



## Request for Proposal

April 16, 2015

Starr Detroit Academy is accepting proposals from CPA firms to provide audit (and tax) services for our organization in the future. We invite your firm to submit a proposal to us by May 1, 2015, for consideration. A description of our organization, the services needed, and other pertinent information follows:

### Background of Starr Detroit Academy

Starr Academy Detroit is a public school academy located in Harper Woods, Michigan. Its day-to-day operation are managed by Starr Commonwealth Education Services (SCES). Annual revenues approximate \$8 million per year, and the organization employs approximately 80 people in 1 location. The Academy has a June 30 fiscal year-end, with a requirement to file an audited financial statement with the State of Michigan by November 1 of each year.

### Services to Be Performed

Your proposal is expected to cover the following services:

1. Annual audit to be completed in compliance with the previously mentioned filing requirement and meetings with the finance committee and or board of directors, as necessary
2. Federal Single Audit
3. Management Letter, reporting on the internal controls of the Academy

### Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Mr. Ralph Burrell	CEO
Mr. Jeremy Vidito	Executive Director
Mr. Arthur Jackson	Finance Supervisor

Requests for additional information, visits to our site, review of prior financial statements, and appointments with the above contacts should be coordinated through the Finance Supervisor. You may reach him at (313) 354-1672. Please return the completed proposal to my attention at the address provided.

### Your Response to This Request for Proposal



In responding to this request, we request the following information:

1. Detail your firm's experience in providing auditing and tax services to public school academies (PSAs), as well as associations of a comparable size to Starr Detroit Academy.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to Starr Detroit Academy.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Identify any public school academy clients your firm (or office) has lost in the past three years and the reasons. Also discuss, in instances when loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
6. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
7. Describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and audit committees of the board.
8. Set forth your fee proposal for the 2015 audit, with whatever guarantees can be given regarding increases in future years. Your fee proposal should also delineate hours by level of staff.
11. Provide the names and contact information for other public school academies that you have audited. Also, specify those public school academies for which the partner and manager named in this proposal have provided auditing services, for reference purposes.
12. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our external accountants is the best decision we could make.
13. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

## **Evaluation of Proposals**

Your proposal response is due to us by Friday, May 1, 2015. Please mail your response to:

Starr Detroit Academy  
Attn: Arthur Jackson, Finance Supervisor  
19360 Harper Ave.  
Harper Woods, Michigan 48225

Starr Detroit Academy will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our Academy, results of discussions with other clients, and the firm's completeness in its response to us.

We would also appreciate a response if you decline to submit a proposal.





Sincerely,

Arthur Jackson  
Finance Supervisor

Attachments:  
Most recent financial statements

