

Request for Statements of Qualifications

Solicitation Number: CA 21-01

Audit Services (AS)

Purpose of Request for Statements of Qualifications (RFSQ)

City Academy is seeking competitive proposals from Certified Public Accounting (CPA) firms for the purpose of providing auditing service of the school's basic financial statements commencing with the fiscal year ending June 30, 2021 as well as related attestation services.

Issuing Office and RFQS Reference Number

The reference number for the transaction is Solicitation #CA 21-01. This number must be referred to on all proposals, correspondence, and documentation relating to the RFSQ.

Length of Contract

The Contract resulting from this RFSQ will be for a period of 5 years. The Contract may not be extended beyond the original period.

The School reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

Anticipated Timeline

<u>Event</u>	<u>Date</u>
1. RFSQ Released	04/16/2021
2. Question Submission Deadline	04/21/2021
3. Answer Deadline	04/26/2021
4. Proposals Due	04/30/2021 before 5 PM MST
5. Evaluation Period	05/3-5/14/2021
6. Contract Finalized	05/21/2021

Deliverables

Fall Enrollment Count and Transfer Student Documentation audit - Attestation engagement to perform agreed-upon procedures regarding student membership

Preparing Form – 990 and submitting to IRS

Aggregate Membership audit

Audit based on the Legal Compliance Audit Guide

<https://auditor.utah.gov/wp-content/uploads/sites/6/2020/05/2020-State-Audit-Compliance-Guide-5.20.2020.pdf>

Preparation of Annual Financial Report and Annual Program Report.

Audited Financial Reports based on GASB

In addition to the above, it is requested that the audit firm give assistance to the School in the following ways:

- Help the School understand the theoretical and technical aspects of the professional standards and regulatory requirements related to the School's accounting and reporting, as well as standards and requirements the School is or will be subjected to in the various audits it must undergo. These would include but not be limited to:
 - Current GAAP
 - Upcoming changes in GAAP well before they become effective
 - Auditing standards
 - State and federal compliance requirements
 - Best practices

The School expects the audit firm to be proactive in this advisory role.

- Give assistance as needed with periodic investigation and/or questions about proper accounting, budgeting, and auditing practices.
- Offer assistance, if needed, on proper preparation of the UPEFS data submission.
- Assist the School, if needed, with State and/or Federal agency audits.

Other Items

1. Professional Standards

The audit firm must perform all audit and accounting work in accordance to professional standards. If the audit firm's audit work and/or reports are determined to be unacceptable by the School, the AICPA, the UACPA, Federal or State Agencies, Federal Auditor Generals, State Auditor, or other entities and/or persons assigned to oversee the compliance of audit work with appropriate professional standards, the audit firm may, by written request, be required to re-audit, at its own expense, and submit a revised acceptable audit report.

2. Fraud or Illegal Acts

If, during the course of any audit or accounting procedure for the School, the audit firm uncovers indications of possible fraud or other illegal acts, the audit firm shall immediately notify the appropriate persons within the School and other appropriate State and Federal Agencies in writing. The audit firm shall perform sufficient fieldwork to be able to clearly describe and document the situation.

3. Retention and Access to Work papers

The audit firm shall retain work papers and reports for a minimum of six (6) years from the date of the audit report. Appropriate Federal or State Agencies and the School shall have free and unrestricted access to the work papers, records, other supportive documentation and reports prepared, or in the process of being prepared, in connection with the audits performed under this proposal. Free and unrestricted access to the right to require submittal of the documentation to the School or appropriate State or Federal Agency shall exist during the contract term and shall continue for six (6) years from the date of submission of the final invoice or until litigation, audit or claim has been fully resolved, if later.

4. Appropriate Confidentiality of Information

The School will open all of its legally open records to the selected audit firm for audit. However, it is expected that the audit firm will keep findings, questioned costs, management letter comments, and other sensitive comments confined to its official reports. Confidentiality of personal information (e.g. social security numbers, birthdates, personal addresses or phone numbers of employees, etc.) is expected and required. The School views the audit firm as a partner in its obligation to maintain public trust and fiscal responsibility.

Submission Requirements

1. Provide the school with your statement of qualifications to demonstrate your capability of completing the deliverable items within the anticipated funding and the completion date.
2. Provide examples of past work that demonstrates you are qualified to complete the requested service.
3. Please provide reference information for three (3) current contractual clients with preference given to institutional customers (e.g., charter schools, school districts, etc.). At least one reference should be a high school district similar in size to UICS.
4. Any other experience or qualifications that have not been requested but that you would like to include to demonstrate your companies experience, results, and expertise.

Submission Process and Deadline

Statements of Qualification proposals are to be submitted via email to ram.boppana@cityacademyslc.org by 5 PM MST on April 30, 2021. Late proposals will be rejected.

Standard Terms and Conditions

Any contract resulting from this RFSQ will include, but not be limited to, City Academy's standard terms and conditions which are included with the release of the RFSQ.

Question and Answer Process

All questions must be submitted via email to ram.boppana@cityacademyslc.org. Answers to questions will be sent to all vendors via email by the date indicated in the anticipated timeline.

Protected Information

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63-2-304, provides in part that:

the following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63-2-308 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if:

(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;

(b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and

(c) the person submitting the information has provided the governmental entity with the information specified in Section 63-2-308;

** * * * **

(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the offeror must:

1. provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state, and*
2. include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63-2-308(1)).
3. submit an electronic "redacted" (excluding protected information) copy of your proposal response. Copy must clearly be marked "Redacted Version."

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality. The claim of business confidentiality must be submitted with your proposal.

<https://archives.utah.gov/rim/forms/GRAMA-business-confidentiality.pdf>

To ensure the information is protected, the Department of Purchasing asks the offeror to clearly identify in the Executive Summary and in the body of the proposal any specific information for which an offeror claims business confidentiality protection as "PROTECTED".

All materials submitted become the property of City Academy. Materials may be evaluated by anyone designated by the school as part of the proposal evaluation committee. Materials submitted may be returned only at the school's option.

Proposal Response Format

All proposals must include:

Executive Summary - The one- or two-page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section.

Detailed Narrative - Provide a narrative in which you describe in detail how your agency will approach the deliverable tasks. The narrative should demonstrate your understanding of the tasks and your ability perform them. Also list the resources you believe necessary to reach the expected outcomes, as well as general timeline for completion.

References

Proposal Evaluation Criteria

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal.

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
25 %	Firm/Personnel Experience. This includes but is not limited to the qualifications and work experience of key personnel assigned to the audit, geographic location of key personnel, size and structure of firm, appropriateness of assigned staff levels experience in governmental audits especially Charter Schools and Districts, and other firm resources available to be drawn upon as needed during the audit.
35 %	Technical Ability to Meet the Scope of Work. This includes but is not limited to the specific audit approach, appropriateness and adequacy of proposed

procedures, demonstration of understanding the different components of a school district audits especially in Utah, reasonableness of time estimates and total audit hours, potential audit problems, assistance provided and experience with the auditing of governmental agencies that have consistently received the Certificate of Achievement of Excellence in Financial Reporting award from the Government Finance Officers Association.

- 10 % Responsiveness.** The completeness and conformity of the proposal to the response format and the RFSQ requirements.
- 10 % References.** Clients referenced may be contacted to determine the past history and ability of the auditing firm to do the work required in this RFSQ.
- 20 % Cost.** The overall cost of the audit over the contract period of five years.

Evaluation Process

All proposals in response to this RFSQ will be evaluated in a manner consistent with the Utah Procurement Code and all applicable rules and policies. The School will be utilizing the Utah Administrative Rule R-33-5-108 Small Purchases of Professional Services Providers and Consultants.

In the initial phase of the evaluation process, the evaluation committee will review all proposals timely received. First, nonresponsive proposals (those not conforming to RFSQ requirements) will be eliminated. Second, the remaining proposals will be evaluated against the provided evaluation criteria and ranked. The school will then enter direct negotiations with the highest ranked vendor. If negotiations are successful, the contract will be awarded to that vendor. If they are not, then the school will move to the 2nd ranked vendor and repeat the negotiation process and then so forth.