

**REQUEST FOR PROPOSALS FOR AUDIT
OF
GENERAL PURPOSE FINANCIAL STATEMENTS
OF
Menominee County Intermediate School District**

January 05, 2018

MENOMINEE COUNTY INTERMEDIATE SCHOOL DISTRICT
1201 41st Avenue
Menominee, MI 49858

I. INSTRUCTIONS AND GENERAL CONDITIONS

1. Menominee County Intermediate School District, located in Menominee, Michigan desires to receive proposals for the purchase of audit services in accordance with the Michigan Department of Education requirements, Governmental Auditing Standards, OMB Circular A-33, and generally accepted auditing standards.
2. Proposals are to be submitted in a large envelope clearly marked "AUDIT PROPOSALS." They must be submitted to the ISD Office no later than 10:00 a.m. on January 31, 2018. Any proposals received after that time will be returned unopened.
3. Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of the audit services solely on the basis of cost. The school district reserves the right to use other subjective criteria, and will award the contract to the firm which will serve the best interests of the district. The school district also reserves the right to waive any informalities or irregularities in any proposal and to reject any or all proposals.
4. Proposals will be opened on the date and time stated above and will be read aloud. The bid opening is open to the public.
5. For the bidder's convenience, a copy of the 2016-2017 Audit Report is available on our website at www.mc-isd.org or follow this link: <http://mc-isd.org/wp-content/uploads/delightful-downloads/2017/11/Section3c-Audit-Report.pdf>
6. The school district reserves the right to reject a firm which, in its opinion, does not meet satisfactory standards of financial strength and stability, or has not had sufficient experience conducting School District audits.
7. Each firm submitting a proposal must carry a minimum of \$1,000,000 Errors and Omissions insurance. A certificate of insurance must be furnished by the successful bidder.

8. All proposals shall be irrevocable for a period of forty-five days from January 31, 2018.
9. Proposals should include firm pricing for the audit of the General Purpose Financial Statements, Federal Awards, GASB 34 Compliance, SAS #99 and existing debt.

July 1, 2017 – June 30, 2018
July 1, 2018 – June 30, 2019
July 1, 2019 – June 30, 2020

It is our intent to award this contract for a three year period.

10. Proposals must contain in writing all terms and conditions of the offer being made. Verbal representations made before or after proposals are submitted will not be considered unless they were made in answer to questions asked by the school district or its representatives.
11. Any questions or requests for information should be directed to: Diana Howell, Coordinator of Business and Finance for Menominee County Intermediate School District.
12. Please include References of your other school clients with your proposal.
13. Timeline:
It is anticipated that a recommendation will be made to the School Board at the February 21, 2018 meeting.

II. GENERAL INFORMATION

1. Name: Menominee County Intermediate School District
Mailing Address: 1201 41st Avenue
Superintendent Michele Lemire

Nature of Business: One of Michigan's 56 ISDs/RESAs

2. Menominee County Intermediate School District is a regional educational service agency providing service to the four local schools located in Menominee County; Carney-Nadeau Public Schools, Menominee Area Public Schools, North Central Area Schools and Stephenson Area Public Schools.

3. The District currently operates four special education programs located in local schools as well as providing special education supplementary and consultant services. The District also provides a wide range of teacher training to local school teachers. The District further provides some oversight services as required by the state of Michigan

4. The District currently has a State Equalized Valuation of \$715,725,742. The District currently levies .3737 mills in General Fund and 1.8700 in Special Education. The District receives state aid in both General Fund and in Special Education. The District also operates several federal and state grants.