

Request for Proposal Audit and Tax Services

SCHEDULE

RFP Announcement: March 24, 2021

Questions Due: April 2, 2021

Proposal Submittal Deadline: April 14, 2021

Award Notification: April 28, 2021

Overview

International School of Louisiana (“ISL”) is a 501(c)(3) non-profit organization that operates tuition-free, open-enrollment charter schools in Orleans Parish. It is the first multi-language immersion school chartered by the State of Louisiana. Students are taught core academic subjects in either French or Spanish and learn a second language through everyday conversation and classroom instruction.

Today, ISL operates under the authorization of the State Board of Elementary and Secondary Education (“BESE”) approximately 1,400 students. The annual operating budget is approximately \$14 million, and ISL has approximately 220 employees working across three campuses and one central office. ISL seeks proposals from qualified respondents interested in providing audit and tax services to ISL, as described in this request for proposal (RFP). ISL maintains the right to award services to multiple institutions.

ISL received audit and tax services from Carr, Riggs, and Ingram (CRI) for the past six years. Management will give the winning proposer permission to contact CRI.

ISL expect the proposer to have the experience, resources and qualifications necessary to deliver exceptional and reliable service. Further, ISL expects the proposer to ensure high-quality customer service as well as a plan to meet agreed upon deadlines while maintaining independence and regulatory compliance. The proposer is expected to offer the requested service at a competitive price, and all necessary factors that contribute to the price must be included in the proposed price. The proposer is to have demonstrated a track record of success in the industry, provide professional references, peer reviews, and display sound business practices that demonstrate independence, a commitment to quality.

ISL will announce the winning proposal after obtaining required Board of Directors’ approval. We appreciate your interest in partnering with ISL and look forward to receiving your proposal.

Sincerely,



Emily Thomas
Chief of Operations

Authorities, Restrictions & Clauses

ISL Authorities

1. ISL reserves the right to reject any and all proposals for any reason.
2. ISL reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of ISL to do so.
3. ISL reserves the right to negotiate any and all proposals for any reason.
4. ISL reserves the right to award to more than one proposer or to no proposer.
5. ISL has 30 days to accept a submitted proposal. The proposer cannot withdraw a proposal within that 30-day period without mutual consent with ISL.
6. Final prices will be negotiated between the proposer and ISL. ISL reserves the right to cancel the contract award if the proposer cannot commit to a contract that has prices within five percent of the initial quote.

Proposer Responsibilities

1. It is the proposer's duty to inspect all submitted documents to assure completeness, legibility, etc.
2. It is the proposer's duty to understand the proposal. Any misunderstanding is the responsibility of the proposer. ISL has no obligation to correct, reject, or question any portion of the proposal.
3. The proposer must abide by all proposal requirements. The proposal may be rejected by ISL regardless of the type or significance of noncompliance.

Proposer Prohibitions

1. ISL will assess, negotiate, and decide on this proposal without influence from the proposer's employees, representatives, agents, vendors, or any other parties with a business, financial, or familial relationship to the proposer.
2. The proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon ISL, its board, and its agents. Violators will be prosecuted to the extent of the laws pertinent to ISL.
3. Proposers must submit a firm bid. A proposer will not stipulate in its proposal any conditions not contained in contract documents. Any qualifying statements or conditions may be declared irregular and non-responsive to the RFP.
4. The proposer is prohibited from submitting a proposal contingent upon winning multiple contracts. ISL will disqualify any such proposal.

Engagement Terms and Termination

1. The initial engagement will be for the fiscal year ending June 30, 2021.
2. Engagement will be renewable by mutual agreement.
3. The engagement will expire naturally at the end of the engagement term.
4. ISL reserves the right to terminate the engagement with 90-days advance, written notice.
5. ISL reserves the right to terminate the engagement immediately due to non-compliance with contract.

RFP Process

Schedule

1. RFP Announcement: March 24, 2021
2. Questions Due: 5 p.m. Central, April 2, 2021
3. Proposal Submittal Deadline: 2 p.m. Central, April 14, 2021
4. Award Notification: 5 p.m. Central, April 28, 2021

Questions

1. All questions regarding this RFP must be emailed to ISL Chief of Operations, Emily Thomas at ethomas@isl-edu.org by 5 p.m. Central, April 2, 2021.
2. Questions received by that time will be compiled and answered by 5 p.m. Central, April 6, 2021.
3. Questions received after that time will not be answered unless the answers have already been made public to all potential proposers.
4. Answers to questions and any addenda to this RFP will be available on the ISL website.

Submission

1. Proposers must submit a complete copy of their proposal electronically via e-mail to Emily Thomas at ethomas@isl-edu.org by 2 p.m. Central, April 14, 2021.
2. Proposals received after this deadline will not be considered.
3. Proposers must also submit one hard copy of their proposal to Emily Thomas, Chief of Operations, International School of Louisiana.
4. Hard copies of proposals can be delivered to 1400 Camp Street, New Orleans, LA 70130 via mail, courier service, or in person but must be postmarked no later than April 14, 2021.

Evaluation

1. While price is of great importance, proposing the best pricing through this RFP process will not assure award of the contract.
2. A variety of criteria in addition to pricing will be considered in evaluating proposals, including but not limited to experience, qualifications, quality of service, references, review of peer review reports, and perceived ability to deliver.
3. This evaluation will be made based on the proposal as well as information from news articles, press releases, client references, industry references, clients, related sources, and any other source relevant to the proposer or ISL.

Proposal Expectations

Although ISL is not requiring documentation in support of the items below, by submitting a proposal in response to this RFP, each proposer is agreeing to all of the terms and expectations listed here. Failure to comply with any of these expectations may result in rejection of the proposal or the immediate issuance of a termination of contract notice.

Staffing: The proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin, or sexual orientation.

Legal and Responsibility: The proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations.

Scope of Work

The winning proposer will provide audit and tax services for International School of Louisiana. Audit services is defined to be inclusive of, but not limited to, the following services:

- International School of Louisiana.
 - Financial statement audit report
 - Single audit report
 - Louisiana Legislative Auditor (LLA) Statewide Agreed-Upon Procedures (AUP) report
 - LLA and Louisiana Department of Education (LDOE) Statistical Data AUP report
 - Management letter (if applicable)
 - Meeting with finance committee and/or board of directors as requested
 - Communication regarding changes in, and proper application of, accounting rules and regulations

- International School of Louisiana 403(b) DC Plan:
 - Financial statement audit report
 - Management letter (if applicable)
 - Meeting with finance committee and/or board of directors as requested

Tax services is defined to be inclusive of, but not limited to, the following services:

- International School of Louisiana:
 - Preparation of IRS Form 990
 - Preparation and submission of all tax filing for the organization

- International School of Louisiana 403(b) DC Plan:
 - Preparation of IRS Form 5500

Proposal Requirements

The proposer must answer all questions and include all requested documentation in order for the proposer's bid to be considered. A complete list of required elements is available on page 8.

For each of the seven following items the proposer must provide the requested **company information**. The proposer can provide this information in any form desired provided that all items are addressed to the extent that ISL is assured that the proposer has a history of high performance and a strong system in place to ensure continuity of performance at a satisfactory level.

1. Brief cover letter on official company letterhead explaining that the proposer understands the requirements of this RFP, signed by an individual who is authorized to make proposals of this nature in the name of the proposer.
2. Company operating information, to include headquarters location and website.
3. List of the Company's peer review and quality control programs and provide the most recent peer review report and related documents, and the Company's response to comments received.

Audit and Tax Services Request for

4. Company’s experience providing auditing and tax services to organization in the non-profit and/or charter school industry
5. Organization chart showing management/supervisory structure from senior leadership to proposed team delivering services to ISL. Include biographies and, if applicable, indicate complaints leveled by the state board of accountancy or other regulatory authority against the firm or individuals and any corrective actions taken.
6. Describe the Company’s approach and timeline to auditing ISL and communicating findings to management and it’s board
7. Client references (minimum of 3), preferably non-profits, one of which must be a past client.

For the **pricing proposal**, rates must include all costs necessary to provide the audit and/or tax services described in the scope of work. The proposal should also delineate hours by level of staff along with standards and/or discounted billing rates. When submitting such proposals, the proposer must provide details sufficient enough for any reader to comprehend all elements of the proposal comprehensively. The proposer should also include other fees charged and/or examples of when the proposer charged additional fees to a client for audit services or providing technical advice.

Each proposer must completely fill out the following Pricing Grid. Any proposer declining to offer a service must indicate so by completing the relevant entry with “N/A”. The proposer must include any conditions or limits in each service’s notes column.

For the year ending June 30 th	2021	2022	2023	Notes
International School of Louisiana:				
Audit and AUP reports				
990 preparation and filing				
International School of Louisiana				
403(b) DC Plan:				
Audit report				
5500 preparation				

The proposer must include a signed copy of each of the following **certifications** with its printed bid. Any necessary supporting documentation must be attached with these certifications.

1. Appendix A: Non-collusion Statement
2. Appendix B: Responsibility Disclosure

Proposal Requirements

1. Company information
 - a. Cover letter
 - b. Operating information
 - c. Peer review information
 - d. Relevant experience
 - e. Organizational chart
 - f. Audit approach
 - g. Additional references
2. Pricing
 - a. Proposal reflecting ISL audit and tax services (must use the pricing grid from page 7)
 - b. Additional proposals (optional)
3. Certifications
 - a. Appendix A: Non-collusion statement
 - b. Appendix B: Responsibility disclosure

**Appendix A. Non-Collusion
Statement**

State of
Louisiana Parish
of Orleans

The Proposer:

(Name of Authorized Representative) _____

(Title of Authorized Representative) _____

A Representative of:

(Organization Name) _____

(Organization Address) _____

Hereby states that he/she is (a partner of the firm, officer of the corporation, or individual making the foregoing Proposal or bid); that said bid is genuine and not collusive or sham; that said Proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any Proposer or person to put in a sham bid or to refrain from bidding, collusion, or communication or conference, with any person, to fix the bid price or affiant or any other Proposer, or to fix any overhead, profit or cost element, or that of any other Proposer, or to secure any advantage against any person interested in the proposed contract, and that all statements contained in the said bid or Proposal are true.

Signature _____ Date _____

**Appendix B. Responsibility
Disclosure**

Responses to the following questions must accompany the contractor's bid. A bid may be deemed nonresponsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for [insert type] services. ___Yes ___No

If YES, please attached an explanation of the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

2. Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws. ___Yes ___No

If YES, please attached an explanation of the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

3. If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws. ___Yes ___No

If YES, please attached an explanation of the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

Signature of Legally Responsible Party

Printed Name of Legally Responsible Party

Date