

**Lincoln Elementary School District
Forensic Audit Proposal Opening
February 15, 2019 at 12:00 p.m.
Conference Room 113**

The meeting began at 12:05 p.m.

Listed below is a summary of items discussed:

Dr. Darryl Taylor, Superintendent reminded everyone of the following that appeared in the Request for Proposal document previously shared:

- The firm chosen for this work must be engaged by contract and must be independent of the District and any Board Member or employee of the District as well as all independent contractors, suppliers and vendors doing business with the District.
 - The District expects to select and contract with one firm to provide either all or a selected group of the components described in this Request for Proposals (RFP).
 - The following outline comprehends but does not limit the type of procedures and review that would be most beneficial to the Board's considerations in authorizing this work:
 - I. Analyze School District contractual agreements as to:
 - a. Procurement and bidding procedures
 - b. Financing and payment history
 - c. Management of contract
 - d. Conflict of interest
 - e. Other
 - II. Analyze detailed general ledger and account activity to include:
 - a. Understand purpose of each account
 - b. Analyze and investigate activity for certain accounts and transactions as deemed appropriate, including all school activity accounts.
 - III. Analyze school district documentation and payroll processes as deemed appropriate:
 - a. Support for cash disbursement
 - b. Support for journal entries
 - c. Support for overpayment and/or underpayment, retirement, etc.
 - d. Analyze and investigate all summer school payroll practices
 - e. Other
 - IV. Conduct interviews, as necessary
 - a. Accounting staff
 - b. Non-accounting personnel as necessary
 - c. Others
 - V. Prepare and present summary of findings.
- The selected firm shall work with and cooperate with the Superintendent in rendering services pursuant to this RFP.

Dr. Taylor stated the above will be considered when looking at the lowest responsible bidder.

Dr. Taylor also reviewed the proposal submittal options. He shared that in order to be considered for purposes of evaluation and contract award, Proposers were to use one of the following two options:

- Option 1: Submit a sealed envelope clearly marked on the outside **Forensic Audit Services Proposal** with a data stick or CD containing a single pdf document of the complete proposal, including all other documents required to be submitted with the proposal.
- Option 2: Submit a sealed envelope clearly marked on the outside **Forensic Audit Services Proposal** with four (4) copies of the complete proposal, including all other documents required to be submitted with the proposal.

Four proposals were submitted: Plante Moran, Wipfli, Fact Finders and Sikich. It should be noted that Wipfli's envelope was not labeled "Forensic Audit Services Proposal". Fact Finders and Sikich submitted a data stick.

Dr. Taylor stated that as he creates a spreadsheet of the results, he may need to call a vendor for clarification but no new documents will be accepted.

Dr. Taylor explained that he will have all quotes for services by no later than Wednesday, February 20, 2019 at 3:00 p.m. for vendors who request the data. The information will also be posted on the Lincoln District website. The quotes, along with Dr. Taylor's recommendation regarding which firm to be awarded the proposal, will be presented to the School Board at the February 25, 2019 Board of Education Meeting. The School Board will then determine which firm will be selected. Dr. Taylor will contact the firm selected by the School Board by no later than Tuesday, February 26, 2019.

The meeting adjourned at 12:15 p.m.