



Urban Academy Charter School (ISD #4088)

1668 Montreal Avenue, St. Paul, MN 55116

(O) 651-215-9419 (F) 651-215-9571

Request for Proposals

Financial Audit Services

1. Overview

Urban Academy, a public charter school located in St. Paul, MN, has been serving students since 2003. Authorized by Novation Education Opportunities (NEO) and approved by the Minnesota Department of Education (MDE), the school provides education for approximately 400 students in grades Prk-8.

2. Purpose

Urban Academy Charter School is seeking proposals for financial audit service. Urban Academy Charter School is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2024, with the option of auditing its financial statements for each of the two subsequent fiscal years.

3. Scope and Nature of Work

As part of the annual financial audit process, the audit will cover, but not be limited to, Urban 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.

4. Term

The possibility of a three-year engagement is contemplated, subject to the annual review and recommendation of the Business office/Finance Committee/School Board, the satisfactory negotiation of terms (acceptable to both Urban Academy and the selected firm).

5. Timeline

RFP Issued: 3/3/2025

Proposal Submission Date: 3/25/2025

Selection Notification: 4/18/2025

6. Submission Instructions

Submit proposal electronically to:

Dr. Mongsher Ly, Superintendent

mly@urbanacademymn.org

7. Contact for Questions For questions about this RFP, contact:

Dr. Mongsher Ly, Superintendent

mly@urbanacademymn.org

8. 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.

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

Evaluation Criteria	Weight (%)
Organizational Capacity	15%
Experience & Effectiveness	25%
Background & Qualifications	20%
Scope of Service	25%
Pricing	15%

Thank you for your consideration and we look forward to evaluating your proposal. If there are any questions, please feel free to contact Dr. Mongsher Ly, Superintendent at mly@urbanacademymn.org.