
**SOLICITATION NUMBER: 2018-AUDIT
REQUEST FOR PROPOSAL
For
Annual Independent Audit Services**

**MORROW COUNTY SCHOOL DISTRICT #1
DISTRICT OFFICE
240 COLUMBIA LANE
IRRIGON, OREGON 97844**

**Due Date & Time
WEDNESDAY
March 7, 2018 at 1:00PM**

**Issuing Office
Morrow County School District #1
240 Columbia Lane
Irrigon, OR 97844**

Erika Patton, Business Manager
(541) 966-3193

Description

Morrow County School District #1 (“District”) is seeking a highly competent and qualified public accounting firm to submit a proposal (RFP) to audit the District’s annual financial statements for the three fiscal years ending June 30, 2018, 2019 and 2020 with an option of auditing its financial statements for each of the two subsequent fiscal years (2021 and 2022). Proposals that do not meet the response requirements may not be considered by Morrow County School District #1.

RFP DUE: NO LATER THAN WEDNESDAY, March 7, 2018, 1:00 PM

EACH BID ENVELOPE SHALL STATE THE BID NAME, DATE, and TIME of the BID OPENING, BIDDER'S NAME and ADDRESS.

Request for Proposal documents may be obtained from the Morrow County School District #1’s website at:

<https://morrow.k12.or.us/business-office>

MAILED BIDS ARE TO BE SENT TO:

**MORROW COUNTY SCHOOL DISTRICT #1
ERIKA PATTON, Business Manager
240 COLUMBIA LANE
IRRIGON, OR 97844**

PUBLISH DATE: February 6, 2018

East Oregonian
Heppner Gazette

ALL PROPOSALS MUST BE RECEIVED BY THE BUSINESS MANAGER PRIOR TO THE BID CLOSING. PROPOSERS SHALL BE RESPONSIBLE FOR SUBMITTING BIDS TO THE DISTRICT OFFICE. Sealed proposals will be received by Erika Patton, Business Manager Officer, in the District Office of Morrow County School District #1 until 1:00 p.m., WEDNESDAY, March 7, 2018, at which time and place they will be publicly opened. The RFP shall be properly signed and submitted in a sealed opaque envelope. Electronic and Fax submittals will not be accepted.

Morrow County School District #1 (“District”) reserves the right to (1) reject any RFP not in compliance with all prescribed public bidding procedures and requirements, (2) add to the price bid by non-resident bidders and increase equal to the percent preference that the non-resident bidders home state would give it's instate bidders according to Oregon’s reciprocal preference law, ORS 279.029, and (3) reject for good cause any or all bids that are not in the best interest of District. (4) to waive informalities in the bids, and (5) to select the bid this appears to be in the best interest of District.

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SECTION I GENERAL INFORMATION

Morrow County School District #1 is requesting written proposals from certified municipal auditors to conduct the annual audit of the District's financial records for the three-year period beginning with the 2017-2018 fiscal year, with an option to extend the contract for an additional two years. The audit must meet the requirements by the state prescribed Minimum Standards of Audits of Oregon Municipal Corporations, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and satisfy the provisions of Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. All other applicable requirements or provisions for "Audits of State and Local Governments" shall also be followed.

The proposal contains sections, which provide proposal preliminaries, District background, report requirements, valuation process, administrative information, and request for proposal format. The most recent Annual Financial Report and Adopted Budget for 2017-2018 can be accessed on the DISTRICT website:

<https://morrow.k12.or.us/business-office>

A. Purpose and Intent

Morrow County School District #1 is evaluating its audit needs in terms of services and costs. The District invites interested audit firms to complete and submit the Standard Audit Services Proposal.

The purpose and intent of this process is to obtain high quality requisite audit services at a competitive price and in a timely, efficient manner. The District will select an auditing firm as defined in Section V (Evaluation Criteria). The evaluation criteria provides points for auditors located within the District's taxing district. Respondents shall submit one proposal (plus three copies) containing information as defined in Section IV (Request for Proposal Format and Evaluation Criteria). Interviews, if needed, will be facilitated by the District with firms that provide the requirements of the proposal.

B. Proposal Request

Morrow County School District #1 is requesting proposals from Certified Public Accountants to perform the annual financial audit of District in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* for purposes of rendering an opinion as to whether the financial statements are free of material misstatement. The audit shall also be required to satisfy the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the provisions of Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. The financial statements will be prepared in compliance with Governmental Accounting Standards Board Statements.

C. Period of Contract

The selected audit firm shall be designated as District's auditor for an initial three-year term commencing with the 2017-2018 fiscal year. The contract shall contain an automatic annual renewal

clause, which may be used in the two (2) following years, thereby providing for five (5) years of auditing services. Either party may deliver written notice to cancel the contract prior to April 30th of that fiscal year at the end of each annual period.

D. Terms and Conditions

The District reserves the right to reject any irregularities of informalities in any proposal, or to accept or reject any or all proposals. In the event that a contract is not executed within forty-five (45) days after the award has been made, the District may give notice to said firm of the District’s intent to award the contract to the next best proposal, or to call for new proposals.

E. Oral Presentations and Award

The District may request oral interviews, and reserve the right to make an award of a contract without such discussions based only on an evaluation of the written proposals. Each bidder is requested to submit a suggested form of an employment contract with its proposal and the contract provisions will be discussed as a part of the selection process. The District likewise reserves the right to designate a review committee in evaluating the proposals according to the criteria set forth under Section V “Evaluation of Proposals”. District will schedule the time and location for these presentations, if necessary.

F. Schedule of Events/Dates

Distribution of RFP	February 6, 2018
Last day addendum will be issued on interpretation or protest (addendums will be issued electronically to holders of the RFP document).	February 16, 2018
Proposals Due Date	March 7, 2018 by 1:00 PM
Review Process	March 8 – March 14, 2018
Oral Interviews, if requested	Week of March 19, 2018
Intent to Award Issued	March 23, 2018
Administrative Recommendation sent to Board at regular meeting:	April 9, 2018
Contract Finalization	April 25, 2018

The general contract conditions include, but are not limited to, the scope, audit standards, report requirements, compensation, changes, extra work, and timing of completion. Any contract award will be made to the firm, which in the opinion of the Board of Directors is qualified and which is in the best interest of the District.

To receive consideration, proposals must be submitted in accordance with the following instructions, and such proposals and awards made therein shall be subject to all the terms and conditions hereof:

1. All proposals shall be sealed in an opaque envelope and delivered to the Morrow County School District #1, Attention: Erika Patton, Business Manager, 240 Columbia Lane, Irrigon, Oregon, 97844.
2. Proposal quotations and signatures shall be signed with ink or indelible pencil as follows:
 - a. In the case of an individual, by such individual.
 - b. In the case of a partnership, the name of the partnership must appear on such proposal and it shall be signed in the name of such partnership by at least one (1) partner licensed to sign municipal audits. In addition to such signature, the names of all partners shall be stated in such proposal.
 - c. In the case of a corporation, the president or other managing officer shall subscribe the corporation name, and there shall be set forth under the signature of such officer the name of the office he holds or the capacity in which he acts for such corporation.

Morrow County School District #1 must receive the original and three (3) copies of the proposal by **1:00 p.m. on WEDNESDAY, March 7, 2018**. Proposals must be in a sealed opaque envelope, clearly marked **AUDIT SERVICES PROPOSAL** and should be delivered by mail or in person to the following address:

**Morrow County School District #1
Attention: Erika Patton, Business Manager
240 Columbia Lane
Irrigon, OR 97844**

G. Complaint Processes and Remedies Available

Protests of any of the terms or conditions (procedural or substantive) of this RFP or any of the contract documents shall be in writing and delivered to Erika Patton, Business Manager, at the Morrow County School District #1 office listed in paragraph F (1) of this Section no later than 4:00 p.m. on February 14, 2018. Protests shall be marked as follows: (i) Solicitation Specification or Contract Provision Protest; and (ii) Solicitation Document Number. Protests should include a detailed statement of the legal and factual grounds for the protest along with any other information sufficient to enable the District to evaluate the protest. Protests shall also include a brief written description of the resulting prejudice to the proposer and a written statement of the desired changes to this RFP or any of the Contract Documents. Requests for changes shall be marked as follows: (i) Solicitation Specification or Contract; Provision Request for Change; and (ii) Solicitation Document Number. If the District agrees with the particular proposer's protest or request for change, in whole or in part, the District shall either issue an addendum to this RFP reflecting its determination or, at its discretion, cancel the solicitation altogether.

H. Intent to Award

The Intent to Award for District will be issued electronically through e-mail by Erika Patton, Business Manager, no later than 4:30 p.m. on March 23, 2018.

I. Protest of Award Decision

All protests of award decision must be submitted in writing to Erika Patton, Business Manager, 240 Columbia Lane, no later than 4:30 pm, March 30, 2018. The protest must state clearly the bases for the protest and any legal authority in support thereof. At the request of the respondent, a hearing will be conducted before the Superintendent and others as appointed by the Superintendent within two (2) working days of submission of the written protest. At such hearing, the protester and other interested parties will have the opportunity to appear and make an oral presentation of the bases for protest. The Superintendent will either uphold or deny the protest. If the protest is denied, District will proceed to award the contract. If protester wishes to file legal action, protester has available to it the rules and remedies provided under Oregon law.

J. Award

If there are no protests to the award decision, the Final Award will be made at the District's April Board meeting, which is noted in Section I, Paragraph F (General Information – Schedule of Events/Dates).

K. Audit Working Papers

All working papers and reports must be retained, at the selected auditors' expense, for a minimum of three (3) years, unless the firm is notified in writing by the District of the need to extend the retention period. Further, the working papers must be available for examination by authorized representatives of any federal or state audit agency and/or District. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

L. Equal Employment Compliance Requirement

By submitting this proposal, the respondent certifies conformance to the Applicable Federal Acts, Executive Orders, and Oregon Statutes and Regulations concerning Affirmative Action toward Equal Employment Opportunities.

All information and reports required by the federal or Oregon state governments, having responsibility for the enforcement of such laws, shall be supplied to the District upon request for purposes of investigating to ascertain compliance with such acts, regulations, and orders.

M. Legal Fees

If suit or action is instituted in connection with any controversy arising out of this Proposal or the contract relating thereto, the prevailing party shall be entitled to recover, in addition to costs, such sum as the Court may adjudge reasonable as attorney's fees, including such attorney's fees on appeal to the Court of Appeals and/or Supreme Court.

N. Distribution of Materials

The Request for Proposal document, including attachments, addendums, Request for Interview, and Notice of Selection, will be available for download on the District website:

<https://morrow.k12.or.us/business-office>

O. Questions

Any questions regarding this RFP are to be in writing and may be sent to Erika Patton by email at Erika.Patton@Morrow.k12.or.us or by fax (541) 966-3193. Verbal questions will not be accepted. It is the proposer's responsibility to ensure any questions are received by the District. Contact with any personnel of the District other than Erika Patton regarding this RFP may be grounds for elimination from the selection process. All questions and subsequent responses will be made available to all proposers by published Addendum to this RFP.

SECTION II DISTRICT BACKGROUND

A. General Information

Morrow County School District #1 is located in rural north central Oregon. Morrow County is bordered on the north by the Columbia River and by the Umatilla National Forest on the southern border. The county encompasses more than 2,000 square miles with a growing population of over 11,000 in the four main communities of Boardman and Irrigon, along the Columbia River, and Heppner and Lexington, in the foothills of the Blue Mountains. Major industries include agriculture, food processing, energy and technology.

The District consists of nine schools located in three diverse communities in Morrow County with over 2,200 students. The District receives both State and Federal funding; spending totaled approximately \$30,600,000 (including transfers) for the year ended June 30, 2017. The District maintains approximately 23 funds to include the General Fund, Special Revenue Funds, Capital Projects Funds and a Debt Service Fund (to account for General Obligation and PERS Bonds).

The District office is located in Irrigon, with the daily business office functions occurring in Heppner. Erika Patton, Business Manager, primarily works offsite at the InterMountain ESD building in Pendleton, Oregon. InterMountain ESD contracts with the District for fiscal management.

More information regarding Morrow County School District can be found by reviewing our local service plan found on our website: <https://morrow.k12.or.us/business-office>

B. Accounting System

The District's government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. The government-wide statements include the General Fund, Special Revenue Funds, Debt

Service Fund and Capital Projects Fund under governmental activities.

The basis of accounting described above are all in accordance with generally accepted accounting principles.

The District is required by State of Oregon law to adopt an annual budget for all funds subject to the requirements of “Local Budget Law” as addressed in Oregon Revised Statutes 294.305 through 294.565, inclusive. The budget for each individual fund is a plan for the financial operations to be conducted during the coming fiscal year and is adopted annually, prior to July 1, by the board of directors. After adoption, the board of directors may approve supplemental appropriations if an occurrence, condition, or need exists which has not been ascertained at the time the budget was adopted. Supplemental budgets are adopted in accordance with state statute and District policy.

SECTION III NATURE OF SERVICES, REPORT REQUIREMENTS, TIMING, AND CLIENT ASSISTANCE

A. Nature of Services Required

The audit must be prepared in conformance with the financial reporting standards applicable to governmental entities as adopted and issued by the Governmental Accounting Standards Board. In addition, the audit must be performed in accordance with generally accepted auditing standards in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and accordingly, include financial and compliance matters contained in the Oregon Revised Statutes, Oregon Administrative Rules, and applicable state and federal regulations.

The audit must also be performed in accordance with the provisions of the following as they pertain to financial and compliance audits:

- U.S. General Accounting Office’s (GAO) *Government Auditing Standards*.
- Guidelines for Financial and Compliance Audits of Federally Assisted Programs.
- Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principals and Audit Requirements of Federal Awards
- Any additional official pronouncements impacting municipal accounting and financial reporting.

The financial statements to be audited are those contained in the District’s Annual Financial Report. These must conform to generally accepted accounting principles.

The District can provide in electronic format the basic financial statements and the supplemental information. Historically, the auditor has prepared the financial statements inclusive of the notes to the basic financial reports from the trial balance and supporting schedules provided by the District. The selected audit firm is expected to issue an unqualified opinion on the financial statements. If, during the performance of the audits, the audit firm concludes an unqualified opinion cannot be issued, the audit firm must promptly notify the Superintendent or designee in writing stating all matters, which preclude

the issuance of an unqualified opinion.

B. Report Requirements

The audit reports will be addressed to the Board of Directors (or audit committee) and will include the transmittal letter, management's discussion and analysis, basic financial statements, supplementary information, other financial schedules, statistical schedules, grant compliance schedules, and other schedules as requested by District.

Reports of examination of financial statements must state the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards and must include an opinion as to whether the statements conform to generally accepted accounting principles.

A management letter or report to management shall be provided each year and directed to the District's audit committee and, if requested, to the Board of Directors. Written responses will be prepared for each comment. The auditor shall submit a draft of the management letter to the District office and Superintendent in advance of final publication.

The selected auditing firm(s) may be required to make a presentation of the Annual Financial Report to the Board of Directors no later than the December meeting.

C. Other Requirements - Insurance

The Auditor shall maintain in force for the duration of this contract the insurance coverage specified below. Each policy required by these provisions shall be written as a primary policy not contributing with or in excess of any coverage that the District may carry. A copy of each policy or a certificate satisfactory to the District shall be submitted to the District prior to commencement of the work each year. Unless otherwise specified, each Certificate of Insurance shall show an insurance carrier licensed to do business in the State of Oregon and shall contain an endorsement entitling the District to not less than 30 days prior written notice of any material change, nonrenewal or cancellation.

a. Comprehensive General Liability

The Auditor shall maintain a broad form comprehensive general liability and automobile liability insurance policy with coverage of not less than \$500,000 combined single limits per occurrence with aggregate of \$1,000,000 for bodily injury, personal injury or property damage.

b. Worker's Compensation and Employer's Liability - The Auditor shall maintain a current policy of workers' compensation and employers' liability coverage.

c. Professional Liability - The Auditor shall maintain professional liability insurance ("errors and omissions") providing coverage in an amount not less than \$1,000,000 with a deductible of not more than \$10,000 to protect from claims for errors or omissions arising from Auditor's work under this agreement.

D. Timing of Audit

All presentations to the Board of Directors will be no later than the District's December board meeting, unless mutually agreed to by both parties.

The proposal shall contain the proposed timing of the audit including, but not limited to, the field work completion. The auditor shall be available to meet with elected or appointed District officials at their request to discuss the audit or related financial matters.

The District requires monthly or regular periodic progress billings throughout the audit. No extended service is to be performed beyond the contract unless authorized in the contract agreement or by amendment to the agreement.

E. Client Assistance in Audit

The District's fiscal office and responsible management personnel will render all possible assistance to the selected audit firm and will respond promptly to all requests for information and provide all necessary books and records for the audit engagement. The District business office will close and balance all accounts and submit appropriate detailed trial balances, supporting schedules, and supporting documentation to the auditor on a timely basis in hard copy or electronic format. In addition, all confirmations will be typed and prepared for mailing.

The District will prepare all introductory data, management's discussion and analysis, notes to the basic financial statements, other financial schedules, all statistical tables, grant compliance schedule, any required federal or state reports, and any mutually agreed upon financial statements.

The District's legal counsel will issue representation letters about the status of suits, threatened litigation, or other actual or contingent liabilities. The District will issue a representation letter that will include statements about unrecorded liabilities, pledged assets, loss contingencies, or other liabilities.

The District will provide adequate physical facilities needed for the engagement.

The auditor's principal contact will be determined after the final award of the contract.

SECTION IV REQUEST FOR PROPOSAL FORMAT AND EVALUATION CRITERIA

A. Title Page

Show the Request for Proposals subject, the name of the proposer's firm, local address, telephone number, name of contact person, and the date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Letter of Transmittal (Limit to one or two pages)

1. Briefly describe the work to be done, as well as propose a schedule of events and the corresponding completion date for each event.

2. State the all-inclusive fee for which the work will be done for each of the next three fiscal years, starting with the year ended June 30, 2018. State the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, and telephone numbers.
3. State that the person signing the letter will be authorized to bind the proposer.

D. Profile of the Proposer (Please answer in order)

1. Affirm that proposer is a firm of certified public accountants properly licensed to practice in Oregon.
2. Affirm that proposer meets standards of independence to audit the District.
3. Indicate the address of your firm.
4. Indicate whether your firm has been the subject of a peer review in the past five years. List any significant issues raised your most recent review. Include your firm's most recent peer review letter (the letter can be included in the appendix appropriately cross-referenced here).
5. State number of partners, manager, supervisors, seniors, and other professional staff employed at your firm.
6. Describe range of activities performed by your firm such as auditing, accounting, tax service, or management services.
7. Describe investigations, if any, of your key managers and partners have been subject to, and or disciplinary actions taken by your firm and/or professional or regulatory bodies.

E. Experience with School District Audits (Please answer in order)

1. Identify current education service district or school district audit clients of your firm, regardless of the office personnel handling the account, which are comparable in size to or larger to the District. Additionally, identify all school district audit clients handled by your firm.
2. Provide three audit clients as references that utilize fund accounting for education service districts, school districts or other governmental agencies. District may contact these references and may review the current financial statements on the Oregon Secretary of State's website.

F. Staffing: Size, Training and Experience

1. Identify the partners, managers, seniors, specialists, and other key staff persons from your firm who would be assigned to the audit engagement. Describe their roles and provide a brief description of their professional experience, including their experience in governmental auditing. Indicate the extent to which their governmental auditing experience has been within the state of Oregon. Indicate their participation in professional development programs in the governmental accounting and auditing area. Indicate those who are CPAs and those who are members of the

AICPA, OSCP, GFOA, ASBO or other professional associations. If more convenient, resumes may be included in an appendix appropriately cross-referenced here.

2. Describe the firm's capability to audit computerized accounting systems. The District utilizes Tyler Technologies Infinite Vision accounting software. Identify those key staff persons who would be assigned to the District's audits who have such capability and experience, and describe their relevant experience.
3. Describe your firm's capability and experience in providing management consulting services. Describe recent engagements of that type handled by firm personnel, if any, and identify your firm consultants who could provide such services.
4. Describe your firm's professional development program and the specialized programs offered within the area of governmental accounting and auditing.
5. Describe your firm's professional development training and knowledge as to GASB requirements.

G. Firm's Approach to the Examination

1. Describe how your firm would approach the District's audit engagement. Outline a work plan for the District and related time schedule for each significant segment of the work. Indicate whether you intend to use any computer-assisted auditing procedures.
2. Describe the procedures followed in the technical review of the audit reports prior to their issuance by qualified personnel independent of the audit engagement personnel.
3. Describe how you would propose to use District personnel, if at all, to assist you during the audit and indicate the approximate time requirement.
4. Comment on your firm's ability to provide constructive suggestions for improving the District's internal accounting controls and administrative procedures.
5. State where and how the proposal deviates from the general requirements of the RFP.
6. Provide any additional information about your firm's audit approach that you feel would be beneficial to us.

H. Audit Fees

1. Indicate your firm's all-inclusive maximum fee for which the requested work:
 - Using the format below, please provide the maximum fee for the audit of the fiscal year ending June 30, 2018. The fee should include all out-of-pocket costs.

Name	Position	Hourly Rate	Estimated Hours of On-site Involvement	Estimated Hours of Off-site Involvement	Estimated Total Hours	Professional Fees
			Total Professional Fees:			

- Provide the audit fee for the subsequent two fiscal years beginning with the year ending June 30, 2019.
 - The fee for the services of preparation of the basic financial statements and supplemental information, if available, shall be stated separately.
2. Describe the method you would use in charging for any special request, reports, or broadening of the scope of the work beyond that described in this Request for Proposals.
 3. Please provide any additional information about your firm's proposed charges for this engagement.

* The proposers will earn their cost scores based upon the percentage difference between their respective services cost and the lowest services cost in accordance with the following formula:

$$\text{Proposer's Score} = 20 - ((PC-LC)/LC) \times 20$$

For purposes of this formula, the following applies:

$$PC = \text{the proposer's services cost (\$)}$$

$$LC = \text{the lowest services cost (\$)}$$

Under this formula, the proposer with the lowest services cost will receive a score of 20. The scores of the remaining proposers will be calculated using the above formula. No proposer will receive a score lower than zero.

SECTION V

EVALUATION OF PROPOSALS

Evaluation Standards

Written proposals will be evaluated on the basis of the following criteria:

- a. Understanding of Engagement – 20%
 - Demonstration of full understanding of the work to be performed.
 - Ability of firm to provide constructive recommendations to the District as a result of the audit and throughout the year.
- b. Proposer's Approach to the Examination – 25 %
 - Description of audit approach, including manner in which computer assisted auditing procedures, statistical sampling techniques, and specialized governmental auditing programs will be utilized.
 - Estimation of number of hours to be devoted to engagement.
 - Work plan and schedule.
 - Procedures followed in technical review of audit reports prior to issuance.
- c. Experience with School Engagements - 20 %
 - Firm's school district audit experience and expertise.
 - Firm's assistance and experience/expertise in obtaining GFOA Program Certificates.
 - School District/Education Service District references.
- d. Staffing: Size, Training, Experience and Location – 20 %
 - Municipal auditing experience and expertise of audit team proposed for the District's audit.
 - Firm's ability to provide consulting services to the District.
 - Firm is located within the District taxing district.
- e. Audit Fee – 15 %
 - Proposed fees for each of the three fiscal years.

Further evaluation of some or all proposals may be requested. Firms may be invited to give oral presentations and respond to questions.

PART VI
SIGNATURE FORM

Vendor's Federal/State of Oregon Taxpayer Identification # _____

Name of Proprietorship, Partnership,
or Corporation

*Signature of Proprietor, Partner, or
Corporate Official

Street Address

Name of Signatory

Mailing Address

Date Signed

City, State, and Zip Code

If a Corporation, Attest:

Phone Number

Secretary of Corporation

Employer ID Number

State of Incorporation

Email Address

* By signing this document, individual acknowledges he/she is authorized by vendor to submit proposal and contractually bind the respondent for any services awarded by Morrow County School District #1 from proposal document.

End of Signature Form

END OF DOCUMENT