

PROPOSAL INSTRUCTIONS AND CONDITIONS
EAST ISLIP UNION FREE SCHOOL DISTRICT
RFP# 0117241 EXTERNAL AUDITOR

The purpose of this RFP is to select an external auditor for the East Islip Union Free School District ("EISLIP UFSD") for the fiscal year 2024, 2025, and 2026. The successful bidder shall be responsible for providing the following services:

6. The successful bidder shall provide a written report to the Board of Education within 30 days of the completion of the audit. The report shall include, but not be limited to, the following:

- a. An opinion on the financial statements of the District.
- b. A statement of the auditor's independence.
- c. A statement of the auditor's qualifications.
- d. A statement of the auditor's fees.
- e. A statement of the auditor's contact information.

7. The successful bidder shall provide a written report to the Board of Education within 30 days of the completion of the audit. The report shall include, but not be limited to, the following:

- a. An opinion on the financial statements of the District.
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- c. A statement of the auditor's qualifications.
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Brief Description of the District:

The East Islip Union Free School District is located in East Islip, New York.

BOCES:

The School District is a member of the BOCES for the County of Suffolk.

Board of Education:

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x Civil Rights and Crime Division
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Individuals and Organizations

- x Metropolitan
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Irregularities and Illegal Acts:

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Reporting to the District

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Annual Audit Timeline Requirements:

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Auditor's Report:

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Working Paper Retention and Access to Working Papers:

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p b e p o s s i b l e
t t t

THE SELECTION PROCESS

A. Timetable

Task	Start Date	End Date	Time
Deliverables	By July 17, 2024		10:00 a.m.
Initial Review	On July 2, 2024		
Site Visit	On February 2024		1:00 p.m.

B. Proposal Evaluation Criteria

- Proposals will be evaluated on the following criteria:
1. Experience and Qualifications of the Proposer:
The proposer must have a minimum of 10 years of experience in the field of project management, including experience in the design and construction of large-scale infrastructure projects. The proposer must also have a proven track record of successful project completion and a strong financial standing.
 2. Ability to Implement Project Promptly:
The proposer must demonstrate the ability to complete the project within the specified timeline and budget. This includes providing a detailed project schedule and a clear plan for resource allocation and risk management.
 - 3.

5. Name of the entity: New York State Thruway Authority. In
 the event of a change of name, the name of the entity shall be
 the name of the entity as it appears on the date of the
 filing of the statement. The name of the entity shall be
 the name of the entity as it appears on the date of the
 filing of the statement.

6. Specific Audit Approach: The audit shall be conducted
 in accordance with the standards of the Institute of Certified
 Public Accountants (ICPA) and the standards of the
 Institute of Management Accountants (IMA). The audit shall be
 conducted in accordance with the standards of the Institute of
 Certified Public Accountants (ICPA) and the standards of the
 Institute of Management Accountants (IMA).

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C. Modification or Withdrawal of Proposals

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PROPOSAL FORMAT AND CONTENTS

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pl is d e b el b t t b t p d p d

3. HbRe b yp Sp Sp d Sf d h
Tb d f

Th d g f h db o p l d e

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I M i n

2. N m s p o b e i l o u i h g h
f i g I t s i e l l e w b d
g t i p

P e n t i n g l i g
f e i (C P E) i n U l S t G h
A i O (G A O) d s

3. N e f u l i t h l w b g b e
h t r i d l e

4. L g i h f i h e i f b
d i n N e v S e d t i p

5. (O p l e y d d h i n b o h u i t i s
p i d h i g e l s b i p

Conflicts of Interest:

R e R F P l l e a f n b y A u l i t t o
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Rates for Additional Professional Services:

Specific Audit Approach:

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Report Format:

The audit report will be prepared in accordance with the audit plan.

Board of Education Process

The Board of Education will be notified of the audit results.

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B. Form of Proposal

The proposal will be submitted to the Board of Education.

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C. Form of Agreement

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