



REQUEST FOR PROPOSAL FOR AUDITING AND TAX SERVICES

I. GENERAL INFORMATION

- Lycée Français de la Nouvelle-Orléans (LFNO) is a Type 2 charter school authorized by the Board of Elementary and Secondary Education (BESE).
- LFNO receives funding from various government and private sources. For the 2017-2018 school year, the LFNO annual budget is approximately \$10M, with a student count of approximately 800 and a full-time staff count of approximately 115.
- The school is a single entity incorporated in 2011 and designated as a 501(c)(3) on December 6, 2011.
- LFNO uses an accrual basis of accounting consistent with generally accepted accounting principles.
- LFNO is governed by a Board of Directors comprised of local business and community leaders.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

1. Perform an audit and issue an opinion on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. Prepare the Form 990 Tax Return.
3. Prepare agreed upon procedures as required by Louisiana State Law (R.S. 24:514 – Performance and Statistical Data).

III. TIME REQUIREMENTS

- A. Proposal Calendar - The following is a list of key dates:

Request for proposals issued March 13, 2018

Due date for proposals April 2, 2018

LFNO may invite firms to present approximately two weeks after proposals are received.

- B. Audit Schedule Requirements:

Field Work Performed September 2018

Reports Issued by November 30, 2018

Tax Return Completed by February 1, 2019

IV. ASSISTANCE TO BE PROVIDED BY THE SCHOOL

- A. Management, the Finance department and clerical assistance of LFNO will be available during the audits to assist the firm by providing information, documentation and explanations.
- B. LFNO will prepare the appropriate schedules as requested.

V. PROPOSAL REQUIREMENTS

- A. General Requirements - The proposal should include an overview of your firm describing the type of work your firm provides, the length of time your firm has been established, proposed staffing for the engagement, previous audit work, and familiarity with not-for-profits (particularly charter schools).
- B. Fees - Include a three-year proposal for the total cost for the financial statement audit, agreed upon procedures, and tax return preparation. Please list each fee structure separately.
- C. Rates for Additional Professional Services - If it should become necessary to render any additional auditing or accounting services to either supplement the

services requested in this request for proposals or due to a material change in the scope of work required in the Request for Proposals, then a separate quote shall be obtained from the auditing firm for such additional work.

- D. Conflict of Interest - No officer or director of LFNO shall participate in any decision relating to the agreement which affects his or her personal interest nor have any personal or pecuniary interest, direct or indirect, in this contract, any subcontract or assignment thereof, or in the proceeds thereof.

VI. SELECTION CRITERIA

In determining the award for the contract, the following elements shall be given consideration in addition to stated fee structure:

1. The ability, capacity and skill of the firm to provide the services required;
2. The character, integrity, reputation, judgment, experience and efficiency of the firm;
3. The quality and consistency of performance of services provided to other clients;
4. Accessibility of the firm to respond to requests; and
5. Capability to research and provide technical support for financial reporting and tax issues relevant to charter schools and non-profits.