

## **REQUEST FOR PROPOSALS**

ISSUE DATE: Friday, April 26, 2019

LAST DAY FOR QUESTIONS: One week before date due

DUE DATE: Friday, May 17, 2019

PROCUREMENT FOR: **Professional Annual Auditing Services for Carolina Voyager Charter School.**

Sealed bids will be received at the location and time stated herein.

MAILING ADDRESS: 721 Wappoo Road, Charleston, SC 29407

STREET ADDRESS: 721 Wappoo Road, Charleston, SC 29407

## **PROPOSAL REQUIREMENTS**

### **A. Technical Proposal**

#### **1. General Requirements**

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to perform an independent audit of the financial statements of Carolina Voyager Charter School. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals.

#### **2. License to Practice in South Carolina**

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in South Carolina.

#### **3. Firm Qualifications and Experience**

The proposer should state the size of the firm, the size of the firm's 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.

#### **4. Partner, Supervisory and Staff Qualifications and Experience**

Identify the principal supervisory and management staff, including engagement partners, managers, and other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in South Carolina. Provide information on the auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement.

#### **5. Similar Engagements With Other Charter School Entities**

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of ten) performed in the last five years that are

similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

**6. Specific Audit Approach**

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services. In developing the work plan, reference should be made to such sources of information as Carolina Voyager Charter School's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. Proposers should provide information on their audit approach to gain and document an understanding of Carolina Voyager Charter School's internal control structure.

**7. Identification of Anticipated Potential Audit Problems**

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from Carolina Voyager Charter School.

**9. Report Format**

The proposal should include sample formats for required auditor reports.

**NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL**

**B. Sealed Dollar Cost Bid / Total All-Inclusive Maximum Price**

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out of pocket expenses. Carolina Voyager Charter School will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

**EVALUATION PROCEDURES**

**A. Audit Committee**

Proposals submitted will be evaluated by an Audit Proposal Review Committee named by the Carolina Voyager Charter School Board of Directors.

**B. Review of Proposals**

The Audit Proposal Review Committee will use a point formula during the review process to score proposals. Each member of the Audit Proposal Review Committee will first score each technical proposal by each of the Criteria described. The full Audit Proposal Review Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

### **C. Evaluation Criteria**

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

#### **1. Mandatory Elements**

- a. The audit firm is independent and licensed to practice in South Carolina.
- b. The firm has no conflict of interest.
- c. The firm's professional personnel have received adequate continuing professional education within the preceding two (2) years.
- d. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- e. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

#### **2. Technical Quality: (Maximum Points - 70)**

##### a. Expertise and Experience

- (1) The firm's past experience and performance on comparable government engagements.
- (2) The firm's past experience with Single Audits or other audits involving federal and state grant programs.
- (3) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

##### b. Audit Approach

- (1) Adequacy of proposed staffing plan for various segments of the engagement
- (2) Adequacy of sampling techniques
- (3) Adequacy of analytical procedures

#### **3. Price: (Maximum Points - 30)**

**COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM**

### **D. Oral Presentations**

During the evaluation process, the Audit Proposal Review Committee may, at its discretion, request anyone or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Audit Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

### **E. Final Selection**

Carolina Voyager Charter School Board of Directors will select a firm for award after receiving a recommendation of the Audit Proposal Review Committee. Following notification of the firm selected, it is expected a contract will be executed between both parties.

**F. Right to Reject Proposals**

Carolina Voyager Charter School Board of Directors reserves the right without prejudice to reject any or all proposals.