**INVITATION TO BID ANNUAL FINANCIAL AUDIT**

**NOTICE OF REQUEST FOR PROPOSAL**

Battle Creek Area Learning Center is issuing a proposal (RFP) for the audit of the Academy accordance with the Michigan Department of Education requirements, Governmental Auditing Standards, Audits of States, Local Governments and Non-Profit Organizations, and generally accepted auditing standards.

The contacts regarding this RFP are Rhonda Marcum, Superintendent, who can be reached by phone at (269) 565-2460 or by email at [rmarcum@calhounhs.org](mailto:rmarcum@calhounhs.org) or Melissa Day, who can be reached at [melissa@easschools.net](mailto:melissa@easschools.net). The due date for this RFP is May 13, 2022 no later than 5:00 p.m. EST. Please email your RFP to both of the contacts listed above. Any proposals received after this date and time will not be considered.

The audit period under contract is for the year ended June 30, 2022 and may be extended at the discretion of the academy for a term of up to 4 additional one year engagements.

**NATURE OF SERVICES REQUIRED**

Should you be selected as our auditors, you will be required to report for the year ended June 30, 2022 on the General Purpose Financial Statements and issue a Report to the Board of Directors on audit results, suggestions, etc. (management letter). The Academy does not have an A-133 audit requirement.

In addition, the following services are required:

\*Personal presentation of the final report to the Board of Directors by a member of the firm who worked on the annual audit.

\*Engagement team members should have experience in charter school academy audits.

\*Key engagement team members should be knowledgeable in all aspects of school district auditing, accounting and reporting.

**MANDATORY QUALIFICATIONS OF THE AUDITOR**

The following must be affirmed in the proposal response:

1. The proposer is properly licensed for public practice as a certified public accountant.

2. The proposer meets the independence and continuing professional education requirements of the Government Auditing Standards - Standards for Audit of Governmental Organizations, Programs, Activities and Functions, 1994 revision published by the U.S. General Accounting Office.

3. The proposer must have a significant and ongoing commitment to serving school districts and involvement in the school district industry.

4. The proposer must have trained, qualified staff and partners.

**MONITORING**

To ensure the quality of the audit, the Academy may request, from time to time, a report on the progress of the audit.

**TIME REQUIREMENTS**

The Academy shall receive all proposal responses by 5:00 p.m. May 13, 2022. We anticipate the successful bidder will be notified by May 27, 2022. The successful bidder will schedule all audit fieldwork with the academy and will provide the final audit report by no later than October 15, 2022.

**RIGHT TO REJECT**

The academy reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be to the independent auditor who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best qualified to do the audit.

**NUMBER OF COPIES OF AUDITOR’S REPORTS**

The auditor shall furnish the academy ten (10) copies of all required reports and letters. In addition, the auditor shall submit the required number of copies and will be responsible for submission to each federal, state (and county) agency as required.

**EVALUATION AND SELECTION**

The following will be used in evaluating proposals.

1. Number of school districts / charter school academies audited

2. Firm school district resources available.

3. Involvement in school related organizations.

4. Training of personnel in governmental auditing.

5. Quality of staff included in assignment.

After the technical qualities have been evaluated, cost and other considerations will be evaluated.

The proposing audit firm should indicate the cost of the audit for each district for the first year and the cost per year for four (4) additional years.

Once all factors have been evaluated, the audit firm that is most qualified and reasonable in cost will be selected.

**FORMAT OF THE RFP RESPONSE** The format of the proposal is at the preparer’s discretion.

**PROFILE OF THE INDEPENDENT AUDITOR** The respondents are requested to provide a profile of general background information.

This should include:

1. The organization and size of the respondent, whether it is local, regional, national or international in operations.

2. The location of the office from which the work is to be done and the number of professional staff by staff level employed at that office.

3. A description of the range of activities performed by the local office such as auditing, accounting, tax service or management services as well as involvement in the school district industry.

4. A statement of the respondent’s staff capability to audit federal programs, including the number and classification of personnel skilled in federal program auditing who will work on the audit.

**SUMMARY OF THE PROPOSER’S QUALIFICATIONS**

1. Identify the audit managers and field supervisors and other staff who will work on the audit. Relevant experience and continuing education for auditor in-charge up to the individual with final responsibility for the engagement should be included

2. Describe the recent local and regional office auditing experience similar to the type of audit requested and give the names and telephone numbers of client officials responsible.

3. If other auditors are to participate in the audit, those auditors are required to provide similar information.

**ADDITIONAL DATA** Provide any additional data the respondent feels may be helpful in the selection process