



# HARRISON COUNTY SCHOOLS

408 E. B. SAUNDERS WAY  
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**BOARD OF EDUCATION**  
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*Superintendent*

Board of Education Memo #48-09-10

August 10, 2009

**To:** Members, Board of Education  
**From:** Susan Lee Collins, Superintendent  
**Subject:** Audit Firm Selection

As permitted by legislation, County Boards of Education may elect to have all annual examinations performed by an approved certified public accountant. In addition to Harrison County School's records the selected firm will also audit the United Technical Center and RESA VII.

Harrison County Schools received four bids for audit services for the period of June 30, 2009 through June 30, 2011. Those submitting bids were Tetrick and Bartlett, Teed and Associates, Hayflich and Steinberg, and Suttle and Stalnaker. The audit committee reviewed each proposal and completed the required paperwork. Attached are the audit proposal score sheet summaries for the Harrison County Board of Education, United Technical Center, and RESA VII.

I respectfully request that the award be given to Tetrick and Bartlett, PLLC as they were the firm with the most points awarded. The total cost of the audit for three years will be \$57,000 for the board, \$23,250 for RESA, and \$15,300 for the United Technical Center.

### AUDIT PROPOSAL SCORE SHEET SUMMARY

County: Harrison

RFP Number: 09-034

Entity: Harrison County Board of Education

Address: 408 E.B. Saunders Way, Clarksburg, WV 26301

Audit Year(s) Ending: June 30, 2009-2011		Responsiveness to the Proposal	Understanding of the Audit to be Performed	Technical Experience	Cost Criteria Average ÷ Cost X 10	Entity Preference + 1 to 5 Points (to ONE preferred firm)	Total Points
Audit Report Due Date: March 2009, March 2010, March 2011 (24)							
Number of Bids Received:							
<b>ACCOUNTING FIRMS</b>	<b>Bid Amount</b>	<b>0-15</b>	<b>0-24</b>	<b>0-31</b>	<b>0-25</b>	<b>+ 1 to 5</b>	<b>Maximum of 100</b>
Tetrick And Bartlett	\$57,000.00	15	24	32	10	5	86
Teed and Associates	\$34,000.00	15	19	24	16		74
Hayflich and Steinberg	\$57,000.00	12	24	27	10		73
Suttle and Stalnaker	\$73,500.00	15	24	34	8		81
0	\$0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
Total	\$221,500.00						

Scored by: (Signatures of Audit Committee)	Date:
1. 	8/3/2009
2. 	8/3/2009
3. 	8/3/2009
4.	
5.	

**AUDIT PROPOSAL SCORE SHEET SUMMARY**




County: Harrison

RFP Number: 09-049

Entity: Regional Education Service Agency VII

Address: 408 E.B. Saunders Way, Clarksburg, WV 26301 (Harrison County Board of Education)

Audit Year(s) Ending: June 30, 2009, 2010, 2011		Responsiveness to the Proposal	Understanding of the Audit to be Performed	Technical Experience	Cost Criteria Average ÷ Cost X 10	Entity Preference + 1 to 5 Points (to ONE preferred firm)	Total Points
Audit Report Due Date: March 2010-2012 (24)							
Number of Bids Received:		4					
<b>ACCOUNTING FIRMS</b>	Bid Amount	0-15	0-24	0-31	0-25	+ 1 to 5	Maximum of 100
Tetrick and Bartlett	\$23,250.00	15	24	32	8	5	84
Teed and Associates	\$13,500.00	15	19	24	14		72
Hayflich and Steinberg	\$15,000.00	12	24	27	13		76
Suttle and Stalnaker	\$23,250.00	15	24	34	8		81
0	\$0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
Total	\$75,000.00						

Scored by: (Signatures of Audit Committee)	Date:
1. 	8/3/2009
2. 	8/3/2009
3. 	8/3/2009
4.	
5.	

**AUDIT PROPOSAL SCORE SHEET SUMMARY**

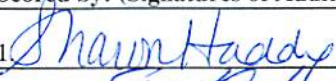


County: Harrison

RFP Number: 09-053

Entity: United Technical Center

Address: 408 E.B. Saunders Way, Clarksburg, WV 26301 (Harrison County Board of Education)

Audit Year(s) Ending: June 30, 2009, 2010, 2011		Responsiveness to the Proposal	Understanding of the Audit to be Performed	Technical Experience	Cost Criteria Average ÷ Cost X 10	Entity Preference + 1 to 5 Points (to ONE preferred firm)	Total Points
Audit Report Due Date: March 2010-2012 (24)							
Number of Bids Received:		4					
<b>ACCOUNTING FIRMS</b>	Bid Amount	0-15	0-24	0-31	0-25	+ 1 to 5	Maximum of 100
Tetrick and Bartlett	\$15,300.00	15	24	32	9	5	85
Teed and Associates	\$10,500.00	15	19	24	13		71
Hayflich and Steinberg	\$15,000.00	12	24	27	9		72
Suttle and Stalnaker	\$15,750.00	15	24	34	9		82
0	\$0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
Total	\$56,550.00						

Scored by: (Signatures of Audit Committee)	Date:
1. 	8/3/2009
2. 	8/3/2009
3. 	8/3/2009
4.	
5.	