

Carson City School District  
Answers to RFP CCSD12FS Questions  
February 22, 2012

The following questions have been asked concerning the RFP. Our response will be in **Blue**

- Page 4 of the RFP states, “The selected firm will also be expected to provide unlimited consultation throughout the Fiscal Years covered by the Contract.” Would fees for this consultation be billed separately or should they be estimated and included in the dollar cost proposal? **The fees should be estimated and included in the cost proposal.**
- Under the Time Requirements section of the RFP on page 11, the date the audit may commence is September 8, 2012. Above on this same page, the RFP advises the trial balances won’t be complete until early October and the entire audit must be complete and the financial statements completed in their entirety by October 25<sup>th</sup>. Also, on page 7 the RFP states, “Adjusted trial balance figures are required by October 15.” Would it be possible to obtain clarification on these dates as the timeline does not seem feasible? **The final dates in the timeline are to ensure compliance with NRS. We would work with the selected auditor to make sure we meet the required reporting deadline.**
- Page 3 of the RFP asks for two hard copies of the proposal and a copy on CD. Page 14 asks for a “Master” and two additional copies and a copy on CD. Please clarify the number of hard copies to be submitted. **We would only need Two (2) hard copies and the CD.**
- Will Carson City School District prepare the Schedule of Expenditures of Federal Awards (SEFA) or do you expect the auditor to do so? If the auditor is to prepare the SEFA, is there a way to identify grant expenditures in the general ledger? **The SEFA would be compiled by the audit firm. Our accounting system is capable of reporting at the project level, as required by the Nevada Department of Education, which will give the needed detail for the report.**
- We are assuming when you refer to the Single Audit Act on page 9 of the RFP that auditing State assistance refers to Federal monies passed through the State (given State money itself is not part of the Single Audit Act). Is this correct? **That is correct.**
- From the RFP, it appears there is no Audit Committee in place at Carson City School District. Is this correct? **That is correct. The selected firm would be required to give a report directly to the Board of Trustees at the conclusion of the audit.**
- Does Carson City School District have an active internal auditor? **No**
- Has the Carson City School District’s financial position or operations changed significantly since the FY 2011 audit? If so, please describe any significant changes. **No**
- Why is the Carson City School District going out to bid? **WE have used the same audit firm for a number of years without going out to bid. We felt it was time to bid.**
- Were there any journal entries proposed as a result of the FY 2011 audit process? If yes, how many? **No**
- How many weeks did your previous auditors spend performing interim and final fieldwork? How many auditors were present? **You will need to determine how long your firm needs for this process. I will not disclose prior year information.**
- What were the audit fees for the FY 2011 audit? Was fee a significant consideration for going out to bid? **You will need to determine your proposal based upon your estimate of work.**

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- As there were no findings reported in the FY 2011 financial statements, we assume there were no major issues identified during the FY 2011 audit. Are any major issues anticipated during future audits? [Not that we are aware of.](#)
- Has there been any recent turnover in key accounting personnel? [No](#)
- Are you looking for a separate audit report for each Student Activity Fund in addition to including them as supplementary information in the Carson City School District's financial statements? [No](#)
- Does the Carson City School District have the templates used for the preparation of the financial statements? [No](#)
- Page 20 of the RFP requires two years of continuing education to be provided, while page 16 requires five years of continuing education to be provided. Please clarify how many years of continuing education you expect to see. [Two years of CPE will be sufficient.](#)
- Page 18 of the RFP indicates the cost proposal should contain a fixed price for 2012, 2013 and 2014. However, page 6 indicates you want a fee for 2012 with 2013 and 2014 subject to negotiation. Please clarify how many years the cost proposal should address. [Fixed for 2012 only and negotiated for subsequent years.](#)
- For those of us receiving the RFP electronically, there is no pre-addressed envelope. We will address the envelope as specified in the RFP. [That will be sufficient.](#)