



**EVERY STUDENT.  
EVERY DAY.**

P.O. Box R  
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[www.cortez.k12.co.us](http://www.cortez.k12.co.us)

## Request for Proposal

Date: October 21, 2025

Montezuma-Cortez School District RE-1  
Danielle Brafford, Executive Director of Finance

**Due by: December 1, 2025, at 4:30 pm**

Duration: Three years with options to renew, subject to annual appropriations by the Board of Education.

The School District is seeking proposals from professional and qualified Firms to perform independent audit services in relation to the required annual finance audit.

### Background

Montezuma-Cortez School District RE-1 is a rural school district in Southwestern Colorado. This district serves approximately 2,175 students, including three district-authorized charter schools. Each charter school contracts with its own auditor; however, communication between auditors is critical to ensure the netting of transactions and passing of CDE's Data Pipeline.

We receive approximately \$3 million in grant revenue and require a Single Audit.

Auditor should note that MCSD is undergoing an ERP transition from School ERP Pro to Skyward, mid FY 25-26. Additionally, MCSD has applied to separate from BOCES and will receive a final decision in November.

The schedule for the audit should begin in early September and be final by November 1st, though communication with the charter schools generally occurs in August.

### Requirements

1. Firm's Name; the name, address and telephone number of the contact person; and the proposal date; include the firm's license to practice in Colorado
2. Letter explaining the understanding of work to be done, commitment to the calendar and a statement why the auditing firm is in the best position to perform the auditing services
3. Has the local office performed school district, or government, audits in Colorado? List names of school districts and dates of audit contract(s). Include any other statements related to qualifications and experience.
4. List the personnel of your local organization who are likely to be assigned to the engagement. Indicate whether Partner, Principal, Senior Accountant, etc. Provide information on Colorado licensure for each person and whether the individual has school district, or governmental, auditing experience.



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5. What is the firm's standard for continuing professional education, for certified staff and non-certified staff? How many hours of continuing professional education (CPE) are required in governmental accounting and auditing? If required, are individual staff members meeting the minimum requirements as defined by the Yellow Book?
6. What percentage of the external auditors who would be assigned to the audit have at least six months experience in governmental accounting? Please give details.
7. Submit a copy of the most recent completed external quality control review (i.e., peer review). If available, a review of a specific government engagement.
8. Please quote a not to exceed audit fee for each of the next three years, including out-of-pocket expenses.
9. Please explain your firm's experience and expertise in providing other consulting services to governmental entities, especially school districts.
10. Confirm that the firm has not been suspended or debarred by the federal government.
11. Comment on the impact that any new accounting standards will have on the audit process and on the preparing government.
12. Confirm that the firm has not been suspended or debarred by the federal government.

Feel free to add additional comments, background information, data, etc., which are pertinent to the selection process.

**This proposal should be submitted by December 1, 2025, at 4:30 pm to:**

**Danielle Brafford, Executive Director of Finance  
Montezuma-Cortez School District RE-1  
400 N Elm, Cortez, CO 81321**