

**MS Delta Academies
Leflore Legacy Academy**

Request for Proposal for Audit Services

Invitation for Proposal

MS Delta Academies, the 501c3 Organization that operates Leflore Legacy Academy, is soliciting proposals from independent certified public accounting firms to provide auditing services for the organization's fiscal years ending June 30, 2024, 2025, and 2026.

Proposals will be received by Ms. Tosha Boyd, Finance Manager, Leflore Legacy Academy, 500 W. Washington St., Greenwood, MS 38930 and are due no later than **Monday, April 3, 2023 at 12:00 PM**. Proposals should clearly indicate **"AUDIT SERVICES RFP"** on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.

The contract will begin after approval is given by the MS Delta Academies Board of Directors and will be awarded for a one-year period, a two-year period, or a three-year period at the discretion of the Board. Tentative plans call for the Directors to review the proposals and to take action to award a contract at its regular meeting on Wednesday, April 5, 2023.

The MS Delta Academies Board of Directors reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto.

Additionally, MS Delta Academies will not be liable for any costs incurred in preparing proposals or associated travel costs. The proposer shall furnish the organization such additional information as the organization may reasonably require. The organization reserves the right to conduct pre-contract negotiations with any or all potential proposers.

The Request for Proposal for Audit Services and specifications may be obtained from Ms. Tosha Boyd, Finance Manager, Leflore Legacy Academy, 500 W. Washington St., Greenwood, MS 38930, as well as the district's website at leflorelegacyacademy.org. Any questions should be directed to Ms. Boyd by email at tosha@leflorelegacyacademy.org.

REQUEST FOR PROPOSAL FOR AUDIT SERVICES

Document Purpose

The purpose of this request for proposal is to provide interested audit firms with sufficient information to enable them to prepare and submit proposals (i.e. quotations) for consideration by the MS Delta Academies for auditing services for the Organization's fiscal years: 2023- 24, 2024-25, 2025-26.

District Contact

The point of contact is Ms. Tosha Boyd, Finance Manager, 662-455-3697.

Incurred Proposal Costs

The Organization is not liable for any cost incurred by audit firms prior to the issuance of an agreement or contract.

Electronic Reports

The Audit Firm **must** accept electronic versions of the organization's financial transactions. If available, all records and backup documentation will be provided to the Firm either in Microsoft Office or PDF formats. Some backup documentation will still be provided in paper format.

Response Date for Proposals

In order to be considered for selection, Audit Firm proposals for auditing services must be received in a sealed envelope clearly marked "Audit Services RFP" not later than **12:00 PM on Monday, April 3, 2023** at 500 W. Washington St., Greenwood, MS 38930. Proposals received after this time will **NOT** be considered.

Qualifications

The auditors assigned to perform the audit must collectively possess adequate professional proficiency for the task required. The audit firm must appear on the state's approved vendor list.

Partnership

The successful bidder will understand the importance of partnership and demonstrate a commitment to ongoing client education, before, during and after the audit. It is expected that the Audit Firm will make themselves available for answering accounting questions from MS Delta Academies and providing accounting advice, as needed.

Informality of Bid and Acceptance, Rejection or Selection of Quotation

The Organization expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Organization. All pricing must be held for 90 days. The Organization reserves the right to negotiate terms and conditions.

Acceptance by the Organization

The MS Delta Academies Board will consider the auditing proposals at a regularly scheduled meeting following the due date of this request for quotation.

In determining the award to the proposing audit firms, the following will be considered:

1. Evidence in proposal that the submitting firm clearly understands the scope of the audit services to be performed.
2. Technical experience of the firm.
3. Qualifications of the audit staff.
4. Size and structure of the firm.
5. Costs quoted to perform the specified audit services.

Execution of this “Request for Proposal”

This “Request for Proposal” shall be executed as follows:

1. As an individual auditor (he/she shall sign the proposal personally).
2. As a partnership or corporation signed in the name of the firm by a partner.

AUDIT PROPOSAL INSTRUCTIONS

General Scope of Work

The audit will cover all programs of the Organization including, but not limited to, the general fund, food service fund, student activity funds, capital reserve fund, permanent fund, and federal programs.

Non-Federal Programs Scope of Work

The audit will encompass a financial and internal control audit of the financial records and systems of the Organization for the fiscal year ending June 30th. The audit report must give an opinion on the fair presentation of the Organization’s basic financial statements in accordance with Generally Accepted Accounting Principles and must include a review of the internal controls of the school district’s accounting systems, which may include a review of the following:

1. Board Minutes
2. Verification of receipts
3. Expenditures
4. Journal entries
5. Budget transfers
6. Payroll system
7. Verifications of assets and liabilities
8. Reconciliation of bank statements and investments
9. Subsidiary records including insurance

The audit firm shall provide to the school district a Management Letter listing recommendations for improvements in school district procedures. The Management Letter will include specific reasons why the audit firm is suggesting changes to the district procedures.

The audit firm shall provide to the Board of Directors a certified audit of the Organization’s financial records encompassing all funds. The Organization’s Finance Manager shall determine

the number of bound copies of the report that the audit firm shall provide. An electronic form of the final documents as PDF files is also required to be delivered with the final document. The basic financial statements must include (or their successors, as determined by GASB):

District-wide Financial Statements:

- Statement of Net Position
- Statement of Activities

Fund Financial Statements:

- Balance Sheet – Governmental Funds
- Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position
- Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds
- Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities
- Statement of Net Position – Proprietary Fund
- Statement of Revenues, Expenses and Changes in Net Position – Proprietary Fund
- Statement of Cash Flows – Proprietary Fund
- Statement of Fiduciary Net Position – Fiduciary Funds
- Statement of Changes in Fiduciary Net Position – Fiduciary Funds
- Notes to Financial Statements

Supplemental Information:

- Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund
- Required Supplementary Information
- Any other statement as required by the Governmental Accounting Standards Board

Federal Programs Opinion

The Audit Firm shall perform sufficient work to issue a report and render an opinion. All audit work, which can be performed on existing records, must be completed in accordance with the pertinent audit guides. Findings shall be made, costs questioned or recommended for disallowance, corrective measures recommended, and a report issued. All reports shall contain the appropriate Opinion or Disclaimer of Opinion.

Single Audit Report Package

The Single Audit Report Package shall contain a Table of Contents indicating the following sections by page number. All pages must be numbered.

1. Single Audit Report Distribution List

Lists the agencies which will receive the Single Audit Report

2. Transmittal Letter Containing:

- Name of Local Education Agency
- Period covered by the report
- A statement that the audit was done to fulfill the requirements of the Office of Management and Budget's Circular A-133
- A summary of what the audit examination covered
- A statement as to whether a management letter was prepared

3. Opinion on General Purpose Financial Statements

4. General Purpose Financial Statements

5. Report on Compliance and on Internal Control over Financial Reporting based on an Audit of Financial Statements performed in Accordance with Governmental Auditing Standards, which shall include:

- Identification of all accounting controls, any material weaknesses found, and which controls should not be relied upon, and
- Audit Firm comments on material control weaknesses, and
- Other specifications as stated in the Single Audit Act of 1996, and
- A statement that the examination was performed in compliance with the GAO Standards for Audit of Governmental Organizations, Programs, Activities and Functions.

6. Schedule of Expenditures of Federal Awards

7. Report on Compliance with Requirements applicable to each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133.

8. Schedule of Findings and Questioned Costs

This schedule shall identify and quantify the nature and extent of the examination and disclose the dollar impact of all questioned costs questioned for noncompliance with terms of agreement or provisions of laws and regulations and the effect upon the financial statements whether material or not. Questioned costs are contingencies and are not accrued in the financial statements unless the criteria specified in FASB Statement Number 5, Accounting for Contingencies, are met.

Each finding shall contain: Condition, Cause, Effect, Criteria, and Discussion of supporting facts and analysis, and Auditor's Recommendations.

9. A "Response and Corrective Action Plan" recommendation for each finding and any weaknesses disclosed within the examination.
10. "Report on the Status of Prior Year's Compliance Findings and Internal Control Weaknesses".
11. Signature by an officer of the auditing firm.

The Audit Firm shall also provide separately their Management Letter, which may include recommendations and suggestions for changes and improvements in school district operations.

Retention of Audit Working Papers

The Audit Firm shall retain work papers and reports for a minimum of six (6) years from the date of the audit report. An appropriate Federal or State Agency or the Organization must make audit work papers available upon a request.

Access to Audit Working Papers

The Organization and any appropriate Federal or State Agency 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 and the right to require submission of the documentation to school district or appropriate 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.

Cost and Pricing Data

Proposals must be broken into separate amounts for the audit of:

1. Financial Statements
2. Single Audit, if applicable

Proposals must be for the total amount of the audit as well as providing accounting information to the Organization throughout the year. The Organization will not be liable and will not pay for any costs not included in the proposal. Specifically, it will not be subject to any fees for "extra work."

Unacceptable Work

If the Audit Firm's audit reports are determined to be unacceptable by the school district, the Audit Firm may, by written request, be required to re-audit at its own expense and submit a revised acceptable audit report. The school district has the right to reject the Auditor's audit report for one (1) year after the school district has submitted the audit report to State and Federal agencies. If the Audit Firm fails to comply with any of the terms of this proposal, the

school district may terminate this contract.

Fraud and Illegal Acts

If, during the course of the examination, the auditors uncover indications of possible fraud or other illegal acts, the auditors shall immediately notify the officers of the Board of Directors and appropriate State and Federal agencies in writing. The auditors shall perform sufficient fieldwork to be able to clearly describe and document the situation.

Advisory Assistance

The Audit Firm shall be available to provide advisory assistance to Organization's administration throughout the fiscal year including, but not limited to, general tax and accounting questions, and assistance with audits of State and Federal agencies. The Organization will maintain its financial records and the Audit Firm will advise as may be necessary to enable the school district to comply with the requirements of regulatory agencies.

The Audit Firm will provide year-end adjusting journal entries to district business staff, assist in reconciling accounts as needed and assist in the preparation of year-end financial statements and the Annual Financial Report as needed.

Information Requested

In order to facilitate a uniform audit proposal review process and maximize comparability, it is required that the audit firms submitting proposals organize their proposal in the following manner:

1. Title Page
 - a. State that the document is a "Proposal for Audit Services" and list the following:
 - i. audit firm name
 - ii. local address
 - iii. telephone number
 - iv. name of contact person
 - v. date
2. Table of Contents
 - a. Identify the contents by section and page number
3. Letter of Transmittal (Limit to one or two pages)
 - a. Briefly state the proposer's understanding of the work to be done and make a positive commitment to perform the work within the required time period
4. Profile of the Audit Firm
 - a. State whether your audit organization is national, regional or local
 - b. Indicate the number of people (by level) located within the local office that will perform the audit
 - c. Provide a reference list of public school district audit clients indicating the type(s) of service performed and the years of engagement (Limit to five most relevant

references)

5. Describe your firm's participation in quality control programs.
6. Describe your firm's approach to the audit including at least the following:
 - a. Type of audit program used
 - b. Use of statistical sampling
 - c. Use of computer audit specialists
 - d. Organization of audit team and approximate time to be spent on the audit
 - e. Provide a sample management letter
 - f. Provide a sample of a district information or records request list
 - g. Provide a tentative audit activity schedule for the next year's audit
7. Auditors Experience Summary
 - a. Describe the public school audit experience of each person to be assigned to the audit. Include position level held while on each audit. Indicate the time each auditor will be onsite.

MS Delta Academies
Leflore Legacy Academy
Request for Proposal for Audit Services

For the Fiscal Years 2023-24, 2024-25 and 2025-26

(Return this form as the Cover Page of your Audit Services Proposal)

Name of Audit Firm

Address

Contact Person

Telephone Number

Email Address

FIRST, the undersigned have carefully examined the Request for Proposal for Audit Services in accordance with the specifications of the proposal and agree to furnish and perform the specified audit services for MS Delta Academies (the "Organization") within the time limits specified for the amounts indicated below.

SECOND, the following quotation prices are listed as firm for a period of ninety (90) days after the due date of this Request for Proposal.

THIRD, no plea of mistake for this proposal shall be made available to the undersigned audit firm. No proposal may be withdrawn before ninety (90) days from the due date of this proposal.

FOURTH, the audit firm agrees to do the auditing services for the amounts quoted as follows:

Financial Statements:

A. One-year contract: 2023-2024 school year \$ _

B. Two-year contract: 2024-2025 school year \$ _ 2023-2024 school year \$

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C. Three-year contract: 2023-2024 school year \$ _

2024-2025 school year \$ _

2025-2026 school year \$ _

Single Audit:

A. One-year contract: 2023-2024 school year \$ _

B. Two-year contract: 2024-2025 school year \$ _ 2025-2026 school year \$

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C. Three-year contract: 2023-2024 school year \$ _ 2024-2025 school year
\$ _
2025-2026 school year \$ _

Signature _____ Date ____ Title or Office