Dear Sir or Madam:

In accordance with State Law, guidelines issued by the Auditor General of the State of Florida and best business practices, we are requesting proposals for audit services for the current fiscal year ending June 30, 20__ [and for an additional ___ years (some schools like to have 3-4 year bids and engagement letters vs. one year at a time)]. Below are the proposal requirements and submission guidelines. We would be pleased to receive a proposal from your firm.

Background and General Information of ABC Charter School

I. ABC Charter School (“the school” or “organization”) is sponsored by and is a component unit of the ________ Public School Board.

II. The school is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, and the Florida Not for Profit Corporation Act and Section 1002.33, Florida Statutes.

III. Budget – the schools expense budget for the 20__-20__ fiscal year is approximately $____________. [The school anticipates growth of approximately _____ per year (add if asking for multiple year bid proposals)]

IV. FTE – based upon the October 20__ FTE count, the school has ____ un-weighted full time equivalent students.

V. Accounting Records – the school has a contract with _____ for accounting and financial reporting functions [or – the school has an in-house accountant that performs all of the school’s accounting and reporting functions]. The accounting data is maintained in _____ (i.e., Quick books) accounting system to which the auditor will be provided access.
A. Scope of Services

Annual Examinations – The proposer selected as a result of this RFP shall provide independent auditing services to the school to examine the financial statements of the school, beginning with the financial statements for the fiscal year ending June 30, 20__ as required by Sections 218.39, Florida Statutes and as defined in Chapter 10.800, rules of the Auditor General.

The annual examinations by the proposer shall include, but not limited to, the following:

Financial Audit – The examination will be a financial and compliance audit made in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA), the standards as set forth by the Governmental Accounting Standard Board (GASB) for state and local governments (to include a management discussion and analysis section (MD&A)). The primary purpose of this audit is to express an opinion on the financial statements of the schools and organization.

The audit procedures used should be sufficient to enable the proposer to express an opinion on the fairness with which the financial statements present the financial position of the schools and the organization and results of their operations and cash flows. In addition, such procedures should be adequate to determine whether the operations of the schools and organization were properly conducted in accordance with legal and regulatory requirements, including Florida Statutes, and State Board of Education Rules.

Review of Internal Controls – An evaluation is to be made of the system of internal controls, including the control environment, accounting systems and specific control procedures, to assess the extent to which the controls can be relied upon to ensure for efficient and effective operations. In order to assess the control risk, the proposer is to perform tests of controls and properly document its assessment. Reportable conditions, if applicable, shall be communicated in writing in accordance with generally accepted auditing standards.

Management Letter – A Management Letter to the Board of directors will be issued that will contain significant audit findings, if applicable, that may include material weaknesses noted during the performance of the audit. If applicable, any errors or irregularities reported by or any recommendations made by the State of Florida Office of the Auditor General the preceding fiscal year have been corrected or implemented.

Final Report – At the completion of the audit, copies of audit reports will be provided and reviewed with the Management Staff and the Board of the Directors. Final issued reports will provided to the appropriate individual at the ________ Public School Board and the Florida Auditor General’s office, as required.
B. Time Requirements

**Commencement of the Audit** – The schools and Organization will have all records for the audit, all appropriate management personnel, as well as the finance staff available to meet with the audit team of the successful proposer immediately upon acceptance of the proposal and execution of a professional services contract between ABC Charter School and the proposer.

**Schedule of the Fiscal Year Audit** – Each of the following shall be completed no later than the date indicated.

1. **Fieldwork** – For the fiscal year ending June 30, 20__, fieldwork should commence immediately after presentation of the audit plan. [For each succeeding fiscal year, fieldwork should commence sufficiently before the end of the fiscal year to ensure that the reporting deadlines outlined below can be met.]

2. **Reporting Deadlines** – For the fiscal year ending June 30, 20__, the audit report shall be finalized and delivered by September __, 20__. [Unaudited statements are due to the district by ____, 20__. (if applicable)]

3. **Invoicing for Work/Progress Billing** – In consideration of the fees to be generated and the probable length of the audit engagement for each fiscal year, progress billing will be permitted on a percentage of completion basis. The final payment will be paid upon resolution of any open issues or delivery of any remaining items performed.

4. **Working Papers** – In all cases, the proposer will retain all working papers for period of (7) years and will provide the District and/or its assignees access, free of charge, to any or all work papers for a period of seven (7) years.

**Instructions to Proposers:**

**Services to Be Performed**
Your proposal is expected to cover the following services:

1. Annual Charter School/Organization audit to be completed in compliance with the above filing requirement and meetings with Finance Committee and or Board of Directors, as necessary.

2. Tax Return filings for the organization.

**Key Personnel**
Following are key contacts for information you may seek in preparing your proposal.

__________ Board Chair (___) ____-
__________ School Principal (___) ____-
Requests for additional information, visits to our site, review of prior financial statements and tax returns and/or appointments with the _____ or _____ should be coordinated through ____________, whom can be contacted at ________.

**Relationship with Prior CPA Service Provider**
All audit services are currently provided by ___________________. In preparing your proposal, be advised that the school’s management will be required to give permission to contact the prior auditors.

**Your Response to This Request for Proposal**
In responding to this request, we request the following information:

1. Detail your firm’s experience in providing auditing and tax services to organizations in the not-for-profit/Charter School sector, as well as associations of a comparable size to ABC Charter School. Also note how long your firm has been in existence and specifically how long your firm has been auditing charter schools.

2. Provide information on whether you provide services to any related industry associations or groups.

3. Discuss the firm’s independence with respect to ABC Charter School.

4. State whether your firm is a member of the AICPA Governmental Audit Quality Center and if so, for how long.

5. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.

6. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.

7. Indicate that each individual that will be associated with the audit have complied with the Jessica Lunsford Act prior to the submission of this proposal.

8. Indicate that each individual that will be associated with the audit have complied with all applicable continuing education requirements for audits of governmental entities (e.g., Yellow Book 80 hours of A&A requirement).

9. Describe how your firm will approach the audit of the school, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss the firm’s use of technology in the audit. Discuss the firm’s approach to testing the School’s compliance with the various Florida statutes. And finally, discuss the communication process used by the firm to discuss issues with the management and Finance Committees of the board.

10. Set forth your fee proposal for the fiscal 20__ audit and 990 preparation [and for each
subsequent year requested above].

11. Furnish standard billing rates for classes of professional personnel for each of the last three years.

12. Provide the names and contact information for at least three other, similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.

13. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.

14. Include a copy of your firm’s two most recent peer review reports, the related letter of comments, and the firm’s response to the letter of comments.

15. Provide a proposed timeline for the starting and completion of all audit work.

16. Provide a statement that the audit will be completed by the required deadline(s).

**Proposal Submissions**

Please mail three copies of your proposal in a sealed package clearly labeled on the outside of the package “Proposal for Auditing Services” to the attention of ________, ABC Charter School, Board Chair, at the following address; ____________.

Please submit your response to this request for proposal by ________ [Date]. Any proposal received after the stated date, will not be considered and will be returned unopened to the proposer(s). We would also appreciate a response if you decline to submit a proposal. All proposals must be signed by an officer or employee having authority to legally bind the proposer(s).

**Evaluation of Proposals**

ABC Charter School will evaluate proposals on a qualitative basis. This includes our review of the firm’s peer review reports and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm’s completeness and timeliness in its response to us.