

NOTICE FOR REQUEST FOR PROPOSAL
CHAPPAQUA CENTRAL SCHOOL DISTRICT
66 ROARING BROOK ROAD
P.O. BOX 21
CHAPPAQUA, NEW YORK 10514

The Board of Education of the Chappaqua Central School District, hereby invites submission of a Request for Proposal for:

CCSD RFP #2020-8:

Claims Auditor for the Chappaqua Central School District

The Chappaqua Central School District, hereinafter referred to as “the District”, invites proposals from qualified individuals and/or firms to perform the claims auditor function. We invite all individuals and/or firms with business backgrounds to apply for this position.

1. Purpose

The District requests proposals from individuals and/or firms interested in performing the claims auditor function for the school district. This function will be performed to ensure that all expenditures of school district funds are in accordance with laws, regulations, and district policy. Duties will include: audit all claims, charges, or demands against the school district; report directly to the Board of Education; assume the powers and duties of the Board of Education in regard to approving or disapproving claims against the District, and retain that authority unless the Board terminates the position.

This position is responsible for auditing all claims, charges and demands against the district, in accordance with Federal and State law, and local procedures and requirements. The Claims Auditor shall allow or reject all accounts, charges, claims or demands against the district. In accordance with Section 1709 (20-a) of the State Education Law, the Claims Auditor so appointed shall hold the position at the pleasure of the Board of Education. Such Section also states that persons holding the following positions are ineligible for appointment as claims auditors:

1. Member of Board of Education;
2. Clerk or Treasurer of the District;
3. Superintendent of Schools or other Official of the District responsible for business management;
4. Person designated as purchasing agent, and
5. Clerical or professional personnel directly involved in accounting and purchasing functions.

Proposal Submission

Proposals must be clearly labeled and submitted by email to the Chappaqua Central School District Purchasing Agent Mike Trnik by e-mail at MiTrnik@ccsd.ws. Proposals will be received until **2:00pm on May 22nd, 2020**. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals or attending an interview in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the firm unopened

All proposals must be submitted in two parts. **Part I** must consist of responses to the qualification items. **Part II** must consist of complete contract cost and pricing information. Incomplete submissions will not be considered for award. Proposals should not be excessively long. All materials submitted in response to this request for proposal shall become the property of the District.

Contract Term

The contract shall be in effect for the period July 1, 2020 thru June 30, 2021 with an option to renew on an annual basis, at the discretion of the Chappaqua Central School District Board of Education, not to exceed the prices indicated in the proposal submission.

2. Scope of Services

Responsibilities:

Determines whether or not purchase orders have been issued in accordance with Board of Education policy and law;

Determines that charges are not duplicates of items previously paid;

Compares supporting payment documentation to the purchase order and ensures that it is properly itemized;

Ensures that a receipt, signed by the employees who actually received the material or equipment for which the claim is made, accompanies the voucher;

Ensures that the proposed payment is for a valid and legal purpose;

Verifies that the obligation was made by an authorized district official;

Verifies that the goods or services for which payment is claimed were, in fact, received:

Ensures that the voucher is in the proper form; is mathematically correct; does not include charges previously claimed and paid; does not include charges for taxes from which the district is exempt; includes discounts to which the district is entitled; and is in agreement with the attached purchase order;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignment, when necessary;

Prepares a monthly analytical report written to the Board of Education of findings and corrective recommendations, and their status. More frequently, if necessary.

Required Knowledge, Skills, Abilities and Attributes:

Thorough knowledge of accounting and auditing procedures; thorough knowledge of school district account keeping procedures; good knowledge of the laws affecting school district financial transactions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to work cooperatively with district employees, ability to organize work in a logical manner, initiative, and good industriousness in carrying out auditing work; good judgment; personal integrity and good moral character.

Recommended Acceptable Training and Experience:

Possession of a Bachelor's Degree* with a major or concentration in accounting, three years of experience in accounting and auditing work, and a satisfactory combination of training and experience.

NOTE: A concentration is defined as a minimum of three courses in the target area.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education SAVE legislation Chapter 180 of the laws of 2000, and by the regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background.

Part I

Qualifications

- A. A description of business/school district experience and expertise focusing on internal claims auditing.
- B. Identify the nature of any potential conflict of interest in providing these services to the district.
- C. Provide engagements in which the duty of internal claims auditing has been performed within the past thirty-six (36) months.
- D. Provide any other information that might be beneficial to the District in considering qualifications.

Part II

1. Cost:

State the hourly rate you are quoting for the fiscal years: 2020-2021: \$ _____
2021-2022: \$ _____
2022-2023: \$ _____

2. Interview:

The award process will include an interview with District Administration and the Chappaqua Central School District Board of Education.

3. Termination of Contract:

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed.

4. Right to Reject Request for Proposal:

The District reserves the right to reject without prejudice any and all proposals received under this Request for Proposal.

5. Inquiries:

If a proposer has any questions regarding this RFP, the proposer must notify the Chappaqua Central School District Purchasing Agent Mike Trnik by email at MiTrnik@ccsd.ws at least seven (7) days prior to the specified RFP opening date. Any interpretations, clarifications or corrections made by the District with respect to this RFP will be sent to all individuals and entities that have secured this RFP. These interpretations, clarifications and corrections will be made in writing. Any

interpretation, clarification or correction made in any other matter will not be binding on the District.

Information Facts

Accounting Funds Maintained: General Fund
 Special Aid Fund
 School Lunch Fund
 Trust and Agency Fund
 Student Activity Fund
 Capital Fund

Budget: 2019-2020: \$128.2M

The Board of Education reserves the right to consider qualifications, experience, and reputation in the claims audit field, as well as the specific qualifications of a submitting individual or firm set out herein, in considering proposals and awarding the contract. The Board of Education reserves all rights and may reject any or all proposals as it may deem appropriate to do so.

**BOARD OF EDUCATION:
CHAPPAQUA CENTRAL SCHOOL DISTRICT**

CCSD RFP # 2020-8: CLAIMS AUDITOR

PROPOSAL SHEET

Date: _____

Name of Individual or Firm: _____

Address: _____

Telephone #: _____

Email: _____

Part I: Qualifications (As listed on Page 4)

- A. A description of business/school district experience and expertise focusing on internal claims auditing.
- B. Identify the nature of any potential conflict of interest in providing these services to the district.
- C. Provide engagements in which the duty of internal claims auditing has been performed within the past thirty-six (36) months.
- D. Provide any other information that might be beneficial to the District in considering qualifications.

Part II: Costs (As listed on Page 4)

State the hourly rate you are quoting for the fiscal years: 2020-2021: \$_____

2021-2022: \$_____

2022-2023: \$_____

Signature

Title

CCSD RFP # 2020-8: CLAIMS AUDITOR

NON-COLLUSIVE CERTIFICATION

FIRM NAME _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____

E-MAIL ADDRESS _____

DATE OF PROPOSAL _____

Non-Collusive Certification

By submission of this proposal, the vendor certifies that it is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state.
Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

“(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly discussed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly, to any other bidder or to any competitor;

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

“(b) A bid shall not be considered for award nor shall award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.”

Authorized Signature_____

Title_____