



L'ANSE CREUSE PUBLIC SCHOOLS REQUEST FOR PROPOSAL

For: Professional Audit Services

Prepared by: Kathy Konon CPA, Assistant Superintendent for Business and Operations

Issue Date: April 3, 2025

Due Date of Bids: April 17, 2025 Time: 2:00 p.m.

**Please complete the section below and
include this page as the first page of the bid package:**

Vendor Name: _____

Representative Name: _____

Street Address: _____

City, State and Zip: _____

Phone: _____

Fax: _____

Email: _____

L'Anse Creuse Public Schools
24076 F. V. Pankow Blvd.
Clinton Township, MI 48036

REQUEST FOR PROPOSAL
PROFESSIONAL AUDIT SERVICES

1.0 Summary

L'Anse Creuse Public Schools is a public school district operating under the laws of the State of Michigan to offer a free public education to all students within its boundaries. L'Anse Creuse Public Schools is located in the County of Macomb. The School District has an area of 35.4 square miles and includes all of Harrison Township, parts of Chesterfield, Clinton, and Macomb Townships, and small portions of the cities of Mount Clemens and St. Clair Shores. The School District is governed by a Board of Education consisting of seven publicly elected members.

The district employs approximately 594 teachers, teach approximately 9,500 students. The School District is comprised of nine elementary schools, four middle schools, and three traditional high schools, including the Frederick V. Pankow Center for Career Education, which offers comprehensive career and job training in business, health service, human service, trade, and industry. The DiAnne M. Pellerin Center is an NCA accredited, non-traditional high school that provides an alternative approach to the high school experience. In addition, L'Anse Creuse Public Schools provides educational services to the Macomb County Juvenile Justice Center and adult education to the Macomb County Jail year-round.

L'Anse Creuse Public Schools is accepting firm, sealed proposals for Professional Audit Services to establish a three-year service contract beginning with an audit of the financial statements for fiscal years ending June 30, 2028.

The words "Professional Audit Services, Sealed Bid, Date Due: Thursday, April 17, 2025. Time Due: 2:00 p.m." must appear on the outside of the envelope in the lower left-hand corner. Please include the original bid response along with three copies of the response and an electronic copy on a flash drive. Bids must be signed by a representative of the company submitting the bid. Sealed bids must be **delivered in person, sent by mail or delivery service** to:

Ms. Kathy Konon CPA
Assistant Superintendent for Business and Operations
L'Anse Creuse Public Schools
Harry L. Wheeler Community Center and Administrative Offices
24076 F. V. Pankow Blvd.
Clinton Township, MI 48036

Bids must be received no later than 2:00 p.m. on Thursday, April 17, 2025 to be valid. Bids received after this time and date **will not** be opened by the Board of Education.

All consultants submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the firm or any employee of the consultant submitting a proposal and any member of the L'Anse Creuse Board of Trustees, the L'Anse Creuse Schools Superintendent or the L'Anse Creuse Schools Assistant Superintendent for Business and Operations. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The district reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the district. Please refer to Board Policy Article IX, Finances, Section 5 on district's website for bid protest.

1.1 OVERVIEW – PROJECT BACKGROUND

This is a Request for Proposal (RFP) for an independent certified public accounting firm, licensed to practice in the State of Michigan, to provide external independent auditing services for L'Anse Creuse Public Schools District, Clinton Township, Michigan, beginning with an audit of the financial statements for fiscal years ending June 30, 2026, 2027 and 2028, with options to renew contract for additional two-year subsequent terms based on satisfactory performance of audit services.

The auditing services shall be in accordance with the Michigan Department of Education requirements, Governmental Auditing Standards, Office of Management and Budget's (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and generally accepted auditing standards.

The required performance outcome is the audit of District operations that best meets the District and State requirements at a competitive cost. Proponents shall put forward an audit plan that identifies the methods and means to maximize the attainment of this performance outcome.

1.2 INSTRUCTIONS TO VENDORS

Firm, sealed proposals and three copies, along with an electronic copy on a flash drive, will be received by the Business Office, for Professional Audit Services, in accordance with the attached specifications.

1.3 RECEIPT OF PROPOSALS

Proposals will be submitted only on the forms provided and/or under separate cover as specified, and will be enclosed in a sealed envelope marked with the name of the firm, the title of the work, the time, place and date due and must be delivered to: Business Office, L'Anse Creuse Public School District, Harry L. Wheeler Community Center and Administrative Offices, 24076 F.V. Pankow Blvd., Clinton Township, Michigan 48036, no later than 2:00 p.m., Thursday, April 17, 2025, at which time all proposals will be publicly opened and read aloud

immediately thereafter. Proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail proposals are invalid and will not receive consideration.

Proposals will be made in full conformity with all the conditions set forth in the specifications. Proposals will remain firm for a minimum period of 180 days following the date on which the proposals are opened. Any firm may withdraw their proposal at any time prior to the scheduled time for receipt of proposals.

1.4 PRE-PROPOSAL QUESTIONS

All questions regarding the services specified, or the RFP terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than noon, Thursday, April 10, 2025, at no other time prior to the RFP opening will questions/concerns be addressed or accepted. Questions are to be sent in a Word document to: thomash@lc-ps.org and hauffju@lc-ps.org and indicate RFP Audit in the subject line.

1.5 TIMELINE

The district anticipates the following timeline and is prepared to exercise flexibility for the purpose of finding the right fit with a qualified firm or for other purposes deemed to result in added value to the Professional Audit Services:

| | |
|----------------------------|--------------------------------------|
| RFP Released | Thursday, April 3, 2025 |
| Pre-proposal Questions Due | Thursday, April 10, 2025 @ Noon |
| Proposals Due | Thursday, April 17, 2025 @ 2:00 p.m. |
| Presentations/Interviews | To be determined |
| Bid Award | To be determined |

1.6 FAMILIAL RELATIONSHIP, CONFLICT OF INTEREST AND IRAN ECONOMIC SANCTIONS

All firms submitting proposals must provide and attach both a familial disclosure, conflict of interest and an Iran Economic Sanctions form. The proposal must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the district or key employee of the firm submitting a proposal and any member of the L’Anse Creuse Public Schools Board of Education, the L’Anse Creuse School’s Superintendent, or the L’Anse Creuse Public School’s Assistant Superintendent for Business and Operations. Also, firms must provide a completed, sworn and notarized Iran Economic Sanctions affidavit. The district will not accept a proposal that does not include both of these sworn and notarized disclosure statements.

1.7 DISTRICT EXPECTATIONS

The district is seeking a firm with experience in providing similar auditing services to other educational institutions. It is anticipated that the selected firm will have extensive experience in auditing Michigan Public Schools.

1.8 PROPOSALS

All blank portions of the proposal must be filled in. Each submitted proposal must include the legal name of the firm and will be signed by the person(s) legally authorized to bind the firm to a contract. If proposals are submitted by an agent, satisfactory evidence of agency authority is required.

1.9 ORAL PRESENTATIONS

Certain selected firms who submit proposals may be required to make an oral presentation of their proposal to the district. These presentations provide an opportunity for the selected firms to clarify their written proposals and for the district to obtain additional information. It is expected that firms will bring key staff who will work on the project to the presentations.

1.10 CONFIDENTIAL INFORMATION

As a public entity, L'Anse Creuse Public Schools District is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

1.11 COMPLIANCE OF AWARDED FIRM

The firm agrees to comply with all federal, state, and local laws, rules, regulations, executive orders, and ordinances that may be applicable to the firm's performance of its obligations under this contract. Prior to the issuance of a purchase order authorizing commencement of this project, and in all cases before beginning work under the contract, the awarded firm will provide to L'Anse Creuse Public Schools adequate insurance per the requirements stated under Item 1.21.

1.12 RIGHT TO REQUEST ADDITIONAL INFORMATION

The district reserves the right to request any additional information that might be deemed necessary after the completion of this document.

1.13 RIGHT OF REFUSAL

The district reserves the right to accept or reject any or all proposals, in whole or in part; to award to other than the low bid firm; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the district.

1.14 COSTS

The firm is responsible for any and all costs incurred by the firm or his/her subcontractors in responding to this request for proposal. Fees quoted must remain firm throughout this engagement

except for changes in scope. All scope changes must be approved in writing in advance of the firm performing the work. Fees quoted must include all expenses for this engagement.

1.15 FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

L’Anse Creuse Public Schools District is a tax-exempt entity for all purposes except if the project makes enhancements, and/or additions to real property.

1.16 CONTRACT REQUIREMENTS

The L’Anse Creuse Public Schools District considers this RFP legally binding and will require that this Request for Proposal and the resulting firm proposal be included as addenda to any subsequent contracts between the firm and the district. It should be understood by the firm that this means The L’Anse Creuse Public Schools District expects the firm to satisfy substantially all requirements and reports listed herein. Exceptions should be explicitly noted in the firm proposals. Lack of exceptions listed on the “Exceptions to Specifications” form will be considered acceptance of all of the specifications as presented in the RFP.

1.17 SURVIVAL CLAUSE

All duties and responsibilities of any party that, either expressly or by their nature, extend into the future, shall extend beyond and survive the end of the contract term or cancellation of this Agreement.

1.18 INCORPORATION BY REFERENCE

Parties agree that where there is a conflict between terms of this Agreement and the information presented in the referenced documents, this Agreement shall take precedence. The parties also agree that where there is not a conflict between this Agreement and the information presented in the referenced documents, that all terms, conditions and offers presented in the firm’s proposal shall herein be referenced to the Agreement and shall be binding upon all parties to the Agreement.

1.19 NON-WAIVER OF AGREEMENT RIGHTS

It is the option of any party to the Agreement to grant extensions or provide flexibilities to the other party in meeting scheduled tasks or responsibilities defined in the Agreement. Under no circumstances, however, shall any parties to the Agreement forfeit or cancel any right presented in the Agreement by delaying or failing to exercise the right or by not immediately and promptly notifying the other party in the event of a default. In the event that a party to the Agreement waives a right, this does not indicate a waiver of the ability of the party to, at a subsequent time, enforce the right. The payment of funds to the firm by The L’Anse Creuse Public Schools District should in no way be interpreted as acceptance of the system or the waiver of performance requirements.

1.20 NONDISCRIMINATION BY FIRMS OR AGENTS OF FIRM

Neither the firm nor anyone, with whom the firm shall contract, shall discriminate against any person employed or applying for employment concerning the performance of the firm responsibilities under this Agreement. This discrimination prohibition shall apply to all matters of initial employment, tenure and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, sex, religion, age, national origin, or ancestry. A breach of this covenant may be regarded as a default by the firm of this Agreement.

1.21 EFFECT OF REGULATION

Should any local, state, or national regulatory authority having jurisdiction over The L'Anse Creuse Public Schools District enter a valid and enforceable order upon The L'Anse Creuse Public Schools District, which has the effect of changing or superseding any term or condition of this Agreement, such order shall be complied with, but only so long as such order remains in effect and only to the extent actually necessary under the law. In such event, this Agreement shall remain in effect, unless the effect of the order is to deprive The L'Anse Creuse Public Schools District of a material part of its Agreement with the firm. In the event this order results in depriving The L'Anse Creuse Public Schools District of materials or raising their costs beyond that defined in this Agreement, The L'Anse Creuse Public Schools District shall have the right to rescind all or part of this Agreement (if such a rescission is practical) or to end the Agreement term upon thirty (30) days written prior notice to the firm. Should the Agreement be terminated under such circumstances, The L'Anse Creuse Public Schools District shall be absolved of all penalties and financial assessments related to cancellation of the Agreement.

1.22 INSURANCE AND IDEMNIFICATION

The firm agrees to indemnify, hold harmless and defend The L'Anse Creuse Public Schools District and its agents, officials and employees from any liability, claim or injury, related to or caused by fault or negligence of firm employees or Agents. The promise to indemnify, defend and hold harmless shall not apply to liability which results from the sole negligence or willful misconduct of The L'Anse Creuse Public Schools District, its employees or agents. The firm must provide The L'Anse Creuse Public Schools District adequate insurance throughout this project as follows: Satisfactory Workers' Compensation coverage and General Liability and Property Damage Insurance of at least \$3,000,000.00 per occurrence and \$3,000,000.00 in Aggregate must be carried and paid for by firm who undertakes the work on this contract. Additionally, the firm should have a minimum of \$1,000,000 Errors and Omissions Insurance. Insurance coverage must also include automobile insurance of at least \$3,000,000.00.

In addition, the firm shall defend, indemnify, and hold harmless The L'Anse Creuse Public Schools District from and against the specific claims listed below in this section.

A. Claims of all governmental authorities for taxes and penalties based upon the Firm's employment of the individuals providing service to The L'Anse Creuse Public Schools District.

B. Claims by an employee of firm against The L’Anse Creuse Public Schools District for salary, wages, or benefits based upon the period of time employed by firm.

C. Claims by an employee of firm against The L’Anse Creuse Public Schools District based upon Workers Compensation laws for an injury suffered while employed by firm.

D. Claims by suppliers of goods or services to firm that such suppliers assert against the L’Anse Creuse Public Schools District.

1.23 STANDARD FORMS AND CONTRACTS

Any forms and contracts the firm proposes to include, as part of any agreement resulting from this RFP between the firm and The L’Anse Creuse Public Schools District must be submitted as part of the proposal. Any forms and contracts not submitted as part of the RFP and subsequently presented for inclusion may be rejected. This requirement includes, but is not limited to, the following types of forms: subcontractor, franchise, warranty agreements, maintenance contracts, and support agreements.

1.24 NON-COLLUSION COVENANT

The firm hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement. In addition, the firm agrees that a duly authorized firm representative will sign a non-collusion affidavit, in a form acceptable to L’Anse Creuse Public Schools District that the Consultant firm has received from L’Anse Creuse Public Schools District no incentive or special payments, or considerations not related to the provision of automation systems and services described in this Agreement.

1.25 SPECIAL NOTES

Failure to include in the proposal all information outlined above may be cause for rejection of the proposal. The L’Anse Creuse Public Schools District reserves the right to accept the firm's replacement of any component if it is considered equal or superior to the specifications. Such acceptance will be in writing.

1.26 CONTRACT AWARD

A letter of award confirming the contract commencing for the 2025/2026 fiscal year audit acceptance will be sent to the selected firm after board approval. It is the intent of the district to approve the award of contract at the regular scheduled board meeting of June 2025.

2.0 SCOPE

L’Anse Creuse Public Schools District is soliciting proposals from qualified Certified Public Accounting firms to audit its financial statements for the fiscal years ending June 30, 2026, 2027, and 2028. Assuming the audit relationship is mutually beneficial, the District may extend

the proposed 3-year contract for an additional 2 years based on satisfactory performance of audit services.

2.1 AUDIT SPECIFICATIONS

- Completion of an annual audited comprehensive financial report (CAFR) that is in compliance with Generally Accepted Governmental Auditing Standards, issued by the Comptroller General of the United States, and as promulgated by GASB, AICPA, and the Michigan Departments of Treasury. The financial report must be prepared by your firm in accordance with GASB Statement No. 34 and the Michigan School Accounting Manual.
- Completion of a Single Audit Report in compliance with the United States General Accounting Office standards commonly referred to as the “Yellow Book” and the Michigan Department of Education Michigan School Auditing Manual.
- Financial and compliance audit in accordance with the requirements of the applicable sections of the Revised School Code and the Revised Bulletin for School District Audits of Bonded Construction Funds in Michigan.
- Completion of the Required Audit Disclosures report/Management Letter as required by the Michigan Department of Education (MDE).
- Electronic filing of the comprehensive annual financial report, single audit report, and required audit disclosures report/management letter with MDE.
- Attend Board of Education meeting in October to review the above reports.
- Audit procedures should be in compliance with auditing standards as promulgated by MDE, Michigan Department of Treasury, GASB, AICPA, and the U.S. General Accounting Office.

2.2 AUDIT TIMELINE

- Preliminary Audit fieldwork to commence at such time as mutually agreed upon.
- Final Audit fieldwork to commence in August 2026, 2027 and 2028 at such time as mutually agreed upon.
- Audit documents to be delivered to the District each year in order to meet audit deadlines set by the Michigan Department of Education.

2.3 DISTRICT INFORMATION

For information regarding the district, its funds, revenue, expenditures and other relevant information, you can review the district's Annual Financial Report and Federal Awards Report available on-line under the transparency page.

3.0 EVALUATION AND SELECTION PROCESS

L'Anse Creuse Public Schools District may award a proposal to the most responsive firm with a **strict emphasis on quality**. The federal government has the authority to review the audit report and audit work papers to ascertain the quality of the audit. Furthermore, the citizens are expecting quality stewardship of all available resources. As such, the primary emphasis of procuring an audit will be the quality of technical factors of the audit firm. Attributes that will be analyzed include:

- A. Overall qualifications and experience of the bidder in Audit Services in the market area and capacity to perform.
 - 1. Number of Michigan school districts audited by office of CPA firm proposing.
 - 2. Involvement in school related organizations.
 - 3. Training of personnel in governmental and federal grant auditing.
 - 4. Firm school district resources available.
 - 5. Quality of staff included in assignment.
 - 6. Reference responses.
 - 7. Maintenance of a secondary partner on the engagement.
 - 8. Internal quality control procedures and external quality control reviews.
 - 9. Ability to communicate audit results in an effective manner.
 - 10. Ability to provide additional school specific services to the district.
- B. Overall understanding of and responsiveness to the requirements.
- C. Other pertinent information provided by the bidder that L'Anse Creuse Schools District determines to be necessary for evaluation.

After the technical qualities have been evaluated, cost and other considerations will be evaluated. L'Anse Creuse Public Schools District may, at its option, elect to conduct oral presentations with selected bidders still under active consideration. L'Anse Creuse Public Schools District is not required to hold such presentations and is not obligated to provide all bidders with such an opportunity.

3.1 FIRM/AUDITOR QUALIFICATIONS

- a. The proposer is properly licensed for public practice as a certified public accountant.
- b. The proposer meets the independence and continuing professional education requirements of Government Auditing Standards-Standards for Audit of Governmental Organizations, Programs and Activities and Functions and the 2018 revision published by the U.S. General Accounting Office.
- c. The proposer does not have a record of substandard work. Please disclose the contracts

- your firm has in place to ensure quality standards have been met, as to disclose whether your firm is subject to external quality review process.
- d. Please attach your firm's most recent Peer Review Report. If the firm's most recent report was qualified, please disclose the reasons for the qualifications.
 - e. The firm should identify the audit manager, field supervisor and other staff who will work on the audit. Resumes including relevant experience and continuing education for the audit manager, field supervisor and partner in charge of the engagement should be included.
 - f. The firm must maintain a sufficient number of professional staff in order to provide adequate technical expertise and depth.
 - g. The firm and the partner assigned to the District must have considerable experience in auditing K-12 public school districts within the State of Michigan. The firm must have an excellent reputation for service in school district auditing.
 - h. The auditor is expected to be familiar with the types of policies and procedures school districts follow.
 - i. All staff must be properly trained and supervised.
 - j. Must have windows based software to receive and catalog data from/to school district.

The firm must have an excellent reputation for service in school district auditing.

4.0 EXECUTION OF CONTRACT

The contract entered into by the parties shall consist of all parts of this Request for Proposal including specifications, all modifications thereof, any addenda, the proposal submitted by the firm, the purchase order, all of which shall be referred to collectively at the Contract Documents



DUE: Thursday, April 17, 2025 at 2:00 p.m.
PROPOSAL: Professional Audit Services

PROPOSAL FORM

We propose to furnish Professional Audit Services for L'Anse Creuse Public Schools District in accordance with the specifications:

Comprehensive Annual
Financial Report

Single Audit Report

GASB
Implementation

June 30, 2026

June 30, 2027

June 30, 2028

Optional Years

June 30, 2028

June 30, 2029

BIDDER'S FIRM NAME:

ADDRESS:

CITY/STATE:

ZIP:

TELEPHONE NUMBER:

FAX #:

SIGNED BY: _____ TITLE:

PRINTED NAME:

E-MAIL ADDRESS:

FIRM: LIST FIVE CURRENT MICHIGAN SCHOOL DISTRICTS FOR REFERENCES:

| | | |
|-------------------------|-------------------|--------------|
| School District/Company | Person to Contact | Phone Number |
| School District/Company | Person to Contact | Phone Number |
| School District/Company | Person to Contact | Phone Number |
| School District/Company | Person to Contact | Phone Number |
| School District/Company | Person to Contact | Phone Number |

Interested firms will note in this space any additional information, criteria or contingencies affecting their proposal, understanding that this additional information, criteria or contingency may be utilized in the evaluation process and subsequent award. A separate sheet for this section is acceptable.

[illegible]

AUDIT QUESTIONNAIRE/QUALIFICATIONS

1. Location of office that would perform our audit:

2. Number of Michigan school audits and single audits your firm conducted in each of the last two years? (attach a list of public schools and contact people).

Firm, Local Office

2.a Michigan

Last Year:

Firm, Local Office

Prior Year:

2.b Macomb

Last Year:

Prior Year:

3. Number of other governmental (fund accounting) audits your firm has conducted in each of the last two years? (attach a list of names and contact people).

Last Year:

Prior Year:

4. Provide a list of your firm's involvement in public school type organizations; i.e., legislative and Department of Education committees, Michigan School Business Officials, Association of School Business Officials, MACPA Committees etc.

5. Please list specific school district audit training supplied to your staff in the last two years.

6. Number of total audit staff (do not include tax, consulting services or clerical).

Number of audit staff:

Number of audit staff with CPA certification:

7. Number of staff as defined in the question above considered directly involved in a significant portion of the audit of a public school in the last two years.

Firm Local

Office

Number of staff:

8. Number of hours, by employee classification, estimated for the audit and hourly rates:

| | No. of Hours | Hourly Rate |
|-------------------|---------------------|--------------------|
| Partner in charge | | |
| Review Partner | | |
| Manager | | |
| Audit Staff | | |
| Clerical | | |

9. Please indicate which windows base software your firm uses for data exchange:

10. Please indicate what window-based software your firm uses for financial statements:

NOTARIZED FAMILIAL DISCLOSURE STATEMENT

FAMILIAL DISCLOSURE AFFIDAVIT

The undersigned, the district or authorized office of the below-named firm (the ‘Firm’), Pursuant to the familial disclosure requirement provided in L’Anse Creuse Public Schools Request for Proposals for Financial Audit Services, hereby represents and warrant that, excepts as provided below, no familial relationship exists between the district or key employee of the Firm, and any member of the L’Anse Creuse Public School Board, the L’Anse Creuse Public School Superintendent, or the L’Anse Creuse Assistant Superintendent for Business and Operations. A list of the School District’s Board of Education Members, Superintendent and Assistant Superintendent for Business and Operations may be found at <http://www.lc-ps.org>.

List any Familial Relationships:

Firm:

Print Name of Firm

By: _____

Its: _____

Subscribed and sworn before me, this _____ Seal:

day of _____, 20 _____, a Notary Public

in and for _____ County, _____

(Signature)
NOTARY PUBLIC

My Commission Expires _____

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the firm, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in L’Anse Creuse Public Schools District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by L’Anse Creuse Public Schools District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of L’Anse Creuse Public Schools District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

Firm:

Print Name of Firm

By: _____

Its: _____

Subscribed and sworn before me, this _____ Seal:

day of _____, 20 _____, a Notary Public

in and for _____ County, _____

(Signature)

NOTARY PUBLIC

My Commission Expires _____

Acceptance of Proposal

*L’Anse Creuse Public Schools-Request for Proposal-Professional Audit Services-Due Thursday,
April 17, 2025, 2:00 p.m.*

CONFLICT OF INTEREST DISCLOSURE FORM

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by vendor (s) other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the vendor (s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interest would reasonably appear to be affected by the purchase. The vendor (s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Date:

Name:

Position:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

☐ I have no conflict of interest to report

☐ I have the following conflict of interest to report, please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1.

2.

3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Date:

ACCEPTANCE OF PROPOSAL

I have read the bid proposal including bid requirements, terms and conditions, and vendor requirements and specifications, which are integral parts of the terms of this contract.

My signature certifies that the accompanying proposal is not the result of, or affected by any unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud punishable under current Federal or Michigan law.

The undersigned agrees to execute a Contract for work covered by this proposal provided that he or she is notified of its acceptance within 180 days after date of Proposal.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Company Name:

Address:

Name of Company Representative (Type/Print):

Title:

Telephone:

Fax No:

E-mail address

Website Address:

Signature:_____ Date: