



**EAST SIDE**  
**HIGH SCHOOL DISTRICT**  
*Silicon Valley*

**REQUEST FOR PROPOSALS (RFP)**  
**RFP GP062122**

**AUDITING SERVICES**

**DUE DATE: February 14, 2022 at 5:00 P.M.**

**EAST SIDE UNION HIGH SCHOOL**  
**830 North Capitol Avenue**  
**San Jose, CA 95133-1398**

## **Notice to Vendors**

The East Side Union High School District's (ESUHSD) Board of Trustees seeks proposals from qualified consultants for the award of a contract for Auditing Services for the period of **March 7, 2022** through and including **March 6, 2023** with the possibility of four additional one (1) year renewal periods, based on performance and District discretion, for the audit period of July 1, 2021 through June 30, 2022.

PlanetBids is a web enabled procurement and electronic bidding system. In order to begin bidding for this RFP the Vendor must first register, for free, online:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=24763>

As a registered and approved vendor within our vendor database, you will be automatically notified of bid alerts, bid changes or updates and addenda. All bid related information is located within the different tabs of the bid detail. Only applicable tabs will be available within the bid.

To download a copy of the line item, register and login to PlanetBids, double click on the Project Title you wish to bid on. Once the bid is open select the Line Items tab. In the top right corner click on Export. Save file under desired folder and name.

All necessary documentation for this RFP can be downloaded via the PlanetBids website. All proposals are to be submitted electronically via PlanetBids on or before **5:00 PM, February 14, 2022**.

Contact Person: Phuong Nguyen/Senior Contract Specialist  
Phone: 408-347-5073

For assistance with eBidding, please refer to the eBidding User Guide. To locate the eBidding Users Guide, click on "Place eBid". After you have accepted the terms and conditions, click the "?" (Red question mark) located at the upper right of the page to access the PlanetBids Support Page. Here you can view Frequently Asked Questions, download the eBidding Users Guide or open a support ticket for further assistance.

The User Guide can be downloaded from the vendor portal or by following this link:

<https://www.planetbids.com/UsersGuides/PlanetBids%20BidsOnline%20Users%20Guide.pdf>

If you are having technical issues downloading or submitting your bid documents please contact Planet Bids Directly at (818) 992-1771.

## **Proposed Timeline**

The following is the anticipated proposal and engagement schedule. ESUHSD may change the estimated dates and process as deemed necessary.

|                   |  |
|-------------------|--|
| January 26, 2022  | Publish Request for Proposals  |
| February 7, 2022  | Last day for submission of inquiries and/or clarifications ( <b>by 5:00 P.M.</b> ) |
| February 14, 2022 | Proposals Due ( <b>by 5:00 P.M.</b> )  |
| March 3, 2022     | Board of Trustees Meeting  |
| March 7, 2022     | Contract start date  |

## **Inquiries and/or Clarifications**

Any requests for clarification of the RFP shall be made via PlanetBids only, under the “Q&A” tab, no later than **5:00 PM, February 7, 2022.**

ESUHSD is responsible only for what is expressly stated in this RFP and any authorized written addenda thereto. ESUHSD is not responsible for and will not be bound by any person not authorized to act on its behalf.

*As of the Issuance date of this RFP and continuing until the final date for submission of proposals, contact with ESUHSD employees is strictly limited. All personnel representing ESUHSD are specifically directed not to hold meetings, conferences or technical discussions with any vendor for purposes of responding to this RFP. Any vendor found to be acting in any way contrary to this directive will be disqualified from entering into any contract that may result from this RFP.*

## **Addenda**

The ESUHSD may modify this RFP, any of its key action dates, or any of its attachments, prior to the bid submittal date. Addenda will be numbered consecutively as a suffix to the RFP Reference Number. It is the Bidder's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the Bidder of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

## **Submission of Proposals**

**READ THIS ENTIRE DOCUMENT CAREFULLY AND BECOME FAMILIAR WITH ALL INSTRUCTIONS, TERMS AND CONDITIONS, PLANS, AND SPECIFICATIONS BEFORE SUBMITTING A PROPOSAL. DO NOT ASSUME THAT THIS DOCUMENT IS THE SAME AS OTHER PROPOSALS YOU MAY HAVE RECEIVED FROM THIS OFFICE.**

Before submitting a proposal, each firm is expected to thoroughly examine the actual conditions (if applicable), specifications, general conditions, and all other related contractual documents. Failure to do so will be at the Proposer's risk, and will not bar the Proposer's obligation to perform if a contract is awarded pursuant to the Request for Proposal. If you submit a bid, it shall be incontrovertible evidence that you understand, and intend to comply with all the requirements of this bid and contract.

All forms must be downloaded and submitted electronically via the Planet Bids website.

**Paper RFPs will not be accepted. We are only accepting electronic RFPs via PlanetBids.**

No bidder may withdraw any proposal for a period of ninety (90) calendar days after the date set for the proposal submittal deadline. A successful respondent bidder shall not be relieved of the proposal submitted without the District's consent, which relief the District may grant or deny in its discretion.

ESUHSD will review the responses, contact references, and complete a weighted scoring matrix for each respondent bidder.

ESUHSD reserves the right to accept or reject any item or group(s) of items of a proposal. ESUHSD also reserves the right to waive any minor informality or irregularity in any proposals. Additionally, ESUHSD may, for any reason, decide not to award an agreement as a result of this RFP, or to reissue the RFP.

There will not be a formal public opening for this RFP. After the recommendation for the purchase order contracts award is submitted to the Board of Trustees for approval, all proposals will be available for public review.

## **Purpose of the RFP**

The East Side Union High School District is pleased to issue this Request for Proposal (RFP) for Professional Audit Services. ESUHSD is seeking proposals from professional and qualified firms to perform independent audit services regarding the performance of the required annual District audit.

## **Background Information**

The East Side Union High School District encompasses a 180 square mile area of San Jose, bordering on “Silicon Valley” in Santa Clara County.

It is one of California’s largest high school districts (grades 9–12), with an enrollment of 22,488 students, at 16 high schools and 5 fiscally independent charters.

East Side Union High School District employs:

- 1,135 certificated teachers (est)
- 532 classified staff members (est)
- 78 adult education teachers (est)

*Eleven comprehensive high schools:*

|                  |                |                |
|------------------|----------------|----------------|
| Andrew Hill      | Mt. Pleasant   | Silver Creek   |
| Evergreen Valley | Oak Grove      | W. C. Overfelt |
| Independence     | Piedmont Hills | Yerba Buena    |
| James Lick       | Santa Teresa   |                |

*Six alternative high schools/programs:*

|        |          |         |
|--------|----------|---------|
| Accel  | Foothill | Phoenix |
| Apollo | Pegasus  | Calero  |

*Six Fiscally Independent Charters:*

|                                 |                             |                           |
|---------------------------------|-----------------------------|---------------------------|
| Escuela Popular                 | Latino College Prep Academy | ACE Charter High School   |
| KIPP: San Jose Collegiate       | San Jose Conservation Corps | Leadership Public Schools |
| Alpha: Cindy Avitia High School |                             |                           |

The district also administers an Adult Education Program that serves over 4,487 adults.

## **Scope of Work**

### **A. General Audit**

1. An annual financial audit of all funds, books, and accounts under the jurisdiction and control of the District will be conducted in accordance with Generally Accepted Auditing Standards; GASB 34, GASB 54 and any other GASB Compliance; California Education Code; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the provisions of OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations, (as applicable) and the "Standards and Procedures for Audits of California K-12 Local Educational Agencies" issued by the Office of the State Controller.
2. These auditing services will be for the fiscal year ending **June 30, 2022** with a renewal option for four (4) additional subsequent fiscal years, based on performance and District discretion.
3. The Audit Report shall include at least:  
An opinion report on the financial statements and on a schedule of Federal assistance, showing the total expenditures for each Federal assistance program as identified in the Catalog of Federal Domestic Assistance, and all other Federal programs and grants that have not been assigned catalog numbers.
4. A report on the study and evaluation of internal control systems. The report must identify the district's significant internal accounting controls, and those controls designed to provide reasonable assurance that all records are being managed in compliance with laws and regulations. This report must identify the controls which are not evaluated, and the material weaknesses identified as a result of the evaluation.
5. A statement of positive assurance with respect to those items tested for compliance including conformance laws, rules, and regulations pertaining to non-major programs and other items which could have a material effect on financial reports and claims for advances and reimbursements. In addition, the auditor's report must disclose whether the organization has complied with laws and regulations.
6. A statement of negative assurance on those items not tested.
7. A summary of all instances of noncompliance and an identification of total amounts of costs questioned, if any, as a result of noncompliance.
8. Other statements or reports to satisfy state and local government requirements. The three parts (internal, State, and Federal) of the audit report should be bound together. Separate management reports should be submitted with and attached as part of the above report or reports. Reports on fraud, abuse, or illegal acts or indication of such acts including all questioned costs found as a result of these acts should be covered by separate written report to the Federal department or agency. The Auditor agrees to allow access to working papers and all related documents to the District and Federal, State or local government officials or auditors. All such papers are to be retained by

the auditor for a period of no less than five (5) years. Twelve hard copies of the completed audit report and an electronic copy of the report are to be delivered to the District no later than **December 15** of the year the audit is conducted. In the event that this deadline cannot be met due to circumstances beyond the control of the auditor, a waiver may be requested with an absolute deadline of **December 20**.

9. Reporting on the organization's control system to assure compliance and whether the organization has complied with laws and regulations that may have an effect on each major federal assistance program.
10. A representative of the audit firm will be required to present the results of the annual audit report to the District Board of Trustees and provide summary updates at quarterly Board Audit Committee meeting.

**B. Proposition 39 GO Bond (Performance and Financial Audit)**

1. In relation to the general obligation bond, the Audit Firm is required to perform the AUDIT in accordance with the requirements of Proposition 39. Proposition 39 provisions include, but are not limited to, the following requirements:
2. Conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed; and
3. Conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.
4. The Audit Firm is expected to attend meetings to present the annual audit to the District Board of Trustees and the Citizens Bond Oversight Committee.
5. Copies of previous audits are available for inspection on the district's web page: <https://www.esuhsd.org/Community/Business-Svcs/Financial-Reports/index.html> or in the District's Business Office at 830 N. Capitol Ave., San Jose, CA 95133.