

## **Notice to Vendors**

The East Side Union High School District's (ESUHSD) Board of Trustees seeks proposals from qualified auditor or audit firms for the award of a contract for Auditing Services for the period of **January 8, 2024** through and including **December 30, 2024** with the possibility of four additional one (1) year renewal periods, based on performance and District discretion, for the audit period of July 1, 2023 through June 30, 2024.

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, November 2, 2023**.

Contact Person: Phuong Nguyen  
Phone: 408-347-5073

### **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 evaluate 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.

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.