



July 15, 2018

Request for Proposal

Promise Academy, Inc. and Promise Academy Springhill, Inc. (collectively, the Schools)

PURPOSE

The Schools are issuing this request for proposals to interested auditors, who are qualified under state of Tennessee law and regulations, for the performance of a financial and compliance audit of the Schools in accordance with the requirements of the laws and/or requirements of the State of Tennessee. Additionally, this RFP seeks to satisfy the Promise Academy need for professional tax services. All services being sought must comply with the Tennessee Comptroller of the Treasury financial accountability requirements. Respondents may submit proposals for all of the services described in this RFP.

SCOPE OF SERVICES

AUDIT SERVICES TO BE PERFORMED

The auditor shall perform a financial and compliance audit of the financial statements the general fund and grant contracts of the special purpose government.

AUDIT PERIOD

The audits shall be for the periods ending June 30, 2018, June 30, 2019, and June 30, 2020.

AUDIT REQUIREMENTS

To be considered for the audit services, the private examiner selected must:

- a. Be a certified public accountant and/or CPA firm licensed to practice in the State of Tennessee.
- b. Meet applicable requirements of the Government Auditing Standards issued by the Comptroller General of the United States (Yellow Book) or the American Institute of Certified Public Accountants (AICPA).
- c. Have no record of performing substandard audits.
- d. Understand the role of the State Board of Accounts in the audit process and that they are acting as an agent for the State Examiner.
- e. Provide their most recent external peer review report; any letter of comment; and any corrective action plan.

ANNUAL TAX SERVICES TO BE PERFORMED

Respondents to this RFP should provide a cost estimate to assist schools with preparing the following reports required by the Internal Revenue Service:

- Federal Form 990

Promise Academy Hollywood

promiseacademy.com

Promise Academy Spring Hill

1346 Bryan Street • Memphis, TN • 38108
Office. 901.324.4456 • Fax. 901.324.4457

3796 Frayser-Raleigh Road • Memphis, TN • 38128
Office. 901.324-4456 • Fax. 901.213.4929

INSTRUCTIONS TO PROPOSERS

RESPONSE TO THIS REQUEST FOR PROPOSAL

In responding to this request, we request the following information:

1. Detail your firm's experience in providing auditing and tax services to organizations in the charter school sector. Also note how long your firm has been in existence.
2. Provide information on whether you provide services to any related associations or groups.
3. Discuss the firm's independence with respect to the schools.
4. State whether your firm is a member of the AICPA Governmental Audit Quality Center and if so, for how long.
5. Describe how your firm will approach the audit of the school, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and Finance Committees of the board.
6. Provide a cost estimate for each of the following services individually to be performed on an annual basis:
 - Audit of the financial statements of charter school
 - Preparation of Federal Form 990
7. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.
8. Include a copy of your firm's most recent peer review reports, the related letter of comments, and the firm's response to the letter of comments.
9. Provide a proposed timeline for the starting and completion of all audit work.
10. Provide a statement that the audit will be completed by the required deadline(s).

PROPOSAL SUBMISSIONS

Proposals shall be e-mailed no later than 2:30 PM August 17, 2018 to: Beth Bailey, Director of Finance at bbailey@promiseacademy.com. The proposals must be e-mailed or delivered and will be opened and reviewed by the Director of Finance and if deemed necessary, other parties not involved in making a proposal. The awarding of the audit contract will be made by the Finance Committee and presented to the Board of Directors of the Schools on a date to be determined after the proposals have been reviewed by the Director of Finance.

RESERVATION OF RIGHT

The Schools reserve the right to reject any or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the Schools.

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