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<https://midwaystar.org/>

Request for Proposals to Provide Financial Audit Services

Midway Start Academy, a public charter school serving students in grades K-8 in Saint Paul, Minnesota, is seeking bids for financial audit services.

Midway Start Academy (District #4153-07) invites proposals from qualified certified public accounting firms to audit its financial statements for the fiscal year ending June 30, 2024. The selected firm may also be considered for auditing services for the subsequent two fiscal years.

As part of the annual financial audit process, the audit will cover, but not be limited to, Midway Academy's Federal 990 Tax Return, State of Minnesota Annual Charitable Organization Report, and Management Discussion and Analysis. It will be conducted in accordance with U.S. Generally Accepted Auditing Standards and Government Auditing Standards to ensure compliance with federal and state regulations while also addressing any additional financial reporting or compliance requirements as necessary.

1. Rights of Midway Start Academy

Midway Academy reserves the right, without prejudice, to reject any or all proposals. Any contract awarded will be made to the independent auditor, who, based on the evaluation of all responses, is determined to be the best qualified to do the audit.

2. License to Practice in Minnesota

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

3. The proposed schedule for the proposal reviews and notification is as follows:

March 5, 2025	Email Request for Proposals will be posted on the Midway Academy Website
April 5, 2025	Proposals Due
April 18, 2025	Recommendation and Board Approval

4. Term of the contract

A three-year engagement is contemplated, subject to the annual review and recommendation of the Business office/Finance Committee, the satisfactory negotiation of terms (acceptable to both Midway Academy and the selected firm).

5. Evaluation Criteria

A selection committee will review all proposals. The following information, in addition to the requirements, Terms and conditions identified throughout this RFP, may be included in the selection process.

6. Proposals will be evaluated on the following 100-point scale:

Evaluation Criteria	Weight (%)
Firm’s Charter School Auditing Experience	50%
References & Past Performance	25%
Cost Proposal	10%
Timeliness & Availability	15%

7. Requests for Clarification

Prospective organizations seeking clarification on this RFP must submit their requests in writing via email to Mwarsame@midwaystar.org with the subject line: "Charter School Independent Audit

8. Submission Instructions

Submit proposal electronically to:
Mohamed Warsame, Executive Director
Mwarsame@midwaystar.org

9. Contact for Questions

For questions about this RFP, contact:
Mohamed Warsame, Executive Director
Mwarsame@midwaystar.org

Thank you for your interest. We appreciate your willingness to submit a proposal to provide financial audit management services for our organization.

We look forward to evaluating your proposal.

Sincerely,
Mohamed War same
Executive Director