

Request for Proposal

Charter School Audit Services

Lafayette Preparatory Academy

Issue Date: August 15, 2017

RFP Due Date: August 31, 2017

Contact: Susan Marino, Executive Director
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I. Background

Lafayette Preparatory Academy, a charter school, opened in the fall of 2013 initially as a K-2 charter school and will grow with its students through 8th grade. Our mission is to build a community that prepares students for academic and collegiate success and equip them to enter the world as active, responsible, and involved citizens and leaders. We will implement research-proven curriculum focused on math, literacy, critical thinking, and science. As a community school, serving the needs of students from Downtown/Near Southside neighborhoods, LPA will support social and economic growth and sustainability in the city of St. Louis.

II. Services Requested

Your firm is invited to submit its proposed fee and expenses to perform the following services starting on September 15, 2017.

- a. Annual financial audit of Lafayette Preparatory Academy
- b. Preparation of form 990, including supporting schedules

III. Evaluation Criteria

- a. **Narrative:** Provide a narrative description of your firm's understanding of LPA's needs in terms of audit services, the

characteristics that distinguish your firm as a top audit provider for charter school organizations, and how your firm will accomplish the services requested.

- b. Professional Profiles:** Provide profiles for associates and above that are expected to be involved in the engagement. Please include descriptions of at least one charter school client with which each staff member has worked.
- c. Fees:** Provide a summary of total fees for one fiscal year and a summary for each year for a multi- year contract. If applicable, provide expected annual travel or other out of pocket costs.
- d. References:** Provide three references from your current clients, including at least one charter school.

IV. Time Line

RFP Issued	August 15, 2017
Questions Due	August 22, 2017
Responses to Questions	August 23, 2017
RFP Responses Due	August 31, 2017