

Invitation to Bid  
20150624 ANNUAL AUDIT

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20150624 ANNUAL AUDIT until 9:00 a.m. CDT June 24, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Dia Hall - Internal Auditor at [dia.hall@sumnerschools.org](mailto:dia.hall@sumnerschools.org). All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. Local Time JUNE 24, 2015** for **20150624 ANNUAL AUDIT**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)***

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **20150624 ANNUAL AUDIT** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:  
**RESPONSE: 20150624 ANNUAL AUDIT**  
**DEADLINE: JUNE 24, 2015 @ 9:00 A.M.**
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **20150624 ANNUAL AUDIT** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

## REQUEST FOR BIDS

This request is offered to solicit bids for the annual audit of the Sumner County School System **activity funds and additional procedures for centralized cafeteria funds** as required by the State Comptroller's Office for the fiscal year beginning July 1, 2015 and ending June 30, 2016. This bid will be for a (3) three year period with renewals each year in July.

### General Information

The Sumner County School System currently consists of forty-five (45) schools and is scheduled to increase by 1 elementary school to forty-six (46) for the years ending June 30, 2016 June 30, 2017, and June 30, 2018:

7	high schools
11	middle schools
25	elementary schools (increasing to 26 by June 30, 2016)
1	alternative school
1	magnet school

The combined annual revenues for school activity funds for the year ended June 30, 2014 were approximately \$10.9 million combined; combined annual expenditures were approximately \$10.6 million.

### Requirements

The audit involves a review of internal controls, a review of compliance with state regulations and performance of standard audit procedures for the activity funds of each individual school. The activity fund audit requires both individual school and combined financial statements and a report on internal control. The complete audit report should be filed no later than November 30, 2016 for fiscal year ending June 30, 2016, November 30, 2017 for fiscal year ending June 30, 2017 and no later than November 30, 2018 for fiscal year ending June 30, 2018. We require 1 electronic copy in pdf format and 20 bound copies of the complete audit report. In addition, one copy must be sent to the State Comptroller of the Treasury, Division of Municipal Audit, and another sent to the State Department of Education, Division of Finance and Administration.

Sumner County has a centralized cafeteria fund, and certain audit procedures are required to be performed at the individual schools. The work papers will be reviewed by the accounting firm hired to issue the Sumner County Comprehensive Annual Report. Neither preparation of financial statements nor the issuance of audit reports is required for the centralized cafeteria funds. **We do require a summary report of findings.**

Audit findings and recommendations for the school activity funds must be documented by school. This must be conveyed to the school system's internal auditor as soon as possible for correction and/or implementation. A meeting between the field auditors and the school system internal auditor is required BEFORE the audit report is finalized.

An auditor should be available to discuss the findings and answer questions after the completion of the audit.

The State Comptroller of the Treasury, Division of Municipal Audit, must approve the audit contract before audit work begins. In the event the Division of Municipal Audit does not approve the contract, the Sumner County Board of Education will owe no sums to the auditor and have no further obligation to the auditor.

The audit must be conducted in accordance with generally accepted auditing/governmental auditing standards as well as all requirements of the State of Tennessee.

### **Sumner County Board of Education Internal Auditor**

The Sumner County Board of Education Internal Auditor will perform the following:

- Close the books for each school at year-end and make all necessary adjusting entries
- Analyze and make adjusting entries for accounts payable, accounts receivable and inventory
- Prepare work papers to reconcile cash receipts/disbursements from bank to ledger and financials if requested
- Prepare a Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balances for each school and combined.
- Prepare a schedule of school funded salary supplements and board approval dates for same
- Contact school officials/bookkeepers as needed for field audit

All necessary financial records and documents from the schools will be available to the field auditors at the Board of Education central office.

### **Proposals**

**Any proposal submitted must include the following:**

- Background information on the firm; please address experience in governmental auditing
- Number of field auditors to be assigned to the audit and their qualifications
- Detailed description of services to be provided
- Expected date of completion
- Cost of the proposal quoted as a **fixed** amount including incidental expenses
- The terms for payment of services

The Sumner County Board of Education is an equal opportunity employer and does not discriminate because of race, sex, religion, national origin, age, disability or veteran status.

Proposals will be accepted by Vicky Currey, Purchasing Supervisor, 1500 Airport Road, Gallatin, Tennessee 37066 **NO LATER THAN 9:00 am on Wednesday, June 24, 2015.**

Proposals should be labeled "Proposal for Audit of School Activity Funds" on the outside of the envelope. Proposals received after the deadline will not be considered.

The school system internal auditor, finance director and Director will review all bids submitted by the deadline. A final recommendation will be presented to the Board of Education for approval. COST is only one factor for consideration.

The Sumner County Board of Education reserves the right to reject any and all proposals submitted and to solicit additional or new proposals.

**SUMNER COUNTY BOARD OF EDUCATION**

Purchasing Department  
1500 Airport Road  
Gallatin, TN 37066

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ *PRINTED*

DATE \_\_\_\_\_

BID TITLE 20150624 ANNUAL AUDIT

DEADLINE JUNE 24, 2015 @ 9:00 a.m.

BID AMOUNT \$ \_\_\_\_\_

BID GOOD THRU \_\_\_\_\_

NOTES: \_\_\_\_\_  
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