

The Avondale Education Association, Inc dba

**The Museum School of
Avondale Estates**

Request for Proposal

Audit & Tax Services

Created: December 13, 2020

The Avondale Education Association, Inc. (AEA), a non-profit corporation in Georgia dba The Museum School of Avondale Estates, is seeking qualified companies to submit proposals to provide Audit and Tax services for The Museum School of Avondale Estates for the fiscal year ending June 30, 2021 and continuing for 2 additional years.

1 School Overview

The Museum School is a locally-authorized charter school commissioned by the DeKalb County School District in agreement with the Avondale Education Association. The school opened its doors to Kindergarten through 3rd grade students for the first time on August 9, 2010, and currently serves Kindergarten through 8th grade students. Student enrollment for the 2020-2021 year will be approximately 588 students. There will be approximately 90 full-time employees eligible to receive benefits.

Mission Statement: To inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The school's core values are respect, responsibility, cooperation, creativity, kindness, and sustainability.

2 Proprietary Material

This RFP is confidential and for the sole use of your Company's preparation of a proposal. By your Company's acceptance hereof, your Company agrees to the following terms and conditions:

- Not to disclose, copy, or distribute this RFP, in whole or in part, to persons other than your Company's employees and agents who are authorized by the nature of their duties to receive such information;
- To return to AEA any proprietary materials request; and
- Not to use any information in this RFP for your own advantage, other than in performance of this RFP

3 Executive Summary/Background of the Opportunity

AEA is seeking a Certified Public Accounting firm to provide services to support:

- Annual Audit in accordance with Governmental Accounting Standards
 - Financial Statement Audit for the fiscal year ending June 30, 2021
 - Limited procedures on AEA's Required Supplemental Information (RSI):
 - Management's Discussion and Analysis
 - Budgetary Comparison Schedule

- Schedule of Proportionate Share of the Net Pension liability for Teacher's Retirement System of Georgia
 - Schedule of Contributions to the Teacher's Retirement System of Georgia
 - Notes to the Required Supplementary Information
- Prepare Form 990 – Return for Organization Exempt from Income Tax
 - Participating firms can email Tamara Richards, AEA CFO at tamara.richards@themuseumschool.org with the subject line “2021 Audit and Tax RFP” to receive copies of the previous 3 years Financial Statements & Tax Returns

4 Response Section

Company Profile

- Brief company history
- Financial performance & stability
- Company Size and Number of Employees in each functional area
- Description of Areas of Expertise and Focus
- What differentiates your companies from others in this space?

Prior Experience

- Please describe your experience with similar Audit & Tax Engagements
 - Provide specifics on experience with Governmental Accounting, schools or other similarly-sized clients
 - Include specifics on total number of clients and industry verticals (non-profit, government, education, etc)

Client Service/Support

- Please outline your account management structure and how you envision both the Audit and Tax engagements will be supported both on time and on budget
- Describe your approach to client communication, both formal and informal
- Describe your approach to staff continuity on similarly-sized engagements
- Provide names and professional biographies for the exact team members who will participate in this engagement

Pricing

- Please provide estimated pricing, broken out by separately for Audit & Tax and including:
 - Rate card with hourly rates by role
 - Estimate on out of pocket expenses (travel, etc)
 - Estimate on hours per role
- Provide an explanation on how you handle cost overages?

Client References

- Two client references for both Audit & Tax:
 - Full Legal Name of the Company
 - Contact Name(s)
 - Email Addresses

5 Proposal Submission

RFP Point of Contact:

- Tamara Richards, CFO at tamara.richards@themuseumschool.org
- Please use the subject line “2021 Audit and Tax RFP”

Timeline:

- Please submit any questions to Tamara Richards, CFO by EOD 1/15/2021. Questions and answers from participating firms will be aggregated and shared with all participants in the RFP
- Round 1 RFP submission due: 1/29/2021
- Round 2 Virtual presentations: Mid-February 2021
- Selection: End of February 2021

Your response must contain enough detail for us to fully understand it or we may eliminate you from consideration. We may ask you to clarify your response. If we do ask for clarification, we must get a written response from you within the requested time period for you to remain in consideration.

Please do not send us confidential information unless we have signed an agreement agreeing to receive that information on a confidential basis. AEA reserves the right to retain all materials submitted in connection with this RFP. Please note that we have not agreed to enter into a contract with you simply by receiving your response.

6 Proposal Preparation Instructions

In responding to this RFP, your Company fully accepts the responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to AEA as necessary to gain such understanding.

All information provided by AEA in this RFP is offered in good faith. Individual items are subject to change at any time.

All responses to this RFP must be delivered electronically as a PDF with response coordinated to sections outlined in the RFP. Please submit your RFP response to tamara.richards@themuseumschool.org and use the subject line "2021 Audit and Tax RFP".

7 Selection and Notification

Companies determined by AEA to possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. The services provider will be selected based upon the Company's technical capabilities, experience and price.

8 Terms and Conditions

AEA has the right to do any of the following at any time:

- Accept or reject any or all of the responses we get to this RFP for any reason
- Cancel this RFP or the project for any reason
- Change any of the terms of this RFP or the requirements of the project
- Discuss the project or negotiate a contract with more than one Company at a time
- Investigate any Company to ensure it is qualified for this project
- Ask any Company to explain its RFP response
- Re-open or ask more Companies to participate in the RFP process
- Award contracts to multiple Companies for different parts of the project
- Award contracts for less than the entire project