

**South Prep Scholars Academy
REQUEST FOR PROPOSAL**

**Auditing and Tax Services
Certified Public Accountant (CPA)
South Prep Scholars Academy, Inc.
Homestead, Florida**

Introduction

A. Background

South Prep Scholars Academy, Inc. (“SPSA”) operates as a charter school sponsored by the Miami-Dade County School District. SPSA offers an elementary educational program for children in grades K-5. The school’s innovative program is bringing new choices for families in the Homestead, Florida community. The School is primarily funded by FEFP payments.

B. Intent

The intent of SPSA in engaging a CPA is to benefit from the CPA’s expertise with regard to their knowledge of charter school financial statement auditing and reporting.

C. Scope of Services

These audits are to be performed in accordance with the generally accepted auditing standards. The audit shall also comply in every respect with the provisions and requirements of the Florida Statutes (1002.33(9), and Rules of the Auditor General for the State of Florida.

- Audit Report – including SPSA’s basic financial statements and required supplementary information.
- Independent Auditors’ Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
- Management Letter as required by Rules of the Florida Auditor General, Chapter 10.850, Florida Statutes, *Charter School Audits*.
- Completion and filing of IRS Form 990, Return of Organization Exempt from Income Tax.

Audited financial statements should be issued to SPSA no later than September 30th of each year.

D. Term of Engagement

A two-year contract is contemplated, subject to the annual review and recommendation of the Board of Directors, the satisfactory negotiation of terms (including a price acceptable to both SPSA and the selected firm), and the concurrence of the Board of Directors.

E. Questions/Requests for Information

Please direct all inquiries concerning this RFP to Ruben Diaz, CFO of Management

School Solutions at: rdiaz@managementschoolsolutions.com

PROPOSAL PROCEDURES

1. Submittal Instructions

The School will receive proposals from qualified certified public accountants until **3:30 p.m., Monday March 25, 2024.** If a proposal is sent by U.S. Mail or other delivery medium, the Proposer shall be responsible for its timely delivery.

ANY PROPOSAL RECEIVED AFTER THE STATED TIME AND DATE WILL BE RETURNED UNOPENED TO THE PROPOSER.

An electronic copy of the proposal should be sent to Ruben Diaz at rdiaz@managementschoolsolutions.com with the subject line clearly labeled: **“Request for Proposal – Auditing and Tax Services”**

UNIFORM PROPOSAL FORMAT

The proposer will be evaluated on the basis of overall experience, depth of resources, fee structure, and other important factors established in this RFP.

It is imperative that proposals be complete and contain the information requested. Submitted proposals will address all items in the Request for Proposal. Supporting material may be attached for the purposes of explanation. All proposals are to be clearly indexed and all supporting materials attached.

SPSA reserves the right to reject any and all proposals or informally to negotiate certain provisions of the final agreement with a qualified proposer.

The qualified proposer must be qualified to perform audits of charter schools of the State of Florida.

In the interest of performing a thorough and timely evaluation of all proposals received, it is requested that all proposals be submitted in the following tabbed format:

Section I – Description of the Firm

- A. History and overview of the firm, including key personnel.
- B. Location of offices. Specify which office will be involved in SPSA's engagements.
- C. Depth of the firm including capabilities and availability of resources.
- D. Provide a list of the office's charter school, governmental and not-for-profit clients. Include information regarding the services performed, date(s), and engagement partner.
- E. What are the competitive advantages of engaging your firm? How do you expect these to benefit SPSA?
- F. Please also provide your most recent peer review report, an affirmative statement that you are independent of SPSA, and that you are properly licensed to practice in the State of Florida.

Section II – Engagement Team

- A. Identify the engagement partner for both the audit services and tax services, and the principal management and supervisory staff who will be assigned to the engagements.
- B. Provide information on their background, experience with charter schools and/or governmental or not-for-profit clients, and other qualifications that may be applicable.

Section III – Approach to Professional Services

- A. Describe your firm’s approach to the auditing services and your understanding of the scope of services contained in this Request for Proposal.
- B. Explain any expectations and/or responsibilities the firm may have of SPSA in relation to this engagement.
- C. Delineate any additional services that may be provided to SPSA in relationship to the scope of this engagement.
- D. Provide other information you wish to include that highlights the capabilities of your firm in providing the above listed auditing and tax services.

Section IV – Timeline

- A. The firm should indicate at a minimum the date work is expected to commence, and the dates the audit report and tax return are expected to be issued.

Section V – Fee Arrangements

- A. Total All-Inclusive Maximum Price – The proposal should include a separate dollar-cost bid containing all pricing information relative to performing the audit and tax engagement for fiscal year ending June 30, and each of the following year as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. SPSA will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar-cost bid. Such costs should not be included in the proposal.
- B. Rates by Partner, Specialist, Supervisory and Staff level Hours Anticipated for Each – The dollar cost bid should include a schedule of professional fees and expenses that supports the total all-inclusive maximum price. The cost of special services should be disclosed as a separate component of the total all-inclusive maximum price.
- C. Rates for Additional Professional Services – If it should become necessary for SPSA to request the qualified proposer to render any additional services to either supplement the services requested in this request for proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, the such additional work shall be performed only if set forth in an addendum to the contract between SPSA and the qualified proposer. Any such additional work agreed to between SPSA and the qualified proposer shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar-cost bid.

- D. Manner of Payment – Progress payments will be made on the basis of hours of work completed during the course of engagement and out-of-pocket expenses incurred in accordance with the qualified proposer’s dollar-cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Payment of the final billing will be made after delivery of the final report and presentation to SPSA’s Board of Directors.
- E. Delineate all expected reimbursable expenses.
- F. Please provide the number of hours budgeted for the engagement.
- G. Please describe the handling of overages from budgeted hours for the engagement.

Section VI – References

- A. Please provide a list of references and contact information.