



Board of Education Office

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Grand Rapids Child Discovery Center

**409 Lafayette Ave SE
Grand Rapids, MI 49503
(616) 459-0330**

**Request for Proposal
Audit Services
For the Years Ending June 30, 2018, 2019 and 2020**

March 21, 2018

GENERAL CONDITIONS

Grand Rapids Child Discovery Center is soliciting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal years ending June 30, 2018, 2019 and 2020. The school reserves the right to extend the minimum three-year contract additional years based on satisfactory performance of audit services.

The audit is to include an examination of the following major fund: General (no Federal funds are required to be audited except for compliance).

The examination must be performed in accordance with generally accepted auditing standards. The financial report must be prepared in accordance with GASB and the Michigan School Accounting Manual.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of audit services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

TIME TABLE:

1. Release of RFP on or about March 21.
2. Proposals due at 2:00 pm on Monday, April 9.
3. Board of Education action by May 14 .
4. Notification to all firms as soon as possible after May 14.
5. Audit to commence in late July at such time as mutually agreed upon each year.
6. Presentation of Financial Statements to the Board of Education during October of each year.

FIRM/AUDITOR QUALIFICATIONS

- The firm must maintain a sufficient number of professional staff in order to provide adequate technical expertise and depth.
- The firm and the partner assigned to the district must have considerable experience in auditing K-12 public school districts within the State of Michigan.
- The auditor is expected to be familiar with the types of policies and procedures school districts follow.
- The auditor will provide a profile of the professional responsible for the overall management of the audit. The auditor must be fully informed regarding generally accepted accounting principles and auditing procedures.

- The firm shall identify the audit manager, field supervisors and other staff who will work on the audit, including staff from other than the local office.
- Assurance must be given that during the course of the life of the three-year contract there will be some continuity in the assignment of audit staff. It is to the mutual interest of the district and the audit firm that there not be any dramatic changes in audit staff every year.
- The firm's professional staff must be trained specifically in auditing and accounting for school districts.
- The firm must be actively involved in school financial organizations on a regional and state level.
- All assistants must be properly trained and supervised and the work must be adequately planned.
- The firm must have an excellent reputation for service in school district auditing.

In addition, we request that the auditor offer possible alternative solutions to improve fiscal management of the Grand Rapids Child Discovery Center and that the auditor advise the accounting office in writing of any changes in accounting procedures to assist with the ongoing compliance with the latest recommendations.

DISTRICT INFORMATION

Grand Rapids Child Discovery Center is a self-managed Single Building School District chartered under Grand Rapids Public School District, with its first year of operation beginning in 2000. The school's fiscal year begins July 1st and ends June 30th and currently services grades K-5. The school had a February 2018 student enrollment of 263, a 2016-2017 budget of approximately \$2.5 million, and employs approximately 35 staff members, including full-time and part-time and substitutes.

Grand Rapids Child Discovery Center currently contracts its financial services with Hungerford Nichols CPAs + Advisors. The school utilizes QuickBooks Online software for general ledger, cash receipts, and accounts receivable. The Center utilizes Bill.com for accounts payable and BenePay Technologies for payroll and time tracking.

If you wish to review the records of the Grand Rapids Child Discovery Center you may contact Tessa Keena, contracted Business Manager at (616) 726-6008.

PROPOSAL

Please provide the names and contact persons of at least 4 similar sized schools that you have audited in recent years.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. All questions and correspondence should be directed to Lisa Heyne at the address noted below, by email (heynel@childdiscoverycenter.org) or by telephone at (616) (459-0330).

Completed proposals must be received by 2:00 pm on April 9 to:

Lisa Heyne, Executive Director & Superintendent
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