

**REQUEST FOR PROPOSALS FOR
SCHOOL DISTRICT AUDITING SERVICES**

The Accelerated Schools (TAS) is requesting proposals from Auditing Firms to provide professional auditing services for the annual financial audit. TAS is a group of three separate LEAs:

1. The Accelerated School
2. Accelerated Charter Elementary School
3. Wallis Annenberg High School

TAS is interested in reviewing proposals from firms that have extensive charter school experience.

In order to be considered, all interested parties must submit an electronic copy of their proposal to Stephen Dickinson, Chief Business Officer at sdickinson@accelerated.org.

Completed proposals must be received no later than 2:00 P.M. on January 30, 2023. Submittals received after this date and time will not be accepted by TAS. TAS reserves the right to reject any and all proposals at its discretion.

The attachment outlines the information vendors are required to submit as part of the proposal. This includes a questionnaire page that each vendor must complete and return with their proposal.

Questions regarding the Request for Proposal may be directed to Stephen Dickinson at sdickinson@accelerated.org. Firms shall not contact any member of the Board of Trustees with questions. Firms that contact Board of Trustees members will not be considered for services.

Thank you for your interest.

Sincerely,



Stephen Dickinson
Chief Business Officer
The Accelerated Schools
4000 S. Main Street
Los Angeles, CA 90037
323-235-6343
sdickinson@accelerated.org

The Accelerated Schools – General Information

TAS currently serves approximately 1,800 students. TAS employs approximately 220 certificated and classified employees, with a total operating budget of approximately \$37 million dollars in fiscal year 2022-23.

Term of Engagement

A three (3) year contract is contemplated, subject to the annual review and recommendation of the Business Services Department, the satisfactory negotiation terms (including a price acceptable to both TAS and the selected firm), the annual concurrence, and the annual availability of appropriations. Each year requested should be considered a separate engagement with a guaranteed annual price quote.

Scope of Services

TAS seeks proposals from professional and qualified firms to perform independent auditing services for the TAS annual financial audit. The audit must be performed in accordance with all applicable generally accepted auditing standards and government auditing standards of California and the United States of America.

The TAS Business Department staff, third party firm ExED, and other responsible management personnel will be available during the audit to assist the firm by providing information and documentation.

Submittal Requirements

The respondent shall address each item noted below, within the specific format described. Proposals shall be submitted in the form of a PDF file formatted to print on 8 ½" x 11" and should not include any unnecessarily elaborate or promotional material. Please limit response information to relative information only.

1. COVER LETTER/LETTER OF INTEREST

Maximum of two pages. Must include name of firm or individual, address, telephone number, facsimile number and name of contact person. The letter must be signed by a representative of the firm with authorization to bind firm to a contract. Include a statement specifying the duration the proposal shall remain valid from the due date.

2. ORGANIZATION OR INDIVIDUAL CREDENTIALS

Provide information about your firm, including:

- Who is/are the firm’s partner(s)
- Number of years in business or experience with school districts
- Number of years experience with charter schools
- Location of office that will provide services to TAS
- List of services provided
- Communication newsletters, bulletins, etc. from firm to clients

3. FEE SCHEDULES/BILLING METHODS

Complete the attached Fee Schedule and provide a detailed explanation of the firms’ billing methods. Fee schedules should include, but not be limited to charges for all employees of firm, telephone charges, facsimile charges, copy charges, mileage charges (if applicable), etc.

Firm is to also include method of billing that should describe monthly invoicing, quarterly invoicing, etc.

4. REFERENCES

Firms must list a minimum of three school references, including at least two charter schools. Include the name and contact information of the appropriate person at the referenced school district/charter school.

5. METHOD OF PROPOSAL EVALUATION

TAS will be evaluating firms based upon a point scale. TAS will evaluate firms based upon a Criteria Evaluation Matrix allowing for a maximum number of points equal to 180. The criteria will be based upon the following point scale:

1. Firm’s Charter School Auditing Experience	50 Points
2. Expertise of Firm’s Auditors	30 Points
3. Location of Firm’s Office Providing Services	20 Points
4. References	50 Points
5. Fees	30 Points

6. RFP PROCESS TIMELINES

The anticipated schedule for completion of this RFP process is shown below. The dates are subject to change.

EVENT	DATE
RFP Issued	January 13, 2023
RFIs (requests for information) Due	January 23, 2023 at 2:00pm
Proposal Submission Deadline	January 30, 2023 at 2:00pm
Finalists Notification	February 3, 2023
Finalists Interview / Presentation	February 10, 2023
Recommendation for Approval	February 15, 2023

SUBMITTAL QUESTIONS

The respondent shall address each item noted below, within the specific format described. Please limit responses to relative information only.

1. Who will be members of the audit team assigned to audit The Accelerated Schools? Provide a brief description of their qualifications, professional certifications, job functions and office location(s). Identify the Audit Manager who would provide the day-to-day direction of the audit work and is the District's primary contact person. Certify that the audit staff assigned to the account, in-charge level and above, shall each be a certified public accountant, properly licensed in the State of California.
2. Is your firm or any member of your firm involved in any litigation involving school Districts or charter schools? Disclose any conditions that may affect the respondent's ability to perform contractually such as
 - a. Financial issues
 - b. Planned office closures
 - c. Impending merger
 - d. Disbarment / suspension imposed by any federal, state, or local public agency

3. Certify that your firm is properly licensed as a certified public accounting firm in State of California and that it meets the independent standards of the Government Auditing Standards.
4. Describe your firm's noteworthy qualifications/expertise in providing auditing services to school districts, and specifically charter schools. What other school clients does your firm currently have? Has the State Controller's Office ever rejected your clients' audit reports?
5. Does your firm have operating offices in this area?
6. Does your firm have expertise to prepare reports required by the Controller's Audit Guide?
7. What steps will be taken to ensure that the report deadline of December 15th is met?
8. How are fees determined? What will be the fee for the current year's audit services? What guarantee is there that the quoted fees will be met?
9. Does your firm also have the expertise to recommend new financial procedures? Can your firm make recommendations about attendance accounting and cash flow management?
10. What is the proposed schedule for the auditors to meet with management to keep them abreast of the status of the audit?
11. What are the results of the latest peer review performed on your firm?
12. What procedures will be taken to ensure a smooth and effective transition from current auditors, if applicable?
13. What audit techniques will be used? What are the benefits and costs of using such techniques?
14. Provide a schedule projecting the completion of the audit work; express time in elapsed days/weeks from the start of work through the end of the project.
15. Provide a sample of the contract that would be executed for audit services.

**THE ACCELERATED SCHOOLS
RFP #1:22-23
FEE SCHEDULE**

Fiscal Year Ending June 30	2023	2024	2025
	\$ _____	\$ _____	\$ _____

Audit Services-Hourly Rate

Fiscal Year Ending June 30	2023	2024	2025
Partner	\$ _____	\$ _____	\$ _____
Senior Manager	\$ _____	\$ _____	\$ _____
Manager	\$ _____	\$ _____	\$ _____
Supervising Senior Accountants	\$ _____	\$ _____	\$ _____
In-charge Accountants	\$ _____	\$ _____	\$ _____
Staff Accountants	\$ _____	\$ _____	\$ _____
Assistant Accountants	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____