



April 16, 2020

RFP# NAL-001-002-2019-REV. 1

Dear Prospective Auditor:

Navigator Academy of Leadership, Inc (hereinafter referred to as "NAL") is requesting proposals from licensed certified public accountant firms to audit its financial statements for the fiscal year ending June 30, 2020, with the option of auditing its financial statements for the subsequent two (2) fiscal years. These audits are to be performed in accordance with the provisions included in this request for proposal:

Navigator Academy of Leadership, Inc.
Attention: Diane LaFrance
1101 E. Bloomingdale Avenue
Valrico, FL. 33596

The bid envelope must be marked:

CONFIDENTIAL-SEALED BID-RFP-NAL-001-002-2019 c/o Diane LaFrance

Two (2) copies of a proposal must be received by 5:00 pm EST, Monday, May 4, 2020.

All Bid Proposals will be reviewed on a competitive basis. NAL reserves the right to reject any and all proposals, delete portions of any and all proposals, to waive any informality in such proposals, and shall reserve the exclusive rights to award a contract to the supplier whose proposal is judged to be in the best interest and/or value of Navigator Academy of Leadership. Following the notification of the selected firm, it is expected a contract will be executed by both parties between May 14 to May 29, 2020.

II. NATURE OF SERVICES

Scope of Work to be Performed

The auditor will express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles. The financial and compliance audit will involve all of NAL's funds and accounts. The auditor is required to analyze and apply audit procedures to the supplementary information in order to comply with reporting requirements as prescribed by the Florida Department of Education.

Auditing Standards

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the Government Auditing Standards, issued by the Comptroller General of the United States; and Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non Profit Organizations. Florida Statutes, Florida Auditor General, The Charter Support Unit, and others as they relate to charter schools.

Reports Required

Basic nonprofit financial statements and required supplementary schedules:

Two (2) preliminary drafts
Eight (7) final bound copies
One (1) master unbound set

Management letter to the behalf of Navigator Academy of Leadership, Inc.

Purpose shall be to make known recommendations of the auditor which, if implemented, would in the auditor's opinion, increase the efficiency and improve internal accounting control as they relate to the business operations essential to NAL's organization. All comments and recommendations shall be discussed with, and a draft of the letter provided to the Audit Committee Chair, prior to issuance.

All Reports:

The audit reports shall be in accordance with generally accepted auditing standards, the standards set forth for financial audits in the Government Auditing Standards, issued by the Comptroller General of the United States; Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. The audit reports shall comply with the requirements set forth by the State Controller's Office with respect to charter school reporting. Working Paper Retention and access to Working Papers All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years, unless the firm is notified in writing by NAL of the need to extend the retention period. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow

successor auditors to review working papers relating to matters of continuing accounting significance.

Timing, Location, and Conduct of Audit Work

In addition to time requirements established by the Florida Department of Education and the Hillsborough and Polk County School Districts respectively, the following conditions shall apply:

NAL expects to receive prior to June 30th of each year, a list of schedules to be prepared and other items required for the audit.

Pre-closing, interim, tests and procedures shall be conducted at a mutually agreeable time. Prior to completion of the audit, the auditor will provide NAL with the adjusting journal entries for review.

Report completion and an exit conference are required by August 21st of each year. Prior to submission of the completed report, the auditor will be required to review a draft of the proposed report and management letter with the Audit Committee Chair and/or NAL's Finance Management Team. The management letter will be sent to the Audit Committee Chair for the Navigator Academy of Leadership, Inc. The financial audit reports must be submitted to NAL's Finance Management Team no later than October 1st of each year. The financial Audit Statement must be submitted to the Local School District, Hillsborough and Polk County, Florida Department of Education and State Controller's Office no later than September 15th of each year.

The auditor will present the financial statement and management letter at a meeting of the Navigator Academy of Leadership Board of Directors as requested.

III. DESCRIPTION OF THE SCHOOL AND MANAGEMENT TEAM

Principal Contact

The auditors will report to the Audit Committee Chair, Ms. Diane LaFrance, of the Navigator Academy of Leadership and will receive information from the schools Business Manager; or, the Head of Finance and/or Director of Finance for Compass Charter Schools, LLC, Financial Business Consultant, or a designated representative, who will coordinate the assistance to be provided by NAL to the auditor.

Background Information

Navigator Academy of Leadership, Inc. is a non-profit public benefit corporation [501(c)(3)], consisting of two public charter schools authorized by the Hillsborough and Polk County School District(s), serving grades kindergarten to sixth grade. Annual ADA is approximately 1,100, and NAL Organization has approximately 90 full-time and 10 part-time employees.

The chart below includes the two schools within the Navigator Academy of Leadership, Inc organization (audits would be mutually independent audit report):

NAME OF SCHOOL	CHARTER TYPE	GRADES	ENROLLEMENT	#
Navigator Academy of Leadership, HILLSBOROUGH	SMART	K-6	455	001
Navigator Academy of Leadership, POLK	SMART	K-6	655	002

The administrative personnel at the schools consist of a Principal, Assistant Principal, Dean, Business Manager, Registrar and Administrative Support Staff.

Navigator Academy of Leadership, Inc has contracted with Compass Charter Schools, LLC to provide assistance and oversight with various business and financial management and back-office accounting functions. Navigator Academy of Leadership, Inc uses the accrual basis of accounting. Navigator Academy of Leadership, Inc. maintains bank accounts with Synovus Bank.

IV. TIME REQUIREMENTS

ACTION ITEMS	Due Date
RFP issue date for proposal	May 4, 2020
Notification of Award	May 15, 2020
Contract Date	May 29, 2020
Audit commencement date	July 15, 2020
Report Completion and exit conference	August 21, 2020
Financial Audit Statement	September 15, 2020
Financial Report submission to Compass	October 1, 2020

NAL will have all records, posted statements, bank reconciliations, and other necessary reports ready for audit and all management personnel available to meet with the firm's personnel as of July 15, 2020.

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. Submission of Proposals

The following material is required to be received by May 4, 2020 for a proposing firm to be considered:

a. Two (2) copies of the proposal to include the following:

- i. Title page - Title page showing the request for proposal's subject; the firm's name, address and telephone number of a contact person; and the date of the proposal.

b. Table of Contents

- i. Transmittal Letter - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty days.
- ii. Detailed Proposal - THE DETAILED PROPOSAL SHOULD FOLLOW THE ORDER SET FORTH IN SECTION V.B. OF THIS REQUEST FOR PROPOSAL.

c. Proposer should send the completed proposal to the following address: Ms. Diane LaFrance, Navigator Academy of Leadership, Inc 1101 E. Bloomingdale Avenue Valrico, FL 33596

B. Technical Proposal

1. General Requirements - 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 that will meet the request for proposal requirements. As such, the substance of proposals will carry more weight than their form or manner of presentation. THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT. While additional data may be presented, the following subjects, items No. 2 through 9, must be included. 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 proposal. They represent the criteria against which the proposal will be evaluated.
2. Independence - the firm should provide an affirmative statement that it is independent of the Navigator Academy of Leadership, Inc as defined by generally accepted auditing standards/the U.S. General Accounting Office's government Auditing Standards (2003).

3. License to Practice in Florida - an affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida.
4. Qualifications and Experience - the proposal should state the size of the firm, the size of the firm's nonprofit or government 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.
5. Peer, Federal and State Review - the firm shall provide information on the results of the most recent peer review and the results of any Federal or State reviews of its audits during the past five (5) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past five (5) years with state regulatory bodies or professional organizations.
6. Partner, Supervisory and Staff Qualifications and Experience - the firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Florida. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past five (5) years and membership in professional organizations relevant to the performance of the audit.

The firm should 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. The firm also should indicate how the quality of staff over the term of the agreement will be assured. Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of NAL. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

7. Similar Engagements with Other Charter Schools, Charter Management Organizations or Entities - 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. Experience with the Redbook for charter schools method of accounting Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.
8. 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 required in Section II of this request for proposal. Firms are required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
 - b. Level of staff and number of hours to be assigned to each proposed segment of the engagement NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL
 - c. Sample sizes and the extent to which statistical sampling is to be used in the engagement
 - d. Type and extent of analytical procedures to be used in the engagement
 - e. Approach to be taken to gain and document an understanding of the NAL's internal control structure
 - f. Approach to be taken in determining laws and regulations that will be subject to audit test work
9. 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 NAL.

C. Sealed Dollar Cost Bid

1. 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 proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.
2. NAL 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.
3. The sealed dollar cost bid sheet should include the following information:
 - a. Name of Firm
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with NAL.
 - c. A fixed price consistent with auditing standards at that time for the 2020, 2021 and 2022 engagements.
 - d. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each
 - e. The sealed dollar cost bid should include a schedule of professional fees and expenses. Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price Manner of Payment
 - f. Progress payments will be made on the basis of hours of work completed during the course of the agreement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld pending delivery of the firm's final reports.

VI. EVALUATION PROCEDURES

Administrative Review - proposals submitted will be evaluated by the audit committee assigned by the NAL Board of Directors.

Review of Proposals - the Administrative Review will consist of a point formula during the review process to score proposals by each of the criteria described below. 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.

Evaluation of Proposals - the following is intended to give a brief description of the steps that will be used in the evaluation of the proposals. The evaluators will compare the relative merits of alternative audit approaches and will assess the hours required by staff level to complete the various segments of the audit as well as determine if the experience of assigned staff is adequate for the type of audit desired.

TECHNICAL CRITERIA	RANGE
Responsiveness of the proposal in stating a clear understanding of the work to be performed	0-45
Audit Coverage	0-10
Adequacy of sampling techniques	0-10
Adequacy of analytical procedures	0-10
Realistic time estimates of each major segment of the work plan including hours	0-10
Estimated number of hours for each staff level consultant	0-10
Copy of an audit conducted last year for another similar charter school	0-20
Technical experience of the firm	0-40
Auditing of the type under consideration	0-15
Auditing similar entities (size/budget)	0-20
Firm or staff auditing experience with this district	0-15
Qualifications of staff to be assigned to the audit.	0-20
Qualifications of the audit team, including consultants	0-20
Supervision to be exercised over the audit team by the firm's management	0-10
Size and structure of the firm	0-20
Cost of the audit	0-125
TOTAL TECHNICAL POINTS	400

While the total score will be a significant factor NAL reserves the right to make a final selection.

D. Final Selection

It is anticipated that a firm will be selected by May 14, 2020. Following notification of the firm selected, it is expected a contract will be executed between both parties by May 29, 2020.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between NAL and the firm selected.

Please refer any questions regarding this RFP to Jeremy Calkins at 813-394-3700 e-mail at jcalkins@compassesp.com

Best Regards,

Jeremy Calkins

cc: Diane LaFrance
Shane Clark
Mike Pearson
Jesse Price
Anivette Vargas
Alyssa Hernandez
Melissa Aguilar
Ivan Hernandez
Rebecca Valdez
Tiffany Ward