to the Board of Education. Additional copies of the audit report may be requested later at no additional charge.

Audit Submission: Firm shall submit the audit report and all attachments by the deadline and in the format established by the state (presently required to be submitted electronically).

Schedules, Forms, and Reports: Firm shall be responsible for preparing the Schedule of Federal Financial Assistance, the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations (Form SF-SAC), and such other forms and schedules as may be required for the audit of a public school district or by the Kentucky Department of Education (KDE)

Progress Billings: Firm may submit progress billings not to exceed 50% of the audit fee. Client will pay such progress billings upon approval by the Shelby County Board of Education under its normal payment approval process (once per week). Final payment for services rendered shall not be made until the audit is received and accepted by the Shelby County Board of Education and the State Committee for School District Audits.

AUDIT MILESTONES

At least 14 days before exit conference	Provide Chief Financial Officer with a written draft of district-level management letter comments and/ or internal control matters
TBD	Exit conference using draft of audit report
At least 10 days before Board meeting	Provide 10 copies of bound audit report to the Chief Financial Officer for distribution to Board members
TBD	Present audit report to Board of Education
By November 15th	Submit audit report to KDE

ACKNOWLEDGEMENT OF GENERAL AND SPECIAL CONDITIONS

Reference Number: **AUDIT26**

I have read and agree to all General Conditions, Special Conditions, and the Requirements for Local School District Audits.

Firm Name _____

Address _____

_____

Telephone _____

Email Address _____

Partner's Signature _____

Partner's Name (printed) _____ **Date** _____

COMPLETION OF THIS FORM IS MANDATORY

AUDIT COST SCHEDULE

The accounting firm of _____, submits the following proposed fee for the audits of Shelby County Public Schools for the following fiscal years:

Fiscal Year Ending June 30, 2026—Audit fee not to exceed $ _____

Fiscal Year Ending June 30, 2027—Audit fee not to exceed $ _____

Fiscal Year Ending June 30, 2028—Audit fee not to exceed $ _____

Fiscal Year Ending June 30, 2029—Audit fee not to exceed $ _____

NOTE: One amount for each year is required for the proposal to be considered.

By signing below, it is understood that the fee proposed above represents the maximum payment that will be due from Shelby County Public Schools in the event our proposal is accepted. Travel expenses and other incidental costs have been factored into this proposed audit fee.

Partner's Signature _____

Partner's Name (printed) _____ **Date** _____

COMPLETION OF THIS FORM IS MANDATORY

AUDIT PERSONNEL INFORMATION SHEET

Name					
Title					
Is this person a CPA?					
Years of Public Accounting Experience					
Years of School Audit Experience					
Will this person be involved in the audit of Shelby County Public					

Firm Name _____

Partner's Signature _____

COMPLETION OF THIS FORM IS MANDATORY

(PLEASE DO NOT LEAVE THIS FORM BLANK AND SIMPLY REFER TO OTHER PAGES OF YOUR PROPOSAL)