

INTRODUCTION

Charter School, Inc

_____ Charter School, Inc (the "School") is a charter school sponsored by _____ District School Board. The School is primarily funded by FEFP payments.

School Annual Audit

The audit shall be a financial / compliance type audit and comply in every respect with the provisions and requirements of the Florida Statutes, and Rules of the Auditor General for the State of Florida.

The contract period for these services will be for the fiscal years ending June 30, 2009 through June 30, 2013.

Financial Statements must be issued by September 30 following each fiscal year end.

PROPOSAL PROCEDURES

1. Submittal Instructions

The School will receive proposals from qualified certified public accountants until **5:00 p.m., Wednesday, April 15, 2009**. 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.**

Two (2) signed copies of the proposal are to be sealed in one (1) package and clearly labeled on the outside of the package: **"Request for Proposal – Auditing Services"**

The proposal is to be delivered to:

2. Proposal Responses

All proposals should include the information requested in the Proposal Section. Supporting material may be attached for the purposes of explanation. All proposals are to be clearly indexed and all supporting materials attached.

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

3. Minimum Qualifications

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

4. Selection Criteria

Each of the following criteria will be considered in the selection of an auditing firm:

- A. The completeness and clarity of the response to all required items in the standardized format.
- B. The qualifications and experience of the Proposer in performing similar work.
- C. The price of the audit.

GENERAL INFORMATION

1. Budget

The School's expense budget for fiscal year 2008 – 2009 is \$_____.

2. Size of Staff

The School has ___ employees.

3. Accounting Records

The School's accounting function is contracted to _____.

PROPOSAL

Following are the elements the proposal will be evaluated on.

Independence

The firm should provide an affirmative statement that it is independent of the School as defined by the U.S. General Accounting Office's *Government Auditing Standards*.

Criteria: Understanding of independence standard and demonstration of independence.

Maximum Points: 5

License to Practice in Florida

The firm should provide an affirmative statement that the firm and all assigned key professional staff are properly licensed to practice in Florida.

Criteria: Demonstration of legal capacity to perform the audit.

Maximum Points: 5

Firm Qualifications and Experience

The firm should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

Criteria: Demonstration of ability to perform the audit.

Maximum Points: 20

Partner, Supervisory Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a Certified Public Accountant in Florida. Provide information on the government auditing experience of each person.

Criteria: Demonstration of ability to supervise the audit.

Maximum Points: 20

Similar Engagements With This and Other Charter Schools

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years with this or other charter schools. These engagements should be ranked on the basis of total staff hours. Indicate the school name, date, and engagement partner.

Criteria: Experience with charter school audits.

Maximum Points: 20

Time Schedule

The firm should indicate the date work is expected to commence and the date the report is expected to be issued.

Criteria: Compliance with contractual provisions.

Maximum Points: 5

Fee

The firm should provide a firm fee quote.

Criteria: Cost of the audit.

Maximum Points: 25