

**GROSSE POINTE PUBLIC SCHOOL SYSTEM**

**INVITATION TO QUOTE FOR AUDITING SERVICES**

**FOR MICHIGAN PUBLIC SCHOOL BONDED CONSTRUCTION FUND**

Services Required:

Grosse Pointe Public School System is soliciting proposals from qualified firms of Certified Public Accountants to conduct an annual audit and meet all Reporting Requirements of Bonded Construction Funds in accordance with all Michigan Department of Treasury requirements and all applicable laws and rules, (including but not limited to section 1351 of Revised School Code) including an opinion on the construction fund expenditures. The firm's work should meet all requirements outlined in the "Bulletin for School District Audits of Bonded Construction Funds in Michigan" (Revised 8/2006) as published by Michigan Department of Treasury, Local Audit and Finance Division, and Bulletin 7, Public Act 451 of 1976 Revised School Code Bonded Constructing Fund & Sinking Fund Audits, effective date May 12, 2014.

Bond Information and Audit Timing:

In November, 2018 the community of the Grosse Pointe Public School System approved a millage proposal to issue \$111 million in bonds for renovation and equipping of school facilities and technology equipment (see Exhibit A for Bonding Proposal Ballot language). The Bonds will be issued in two series. The first series of \$68 million was sold in February, 2019. The second series is anticipated to be sold in 2021. Projects are scheduled over an estimated five year time frame.

There will be some bond construction summer of 2019 but primarily Construction of Phase 1 projects will begin summer of 2020.

The District requires the appointed firm to complete an annual audit this summer or early fall (2019) and following the District's financial audit in each subsequent year for the duration of the project. In addition to meeting all requirements stated above, the District requires an annual financial report prepared and presented to the Board of Education.

Evaluating Proposals:

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 audit services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district

reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

Proposals will be evaluated with a strict emphasis on quality. The primary emphasis of procuring bond expenditure audit services will be the quality of technical factors of the audit firm.

Attributes that will be analyzed include, but are not limited to:

- Number of public schools audited by the office of the proposing CPA firm for Michigan Public Schools Bonded Construction funds
- Quality of staff included in assignment
- Firm resources available
- Reference responses
- Internal quality control procedures and external quality control reviews

After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the audit firm that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

Submitting a Proposal:

Qualified Firms interested in providing audit and reporting services should complete the attached:

1. Audit Proposal Form
2. Fee for Audit Service
3. Grosse Pointe Public School System Sworn and Notarized Familial Disclosure Statement
4. Affidavit of Compliance – Iran Economic Sanctions Act

Please return the bid package in a sealed envelope that is clearly marked “AUDIT PROPOSAL” and delivered as indicated below. Note electronic submissions will not be accepted.

Due Date: May 13, 2019

Time: 4:00 p.m. EST

Location: Grosse Pointe Public School System  
Attention: Lisa Abbey, Deputy Superintendent of Business  
389 St. Clair, Grosse Pointe, MI 48230

Questions: Must be submitted in writing by May 2, 2019 to: [Irbyd@gpschools.org](mailto:Irbyd@gpschools.org)

RFQ FOR BOND AUDIT SERVICE

INVITATION TO QUOTE

## GROSSE POINTE PUBLIC SCHOOL SYSTEM

# AUDIT PROPOSAL FORM

## MICHIGAN PUBLIC SCHOOL BONDED CONSTRUCTION FUND

### Services Required:

Grosse Pointe Public School System is soliciting proposals from qualified firms of Certified Public Accountants to conduct an annual audit and meet all Reporting Requirements of Bonded Construction Funds in accordance with all Michigan Department of Treasury requirements and all applicable laws and rules, (including but not limited to section 1351 of Revised School Code) including an opinion on the construction fund expenditures. The firm's work should meet all requirements outlined in the "Bulletin for School District Audits of Bonded Construction Funds in Michigan" (Revised 8/2006) as published by Michigan Department of Treasury, Local Audit and Finance Division, and Bulletin 7, Public Act 451 of 1976 Revised School Code Bonded Constructing Fund & Sinking Fund Audits, effective date May 12, 2014.

*Proposals will be evaluated with a strict emphasis on quality. The primary emphasis of procuring bond expenditure audit services will be the quality of technical factors of the audit firm. The audit proposal form submitted should include the following information:*

1. Number of public schools audited by the office of the proposing CPA firm for Michigan Public Schools Bonded Construction funds
2. Number of staff assigned to audit
3. Years of public school audit experience of staff assigned
4. Experience auditing bond funds of staff assigned
5. Total number of staff of auditing firm
6. References
7. Internal quality control procedures and external quality control review

See Invitation to Quote for Auditing Services for further details on submitting a proposal

**GROSSE POINTE PUBLIC SCHOOL SYSTEM**

**FOR MICHIGAN PUBLIC SCHOOL BONDED CONSTRUCTION FUND**

**FEE FOR AUDIT SERVICES SCHEDULE**

Please complete and return this Fee for Audit Services Schedule along with the Audit Proposal Form and any additional information you feel is necessary to help us evaluate your firm.

**Proposals are due by May 13, 2019 4:00 pm to Grosse Pointe Public School System, 389 St. Clair, Grosse Pointe, MI 48230. All bids are to be delivered in a sealed envelope. See Invitation to Quote for details.**

Services Required:

Grosse Pointe Public School System is soliciting proposals from qualified firms of Certified Public Accountants to conduct an annual audit and meet all Reporting Requirements of Bonded Construction Funds in accordance with all Michigan Department of Treasury requirements and all applicable laws and rules,(including but not limited to section 1351 of Revised School Code) including an opinion on the construction fund expenditures. The firm’s work should meet all requirements outlined in the “Bulletin for School District Audits of Bonded Construction Funds in Michigan (Revised 8/2006) as published by Michigan Department of Treasury, Local Audit and Finance Division (attached).

The District requires the appointed firm to complete an annual audit later this fall (2019) and following the District’s financial audit in each subsequent year for the duration of the project. In addition to meeting all requirements stated above, the District requires an annual financial report prepared and presented to the Board of Education.

**Fees should be inclusive of all costs:**

Year 1    \$ \_\_\_\_\_  
Year 2    \$ \_\_\_\_\_  
Year 3    \$ \_\_\_\_\_  
Year 4    \$ \_\_\_\_\_  
Year 5    \$ \_\_\_\_\_

Subsequent years if required \$ \_\_\_\_\_

GROSSE POINTE PUBLIC SCHOOL SYSTEM  
389 ST. CLAIR  
GROSSE POINTE, MI 48230

**FAMILIAL RELATIONSHIP DISCLOSURE FORM**

THIS FORM MUST BE SUBMITTED WITH AUDIT PROPOSAL FORM, FEE FOR AUDIT SERVICE and AFFIDAVIT OF COMPLIANCE-IRAN SANCTIONS ACT IN SEALED BID BY MAY 13, 2019

SEE INVITATION TO QUOTE FOR AUDITING SERVICES

This form **MUST BE NOTORIZED** as a condition of being awarded business by The Grosse Pointe Public School System.

I, the undersigned, being first duly sworn, depose and say; and my signature certifies, that there are no Owners, Principals, Officers, Agents, Employees, or Representatives of this firm that have any familial relationships with any members of the Grosse Pointe Public School Board, or its Superintendent, unless specifically noted below:

School Board Members

Kathleen Abke  
Judy Gafa  
Christopher Lee  
Cindy Pangborn  
Christopher Profeta  
Brian Summerfield  
Margaret Weertz

Superintendent

Gary C. Niehaus

Deputy Superintendents

Lisa Abbey  
M. Jon Dean

The following familial relationship is disclosed:

\_\_\_\_\_

**Bidder:** \_\_\_\_\_  
(Company Name)

**By:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

This instrument was acknowledged before me, a Notary Public, in and for

\_\_\_\_\_ County, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
SS:  
(Notary Public Signature)

My Commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

Reference: Public Act 232 of 2004

**GROSSE POINTE PUBLIC SCHOOL SYSTEM  
389 ST. CLAIR  
GROSSE POINTE, MI 48230**

THIS FORM MUST BE SUBMITTED WITH AUDIT PROPOSAL FORM, FEE FOR AUDIT SERVICE and FAMILIAL DISCLOSURE IN SEALED BID BY MAY 13, 2019

SEE INVITATION TO QUOTE FOR AUDITING SERVICES

**IRAN LINKED BUSINESS AFFIDAVIT**

*All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors and employees.*

The undersigned, owner or authorized officer of \_\_\_\_\_ (the bidder), pursuant to Michigan Public Act No. 517 of 2012, the "Iran Linked Business" requirement provided in the Grosse Pointe Public Schools Universal Service Fund Request for Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not an "Iran Linked Business" within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFP, the bidder will not become an "Iran Linked Business" at any time during the course of performing under the contract. The bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Proposals (RFPs) for three (3) years from the date that it is determined that the person has submitted the false certification.

**There is not an "Iran Linked Business" that exists** within the bidder and/or owner, officers, directors and employees.

**Bidder:** \_\_\_\_\_  
(Company Name)

**By:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

This instrument was acknowledged before me, a Notary Public, in and for

\_\_\_\_\_ County, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary Public Signature) **SS:**

My Commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

**RESOLUTION TO SUBMIT BOND PROPOSAL  
(NOVEMBER 6, 2018 ELECTION DATE)**

Grosse Pointe Public School System  
County of Wayne, State of Michigan

**EXHIBIT A**

Shall the Grosse Pointe Public School System, County of Wayne, Michigan, borrow the principal sum of not to exceed One Hundred Eleven Million Forty Thousand Dollars (\$111,040,000) and issue its general obligation unlimited tax bonds for the purpose of defraying the cost of:

- remodeling and/or constructing additions, primarily additions for secure vestibules, to existing School District buildings, including security, roof, energy conservation and mechanical systems improvements;
- equipping, furnishing, reequipping and refurbishing School District buildings;
- acquiring and installing technology infrastructure and instructional technology equipment; and
- improving and developing sites, including outdoor athletic facilities, paving, fencing, and drains, in the School District?

YES

NO

The debt millage levy required to retire all bonds of the School District currently outstanding and proposed by this ballot proposal is estimated to be at or below 1.50 mills higher than the debt millage levy for 2018. The estimated millage to be levied in 2019 to service this issue of bonds is 1.82 mills (\$1.82 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds of this issue is 2.21 mills (\$2.21 per \$1,000 of taxable value). The bonds may be issued in multiple series, payable in the case of each series in not to exceed 21 years from the date of issue of such series.

*(Under State law, bond proceeds may not be used to pay teacher or administrator salaries, routine maintenance or repair costs or other School District operating expenses.)*