



January 31 2012

TO: Potential Bidders

RE: REQUEST FOR PROPOSAL

Financial audit of the books and accounts of The Museum School of Avondale Estates

To Whom It May Concern:

The Avondale Education Association, Inc. (AEA), a non-profit corporation in Georgia, is seeking qualified vendors to solicit proposals for a financial audit of the books and accounts of The Museum School of Avondale Estates.

The Museum School of Avondale Estates is a charter school authorized by the DeKalb County School System in agreement with the Avondale Education Association. The school is in its second year of operation, serving Kindergarten through 4th grade students in the school year 2011/2012. Ultimately the school will serve Kindergarten through 8th grade students.

The Avondale Education Association, formerly named the Avondale Educational Association, was incorporated in 2004. In 2008 the mission of the organization was redirected to creating and governing a charter school, The Museum School of Avondale Estates, to serve Avondale Estates and the surrounding area.

Our Request:

We require a financial audit of the Avondale Education Association which does business as The Museum of School of Avondale Estates for the fiscal year ending June 30, 2012.

The purpose of the audit is to express an opinion as to whether the financial statements are presented fairly, in all material respects, with respect to financial position, results of operations, and cash flows in conformity with accounting principles generally accepted in the United States of America.

The organization has been audited twice before - for the years ending June 30, 2009 and 2010 – receiving an unqualified audit opinion in both audits. The books and accounts are maintained in Quickbooks.

The Treasurer, other members of the Board Finance Committee, and the school Business Manager will be made available to assist in answering any audit related questions. If any issues

arise, we expect the auditor to bring this to our attention as soon as possible, so that any necessary correcting entries may be performed in order to bring statements to a fair presentation with respect to financial position, results of operations, and cash flows, in time to meet our audit completion deadline.

Vendor Requirements:

- Certified Public Accountant licensed in the state of Georgia
- Non-profit audit experience
- Experience with schools, ideally charter schools.

Our requirements for a selected CPA firm also include the following:

- i. Be a licensed CPA firm in the State of Georgia and be in good standing with the Georgia Society of Certified Public Accountants and the American Institute of Certified Public Accountants (AICPA)
- ii. Conduct financial statement audits in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States (generally referred to as Yellow Book standards).
- iii. Comply with requirements prescribed by the U. S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement*, when engaged to conduct a Single Audit or an audit on federal compliance.
- iv. Have an external peer review conducted every three years as required by *Government Auditing Standards*. Results of peer reviews should be made available for GA DOA review.
- v. Retain all working papers, records, and all other documents pertaining to the LUA audit for a minimum of five (5) years after the audit.
- vi. Be able to certify that auditors are receiving appropriate continuing professional education in accordance with GAO standards.
- vii. Make all working papers and audit materials available to the State Auditor's office upon request. When requested, copies of the audit and originals of all working papers and other pertinent documents shall be delivered to the State Auditor's office.

The vendor CPA must be independent and have no conflict of interest with the Avondale Education Association / The Museum School of Avondale Estates.

Timeline:

- Require audit to take no longer than one week in duration.
- Require audit to be complete by September 1, 2012.

The proposal should be in Microsoft Word and be no longer than 10 pages long. Within your proposal please include:

- Contact Person and Contact Information
- Proposal Details and Price

- List of Deliverables
- Certification that you will comply with the above (i. – vii.) requirements.

Soft copy proposals are due on **February 29, 2012 5:00pm EDT**. All questions must be submitted via email to Dena.Chadwick@themuseumschool.org. The deadline for vendors to submit questions is Friday, February 24, 2012 at 5:00pm EDT.

An electronic copy of the proposal shall be emailed to Dena Chadwick (above email address).

The time process for vendor selection shall be as follows:

RFP issued	January 31, 2012
Vendor Question deadline	February 24, 2012, 5:00 pm EDT
Proposals Due	February 29, 2012, 5:00 pm EDT
Vendor Selection	March 20, 2012

The Vendor will be selected based upon the vendor's capabilities, ability to meet the project schedule and price.

Payment will be made with payment terms of net 30 days upon completion of the audit or receipt of the invoice whichever is later.

We look forward to your response.

Sincerely,

Dena Chadwick, Treasurer
Phone: 404 513-5887
Avondale Education Association
The Museum School of Avondale Estates
<http://www.themuseumschool.org>

Physical School Address:
The Museum School of Avondale Estates
3191 Covington Highway
Avondale Estates, GA 30002