

Request for Proposal (RFP) for School Auditing Services

1. Introduction

Cedar Tree Academy is seeking proposals from qualified and experienced auditing firms to provide comprehensive auditing services for Cedar Tree Academy PCS. The selected firm will be responsible for auditing the school's financial statements, including compliance with relevant laws, regulations, and accounting standards, as well as evaluating the school's internal controls.

This Request for Proposal (RFP) outlines the requirements and expectations for the auditing services and invites firms to submit their proposals for consideration.

2. Objective

The primary objective of this RFP is to obtain professional auditing services to ensure that:

- The school's financial statements are accurate, complete, and in compliance with the applicable accounting principles and standards (GAAP, GASB, etc.).
 - Financial records and reports are compliant with all relevant laws and regulations.
 - Internal controls are effective and that the school is operating efficiently and responsibly.
 - Recommendations for improvements to financial practices, internal controls, and fiscal operations are provided.
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3. Scope of Services

The selected auditing firm will be expected to perform the following services:

- **Annual Financial Audit:** Conduct an independent audit of the school's financial statements for each fiscal year, ensuring they fairly represent the financial position and performance of the district.
- **Compliance Audits:** Assess compliance with relevant federal, state, and local laws, regulations, and grant requirements (e.g., Title I, IDEA, etc.).
- **Internal Control Assessment:** Evaluate the adequacy and effectiveness of the school's internal control structure and provide recommendations for improvements.
- **Management Letter:** Provide a management letter with findings, observations, and suggestions for enhancing financial practices, internal controls, and efficiency.
- **Audit Report:** Prepare and submit the audit report, including financial statements and notes, as well as any required supplementary schedules.
- **Other Services:** Provide any additional audit-related services as requested by the school. Such as A-133 and 990's

4. Proposal Requirements

To be considered, firms must submit a proposal that includes the following information:

1. Firm Profile:

- Name, address, and contact information of the firm.
- Overview of the firm's history, experience, and areas of expertise, especially in school audits.
- A list of key personnel who will be assigned to the audit and their qualifications.

2. Experience:

- A summary of experience conducting audits for public school districts or similar government entities.
- At least three references from current or previous school clients.

3. Approach and Methodology:

- A description of the approach and methodology to be used for auditing the school, including planning, fieldwork, and reporting.
- An outline of the timeline and milestones for the audit process.

4. Audit Fees:

- A detailed breakdown of audit fees, including hourly rates and estimated total cost for the audit.
- Any additional costs or fees not included in the base audit fee.

5. Timeline:

- A proposed timeline for the completion of the audit, including deadlines for preliminary report, management letter, and final audit report.

6. Insurance and Certifications:

- Proof of necessary professional liability insurance.
- A copy of the firm's certifications and licenses (e.g., CPA certification, if applicable).

7. Conflict of Interest Statement:

- A statement confirming that the firm has no conflicts of interest related to the audit services.

5. Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** Relevant experience with school audits and qualifications of the proposed team members.
 - **Audit Approach:** The clarity, thoroughness, and appropriateness of the proposed audit methodology and approach.
 - **Cost:** The reasonableness and competitiveness of the proposed fees and overall cost.
 - **Reputation and References:** Positive feedback and successful track record from previous clients, particularly school and or school districts.
 - **Compliance and Certifications:** Proof of compliance with professional standards and any necessary certifications or licenses.
 - **Timeline:** Ability to meet or exceed the proposed timeline.
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6. Submission Guidelines

Proposals must be submitted by [Insert Deadline Date] to:

Contact Person:

LaTonya Henderson
Cedar Tree Academy PCS
701 Howard Road SE

Bidsubmission@cedartree-dc.org

202-610-4193 Ext 222

Late proposals will not be considered. All proposals should be submitted in a sealed envelope or via email (PDF format preferred).

7. Timeline

The proposed timeline for the selection process is as follows:

- **RFP Issued:** January 30, 2025
- **Deadline for Questions:** February 15, 2025
- **Proposal Submission Deadline:** February 28, 2025 @ 4:00PM
- **Review and Evaluation of Proposals:** March 10, 2025
- **Notification of Selected Firm:** March 14, 2025
- **Audit Start Date:** TBD

8. Questions

All inquiries related to this RFP must be submitted in writing to the contact person listed above. Responses to questions will be provided to all firms that have requested a copy of the RFP.

9. Terms and Conditions

- The school reserves the right to reject any or all proposals.
 - The school will not be liable for any costs incurred by firms in the preparation or submission of their proposals.
 - The school reserves the right to negotiate the final terms of the engagement with the selected firm.
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Thank you for your interest in this opportunity. We look forward to receiving your proposal.

Cedar Tree Academy PCS
January 30, 2025