



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS External Forensic Auditor

AMENDED 12/09/15

RFQ Number: #2016-02

Proposals to be accepted by: Ms. Manuela Romero
Director of Purchasing
South San Antonio ISD
5622 Ray Ellison Blvd
San Antonio, TX 78242

Deadline: ~~Wednesday, December 9, 2015 2:00 PM CST~~
Thursday December 17, 2015 2:00PM CST

Type of Services: External Forensic Auditing

South San Antonio Independent School District (SSAISD) is seeking the professional services of an external forensic auditor to review procurement of public works contracts, purchases, transactions, policies and procedures under SSAISD's 2010 Bond program.

The DISTRICT will select a firm or individual based on demonstrated qualifications, competence and experience. The DISTRICT reserves the right to reject, any and all proposals, waive any irregularities and to request additional information from proposers to clarify any areas of the proposal.

The selected firms(s) will be required to provide recommendations suggesting structural and procedural improvements and appropriate personnel actions related to reporting requirements and staffing changes, up to and including termination of staff as appropriate.

Any person or entity responding to this RFQ shall be referred to herein as a "Proposer". Any reference to "you", "your" or derivation thereof refers to any actual or potential Proposer reviewing this RFQ.

Questions regarding this RFQ shall be directed to Ms. Manuela Romero, Director of Purchasing (mromero@southsanisd.net) and must be submitted in writing on or before December 2, 2015 at 12pm

CST. Five (5) copies of the proposal, signed in original ink, shall be submitted in a sealed envelope along with properly executed Proposal Notice form.



EMAIL BACK IMMEDIATELY

Email at mromero@southsanisd.net

Attn: Ms. Manuela Romero – Director of Purchasing

RFQ # 2016-02 EXTERNAL FORENSIC AUDITOR

When downloading a bid/proposal, you are required to email this sheet to our office. This allows us to add your firm to the vendor listing to receive addenda if any to this offering.

Name:	
Title :	
Organization:	
Address:	
District, State, Zip:	
Work Phone:	
Fax:	
E-mail:	

Other:	
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PROPOSAL NOTICE

RFQ #2016-02

Purpose of Request: The South San Antonio Independent School District seeks request for proposal for:
External Forensic Auditor

Issue date:	11-21-2015	Last Date & Time to Submit:	December 9, 2015 at 2:00 p.m.CST
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Contract Period:	Feb 15,2016 through July 11, 2016
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Options to renew:	One-time project
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Issued by: Manuela Romero - Director of Purchasing	Mail or deliver bids to: South San Antonio I.S.D., Attn: Purchasing Dept., 5622 Ray Ellison Blvd., San Antonio, Texas 78242	Proposals will be publicly opened immediately following the specified deadline. Any proposal received later than the specified date and time will be disqualified. FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED
The bid packet may be found at www.southsanisd.net/purchasing		

After evaluating the proposals, the Purchasing Department will present the proposals to the S.S.A.I.S.D. Board of Trustees at the next regularly scheduled monthly meeting or special called board meeting.

The undersigned authorized representative of the proposing organization indicated below hereby acknowledges:

- That he/she is authorized to enter into contractual relationships on behalf of the proposing organization indicated below, and
- That he/she has carefully examined this Bid/Proposal Invitation, the accompanying Bid/Proposal Forms, and all Terms and Conditions associated with this Bid/Proposal Invitation, and
- That he/she proposes to supply any products or services submitted under this Proposal Invitation at the prices quoted and in strict compliance with the all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
- That if any part of this Bid/Proposal is accepted, he/she will furnish all products or services awarded under this Proposal at the prices quoted and in strict compliance with all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
- That the individual, firm and/or any principal of the firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective and compliance with the FCC "Red Light Rule" as of the date of opening of this proposal, and agrees to notify the District of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.
- That the proposing organization is in compliance with all federal, state, and local environmental codes, laws, and statutes.

Name of Proposing Organization			
Signature of Authorized Representative			
Printed Name of Authorized Representative			
Position or Title of Authorized Representative			
Address:			Date:
Telephone Number:	Fax Number :	Email	

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**South San Antonio Independent School District
External Forensic Auditor
Request for Qualifications #2016-02**

South San Antonio Independent School District is seeking the professional services of an external forensic auditor to review procurement of public works contracts, purchases, transactions, policies and procedures under SSAISD's 2010 Bond program.

Purpose of Proposal:

The selected firms(s) will be required to provide recommendations suggesting structural and procedural improvements and appropriate personnel actions related to reporting requirements and staffing changes, up and program.

Scope of Work:

The External Forensic Auditor(s) will prepare a final report to the Texas Education Agency and SSAISD Board of Trustees on or before **July 11, 2016**. The Forensic Auditing firm will be authorized and approved by the Texas Education Agency and employed by SSAISD. The forensic firm will prepare a forensic audit report in accordance with governmental auditing standards and TEA Federal Accountability System Resource Guide.

An audit report will include, but is not limited to:

1. Examination of all construction project purchases, contracts, construction delivery methods and transactions to identify potential conflict of interest by District employees or its vendors using state bond funds.
2. Examination of all financial purchases and transactions made by or authorized by District employees or vendors during the state fiscal years 2008 to 2016. The examination will include and identify any misappropriations of state bond funds.
3. Report all potential instances of fraud, waste or abuse using 2010 Bond program funds.
4. Verify the validity and accuracy of the District's internal control environment by testing areas of its financial construction fund budgets and statements during the state fiscal years 2009 to 2016.
5. The project requests a review of internal processes and procedures related to identified areas of concern regarding data gathering and reporting, including training of staff related to these areas of concern.

Agreed Upon Procedures:

1. A study of the organization's structure of the South San Antonio Independent School District to examine reporting responsibilities within district which would create an internal quality control system of checks and balances, to identify illegal acts or unethical behavior at all levels of the organization. The study will also include a close examination of the reporting system of such activities to upper management, including the Board of Trustees. This organization structure audit shall include all personnel, contracted and employees whose responsibility is contract administration and reporting.
2. A study of the current policies, regulations, and procedures in place within the District in all departments relating to construction administration to determine if such policies, regulations, and procedures adequately provide checks and balances related to bond construction projects. Review to include training provided to the appropriate department of said policies, regulations, and procedures and formally adopted by Board of Trustees.
3. Determine the extent to which staff and the Board of Trustees have complied with current policies regulations, procedures, and laws. Identify any individuals' determined to have violated rules, regulations, or district policy.
4. A report which summarizes findings, inclusive of the 2010 bond issue, with recommended organizational, structural, and procedural improvements, including recommended personnel actions related to reporting requirements, personnel changes, and termination of staff, as appropriate.

Evaluation Process:

1. The District will evaluate all proposals in accordance with Texas Education Agency Ch. 2254.
2. Texas Education Agency will review best value proposals and will authorize the District to proceed with employment at a regular or special called Board meeting.
3. Upon selection of Proposer by the Board of Trustees, SSAISD and the selected proposer shall enter into negotiations regarding the price and compensation terms. If those negotiations are not successful, SSAISD shall commence negotiations with the next highest point Proposer in ascending order.
4. The selection of a Proposer(s) by the SSAISD Board of Trustees shall be an interim, contingent selection pending signing of a contract with a selected Proposer. Any Proposer receiving an award from SSAISD will be expected to agree to a Contract in form and substance satisfactory to SSAISD and its legal counsel.
5. The award for the service will not be based on price alone or primarily, but instead on "best value" to SSAISD considering the qualifications of the Proposers. The factors listed below will be those considered by SSAISD in determining the best value and qualifications, and in selecting the Proposer for award of services.

The responses will be evaluated according to the following criteria:

- a. **Proposed Services:** Proposer must communicate a clear understanding of the extensive components and scope of the project, ability and details for carrying out the projects, the work plan, and the methodology. (35 points)
- b. **Management Component:** Evidence of capability to manage the project, experience of the organization with forensic accounting processes, past knowledge of the Texas Education Code, Texas Government Code related to school construction administration, and Financial Accountability System Resource Guide (35 points).
- c. **Cost effectiveness, a pppropriateness of resources, and compensation terms dedicated to the Project (30 points).**

SSAISD reserves the right to request one or more Proposers to clarify its respective proposal or supply additional information deemed necessary by SSAISD to assist in the consideration of the proposal. SSAISD serves the right to reject any or all proposals or any part thereof, or to accept any proposals or any part thereof; or to waive any informality when deemed in the best interest of SSAISD.

Forensic Audit Report Timeline

DATES	DELIVERABLES
12/09/15	Proposals Due and Opening
12/10 - 12/16	Evaluation & Ranking Period
12/18/15	Submit District's selection criteria and evaluations of the District's chosen candidate to TEA for review and final hiring approval
01/25/16	TEA's written authorization to employ best value proposer is due on or before January 25, 2016
02/10/16	Special Call Board meeting to approve and employ TEA-approved external forensic auditor (TEA required by February 15, 2016)
07/11/16	External forensic auditor required to submit to TEA and District a report regarding all public works contracts and transactions using state bond funds during the period from state fiscal year 2008 to fiscal year 2016

Purposer Requirements:

The firm or individual assigned to this project will require Professional designations as a Certified Public Accountant (CPA) with a certification as a Certified Fraud Examiner (CFE).

The firm or individual shall have experience in detection and deterrence of fraud by evaluating accounting systems for weaknesses, internal controls, interpreting financial data, and construction administration. Strong knowledge in regards to TEA Federal Accountability System Resource Guide, Government Code Chapter 2254 and Texas Education Code Chapter 44 is required.

The firm or individual selected shall demonstrate knowledge in the following areas of school construction:

- Procurement of public works contracts in the State of Texas
- Construction Administration and delivery methods
- Construction contracts (Architect, Engineering, contractor, etc.)

Each Proposer should provide the following information and supporting documentation in their response.

1. General Proposer information and principal contact name, title, email address, and a business telephone number of the contact person for this project.
2. Proposer must provide a list of five (5) governmental entities, corporations, or other educational entities other than SSAISD for which the Proposer has provided the requested or similar items/work in the RFQ during the last three (3) years. Respondents must include the dates when similar work was performed. Include the names, telephone numbers, and email addresses of the entities contact person. This information will be used in evaluating the Proposer's references.
3. Identify the number of staff members to be assigned to this engagement by the Proposer, with descriptions of the quantity to be assigned to various tasks for SSAISD. Please separately and specifically identify the key and primary contact staff members to be assigned to each portion of the project, identifying the projected role of each person, the office locations of each person, including brief biographies of each such person and brief description of previous experience with Texas law and with school district operations or other governmental entities in the State of Texas.
4. A description of the Proposer's experience with forensic accounting type projects, ability to coordinate various aspects of the project, skill in developing long-term plans, analyzing public entities, recommending organizational strategies, etc.
5. Identify any litigation (including any formal administrative proceedings) in which the proposer is currently involved or has been involved since 2010 resulting from the Firm's services in providing external accounting, auditing, or legal services. Indicate the current status or disposition of such litigation or proceedings.
6. It is the intent of the SSAISD to encourage the participation of any and all qualified entities capable of carrying out these services. The Proposer must describe clearly, specifically, and as completely as possible, the methodology for carrying out the objectives and requirements of this project as described in this RFP. Proposers should submit a summary of the successful past or current engagements and performance, and its current firm profile with its response to this RFQ.

Other General Terms:

If necessary, SSAISD may modify this RFQ by formal written addendum, which SSAISD intends to deliver to all parties which SSAISD has officially recorded as having received a copy of this RFQ (the "record receipts"). Receipt of any addendum to the RFQ shall be acknowledged on the addendum form provided by BISD. The addendum form should be signed and returned to the Director of Purchasing electronically to mromero@southsanisd.net. Failure to do so may cause the proposal to be ineligible for consideration of the contract award. No oral or informal amendment to this RFQ shall be binding on SSAISD.

SSAISD may, by written notice to the particular proposer, reject any proposal if it is determined by SSAISD that gratuities, in the form of entertainment, gifts, or otherwise, or any illegal gratuity, gift, bribe, or other payment, were offered or given by the proposer, or any agent or representative of the proposer, to any officer, employee, consultant, or member of the Board of Managers of BISD with a view toward securing a contract or seeking favorable treatment with respect to any award under this RFQ.

Each Proposer must complete the Felony Conviction Notification and Principal Place of Business Questionnaire forms with this RFQ. Failure to do so may be grounds to declare this proposal non-responsive.

This RFQ does not in any way obligate or commit SSAISD to pay any costs associated with the preparation and submission of the proposal or contract for the Services. Further, SSAISD is not obligated to pay any costs incurred by any Proposer as a direct result of errors or omissions committed by SSAISD employees or agents in the processing of this RFQ. SSAISD reserves its rights of sovereign immunity, rights under the Texas Torts Claims Act, and all other similar rights under applicable laws.

In the event any provision of this RFQ is in direct conflict with any provision of the District's standard terms and conditions form included with this RFQ, the provision of this RFQ document shall control to the extent of any such conflict.

Anti-Lobbying Provision:

Between the date of issuance of this solicitation and continuing through the date of the award by the SSAISD Board of Trustees, each proposer and its respective employees, agents, sub-contractors, retainers, and representatives shall be prohibited from directly or indirectly discussing, communicating, lobbying for, or promoting its respective proposal with any member of the SSAISD Board of Trustees, any member of the SSAISD staff, any member of an employee association affiliated with or representing any SSAISD employee or group of employees, any member of a SSAISD committee having responsibilities in connection with this solicitation, or any consultant or professional retained or used by SSAISD in connection with this solicitation, except in the course of BISD-initiated and sponsored inquiries, briefings, interviews, negotiations or presentations or in the course of the public session of an official meeting of the SSAISD Board of Trustees. SSAISD-sponsored inquiries, briefings, interviews, negotiations, or presentations will only be initiated by the Purchasing Department. This policy is intended to create uniformity of opportunity for all actual or potential proposers and ensure that all contract decisions are made in public and to protect the integrity of the solicitation process. Any violation of this provision may result in the rejection of the Proposer's proposal.

Criteria Evaluation of Proposers:

The District will evaluate firms or individuals based on demonstrated qualifications, competence and experience as follows:

CRITERIA	POINT VALUE
Proposed Services	35
Management Component	35
Cost effectiveness, appropriateness of resources, and compensation terms	30

Response Format and Content:

The physical submission with responses should adhere to the following format. Be attentive to page limitations.

1. **Executive Summary** - Provide an Executive Summary (no longer than two pages in length) identifying key components of the Proposer's qualifications.
2. **Scope of Work Description-Bond Issue** - Summarize your approach to the Scope of Work required for the successful forensics analysis of the 2006 Bond issue. Describe how you will complete this project in a thorough, but efficient and timely manner. Please do not exceed five (5) pages in your response.
3. **Scope of Work Description-Additional Identified Areas** - Summarize your approach to the Scope of Work for this project as described, addressing the identified areas of weakness, i.e. student enrollment and withdrawal, grade placement, testing, etc. For each of the five (5) areas identified for review and analysis in the Agreed-upon Procedures portion of "Scope of Work" section of this RFQ, specifically describe how you intend to address and complete those objectives effectively, efficiently, and timely. Identify the issue being addressed in each responsive section. Describe how you will address additional requirements and achieve the desired project outcomes. The entirety of the response related to this section shall not exceed a twenty-five (25) page limit.
4. **Vendor Requirements**
Please address concisely each of the seven (7) components of the Vendor Requirement section of this RFQ.
5. **Compensation Terms**
Provide pricing or compensation terms. Share proposed fees and/or budgets. SSAISD reserves the right to negotiate any aspect of the proposal.
6. **Appendix**
Proposer may append exhibits necessary to complete the submission, i.e. Conflict of Interest Disclosure, Warranty, and Representation.

Questions/Request for Additional Information:

Any questions regarding this RFQ should be submitted in writing to Manuela Romero, Director of Purchasing, via facsimile to (210) 353-1206 or electronically to mromero@southsanisd.net

Submission Guidelines:

Proposals should be submitted in writing as a "hard copy". Interested firms must provide one (1) original response and four (4) copies of the response. Copies must be identical to the original in all respects. Copies should be labeled "original" and "copy" respectively.

Proposals must be submitted sealed in an envelope addressed as follows with the title and number of this RFQ written clearly on the exterior of the envelope:

RFQ-2016-02 External Forensic Auditor

Attn: Manuela Romero, Director of Purchasing
SSAISD
5622 Ray Ellison Blvd.
San Antonio, TX 78242

Submission Deadline:

All sealed responses must be received by the SSAISD Purchasing Department no later than **2:00pm CST on December 09, 2015**. Submissions received after that date and time will be considered unresponsive and rejected as such.

Other:

By signing below, the Proposer affirms the firm or individual has not participated in any act of collusion, favoritism, any gratuity and/or conflicts of interest with any SSAISD staff, includes Superintendent, Chief of Staff, Chief Financial Officer, Chief Academic Officer, or Director of Purchasing or its Board of Trustees.

Signature of Authorized Company Representative

Print Name

Title

Date