REQUEST FOR PROPOSAL
Independent Financial and Compliance Audit Services

RFP 2027-1-CH Independent Financial and Compliance Audit Services

SUBMISSION DEADLINE:

February 26th, 2026
2:00 p.m.

Contact: AJ Giersch
Chief Business Official
Roseland Charter School
1691 Burbank Avenue
Santa Rosa, CA 95407
agiersch@roselandsd.org

To submit questions, please enter them on this form:

RFP Questions

Notice Inviting Proposals

Notice is hereby given that the **Roseland Charter School**, County of Sonoma, State of California, will receive sealed proposals for **Independent Financial and Compliance Audit Services**.

Proposals shall be received no later than **2:00pm on February 26, 2026**, at **1691 Burbank Ave, Santa Rosa, CA 95407 and ajgiersch@roselandsd.org**. Proposals shall be clearly marked:

"RFP 2027-1-CH– Independent Financial and Compliance Audit Services."

The full RFP package may be viewed on the Charter's website at:

https://www.roselandsd.org/departments/business-services/notice-to-bidders

The anticipated bid schedule is as follows:

Release RFP	January 30, 2026
Last day for provider questions - please submit questions using this form: Questions	February 20, 2026
Charter response to questions which will be emailed to all recipients of the RFP and posted on the Charter's website (Notice to Bidders)	February 23, 2026
Deadline for submission of proposals	February 26, 2026 2:00 p.m.
Potential consultant interviews (Charter reserves the right to conduct or not conduct interviews)	March 2, 2026
Roseland Charter School Administrative recommendation presented to the Roseland Charter School Board for potential Contract Award	March 11, 2026
Program Desired Start Date	July 1, 2026
Program Desired End Date **	June 30, 2027

The Charter reserves the right to accept, reject or modify any or all bids, alternate bids, or unit price, in whole or in part, or waive any formalities, technical defect, clerical error, or irregularity in any bid received, and to be the sole judge of the suitability of the equipment, supplies, and/or services offered. All bids shall be valid for 120 days after the bid opening date.****The Charter anticipates continuing this program year over year with CONTRACTOR, subject to funding constraints. The Charter reserves the right to request new proposals within the four year extension as deemed necessary by the Charter due to programmatic needs. In no event shall this contract exceed a term of five (5) years, as per Education Code section 17596.**

This Request for Proposals includes the following sections:

1. Charter Background
2. Program Objectives
3. Charter's Responsibilities
4. Proposal Format
5. Budget and Contract
6. Selection Procedure and Schedule of Work
7. Selection Criteria
8. Discretion and Liability Waiver
9. Contacts
10. Directions for Delivery of Proposal
11. Attachments

1. Charter BACKGROUND

Roseland Elementary School District serves approximately 1400 TK-6 students across 3 schools including Roseland Elementary, Sheppard Elementary, and Roseland Creek Elementary Schools. Additionally, Roseland School District Partners with Roseland Charter School to provide our students with secondary school options. Roseland Charter School serves approximately 1000 students in grades 7-12, as well as a TK-8 homestudy program. Employees are employed and compensated through the Roseland Charter School (Charter). Eligible Charter employees are represented by local chapters of the CTA and CSEA bargaining units.

2. PROGRAM OBJECTIVES

The Charter invites proposals from qualified, independent Certified Public Accounting firms to:

- Perform the Charter's annual financial and compliance audit
- Meet all State of California and federal audit requirements
- Provide timely, accurate, and compliant audit reports

Selection will be based on **qualifications, experience, and cost**, and **not solely on lowest price**.

3. CHARTER'S RESPONSIBILITIES

The Charter will:

- Provide timely access to financial records and staff
- Prepare draft financial statements and supporting schedules
- Coordinate audit timelines with the selected firm
- Submit required reports to oversight agencies

4. SCOPE OF SERVICES

The selected firm shall provide:

- **Financial Statement Audit**
  - Conduct the annual audit in accordance with:
    - Generally Accepted Auditing Standards (GAAS)
    - Government Auditing Standards (Yellow Book)
    - Education Audit Appeals Panel (EAAP) Audit Guide
- **Compliance Audit**
  - Perform compliance procedures required by:
    - California Education Code §41020
    - State Controller's Office
    - California Department of Education
- **Federal Single Audit (if applicable)**
  - Conduct Single Audit pursuant to **2 CFR Part 200 (Uniform Guidance)**
- **Bond Program Audit Services**
  - If applicable, the auditor shall perform annual bond auditing services for any voter-approved general obligation bonds or other debt issuances, including but not limited to:
    - Annual independent financial audit of bond proceeds and expenditures
    - Verification that the bond funds were expended solely for purposes authorized by the voters, consistent with:
      - California Constitution Article XIII A, Section 1(b)(3)
      - Proposition 39 requirements (if applicable)
    - Review of compliance with bond covenants and legal restrictions
    - Preparation of all required bond audit reports
    - Presentation of bond audit results to the Charter's Board of Education, if requested
- **Required Reports**
  - Independent Auditor's Reports
  - Management Letter (if applicable)
  - Bond audit reports (if applicable)
  - All reports required by Sonoma County Office of Education, California Department of Education, and California State Controller's Office

5. Proposal Format

Proposals shall be submitted in the following order:

1. Cover Letter
2. Firm Qualifications and Experience
3. Audit Approach and Methodology
4. Key Personnel and Staffing Plan
5. Relevant K–12 References (minimum of three)
6. Fee Proposal

7. Completed Charter Professional Services Contract (Attachment B)

6. Contract Term and Compensation

- Initial contract term: One (1) fiscal year
- Optional renewals: Up to four (4) additional one-year terms, subject to Board approval
- Compensation shall be a fixed annual fee

The contract shall not exceed five (5) years in total, consistent with Education Code **§17596**.

7. Selection Criteria

Proposals will be evaluated using the following criteria:

Criteria	Points
K-12 Audit Experience and Firm Qualifications	35
Audit Approach and Understanding	25
Key Personnel	20
Cost	20

The Charter is not obligated to award to the lowest-cost proposer.

Failure to meet any program objective in full in this RFP may result in a Charter determination that the proposal is disqualified for being a non-responsible or non-responsive proposal.

The Charter reserves the right to conduct interviews for any proposer who has submitted a proposal. If interviews shall be held, they will occur on Proposers who are invited to interview shall be notified of the request to interview by March 2, 2026.

8. DISCRETION AND LIABILITY WAIVER

The Charter reserves the right to reject all proposals or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for School Charter staff to analyze the proposals pursuant to the consultant selection criteria listed above.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

9. CONTACTS

Direct all questions regarding this RFP to:

AJ Giersch, Chief Business Official

Form: RFP Questions

10. DIRECTIONS FOR DELIVERY OF THE PROPOSAL

Submit one electronic copy via email of the complete RFP response (including scans of officials able to bind the proposer to the proposal) and one hard copy, in a SEALED envelope and labeled "**RFP 2027-1-CH – Independent Financial and Compliance Audit Services**", no later than **February 26, 2026 at 2:00 p.m.** Bids will not be opened publicly.

Roseland Charter School
Attn: AJ Giersch
1691 Burbank Avenue
Santa Rosa, CA 95407
ajgiersch@roselandsd.org

Faxed submittals are not accepted.

11. ATTACHMENTS

A. Professional Services Contract
B. Non-Collusion Affidavit

ATTACHMENT A

ROSELAND SCHOOL DISTRICT & ROSELAND CHARTER SCHOOL

SPECIALIST SERVICE AGREEMENT

1691 Burbank Avenue, Santa Rosa, CA 95407

This Agreement is made and entered into between the Roseland School District or Roseland Charter School, and_____, specialist/consultants in: _____ _____services, according to the following conditions:

1. The Specialist/Consultant(s) agrees to furnish services as described below for the period between/on the following dates:_____

2. Location: _____

3. For such services rendered, the Roseland School District or Roseland Charter School agrees to pay $_____

4. This agreement includes the terms and conditions attached as letters A through K.

5. All applicable laws and regulations of the Public Contract Code, Civil Code and Labor Code govern this Contract.

Please select one option from below:

☐ Specialist/Consultant WILL NOT be working or have contact with students

☐ Specialist/Consultant will be working and will have contact with students

Check One: ☐ In-person ☐ Virtual ☐ In-person & Virtual

SPECIALIST/CONSULTANT:

ACCEPTED BY: _____Date:_____Title:_____

Proper Name of Provider:_____

Address:_____

Phone: (_) _____ Fax: (_) _____

Email Address: _____

Social Security/Federal Tax I.D. #:_____

SITE/DEPARTMENT: ☐ Contract is Complete ☐ PO is attached ☐ W-9 Form is attached

ACCEPTED BY: _____ Date: _____

(Administrator Signature/Title)

DISTRICT:

ACCEPTED BY: _____ Date: _____

(Superintendent Signature)

BUSINESS SERVICES/HR:

☐ DOJ/FBI Clearance & Date: _____ ☐ TB Clearance & Date: _____

HR Signature: _____Business Signature: _____

☐ Original: Accountant ☐ Copy: Business/HR Contract Drive ☐ All Parties Emailed Final Doc

TERMS AND CONDITIONS

A. Bills/Invoices for services must be itemized in accordance with conditions (2) above before payment can be processed;

B. Services rendered or charges incurred beyond the intent of this agreement must be provided for either by a Specialist/Consultant(s) or by an amendment to this agreement countersigned by the authorized representative of both parties before any payment is made;

C. It is further understood that the Specialist/Consultant(s) shall perform the services indicated above as an independent contractor and not as an employee, officer or agent of the District;

D. Services to be provided under this agreement shall consist of the following (use an attachment to describe more extensive services):

E. **COVID Protocol** - In performing services under this Agreement, Specialist/Consultant agrees to strictly, and without exception, follow all local, state, and federal guidelines and protocols regarding COVID, including all Roseland School District/Roseland Charter School policies and procedures.

F. **Fingerprinting -** Per AB130 effective January 1, 2022, all contracts entered into by school districts and charter schools where the contracting agency or its employees will interact with students outside the immediate supervision and control of the student's parent or guardian or a school employee, must require a valid criminal record summary, as described in Education Code section 44237. This includes contracts for **off-campus services, including virtual/online services**.

G. Appropriate Fingerprint (DOJ and FBI) and TB clearances are required and must be obtained **prior** to commencement of services;

- **a.** If the Specialist/Consultant later performs the criminal background check for its employees, it must immediately provide to the Roseland School District/Roseland Charter School any subsequent arrest and conviction information it receives. The Specialist/Consultant and its employees are prohibited from having any interaction with students until the Department of Justice has ascertained that the employee has not been convicted of a felony.

H. **Entering into this contract certifies that the Specialist/Consultant and any of its employees that enter on campus are not registered sex offenders**.

I. **Indemnification -**

- **a.** Consultant shall indemnify, defend with counsel acceptable to District, and hold harmless to the full extent permitted by law, District and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the project or its failure to comply with any of its obligations contained in these contract documents, except such Liability caused by the sole negligence or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Consultant or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

b. Consultant shall be liable to District for any loss or damage to District property arising from or in connection with Consultant's performance hereunder.

J. **Insurance and License(s) -** With respect to the performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, if any, to maintain insurance and/or license(s) as indicated below:

a. _X_ *Required/* __ *Not Required:* **Worker's compensation insurance** with statutory limits as required by the Labor Code of the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District."

b. _X_ *Required/* __ *Not Required:* **Commercial or Comprehensive General Liability insurance** covering bodily injury and property damage using an occurrence policy form, in an amount no less than $1,000,000 per occurrence, $2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent consultant's liability, and personal injury liability.

c. _X_ *Required/* __ *Not Required:* **Automobile liability insurance** covering bodily injury and property damage in an amount no less than $1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

d. _X_ *Required/* __ *Not Required:* **Sexual abuse/molestation insurance** in an amount no less than $1,000,000 combined single limit for each occurrence.

e. Each such insurance policy shall include the following:

i. District/Charter, its officers and employees, is named as certificate holder and as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

ii. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

iii. The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss.

iv. This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.

f. _X_ *Required/* __ *Not Required:* **Professional Liability (Errors and Omissions) Insurance** for all activities of the Consultant arising out of or in connection with this Agreement is an amount no less than $1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This

policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District."

g. _X_ *Required:* **Business and/or Other License(s)**. Consultant represents and warrants that Consultant will comply with all federal, state, and local laws requiring business licenses, other license(s), and certificates required to carry out the services to be performed under this Agreement.

h. **Documentation** - The following insurance and license documentation shall be submitted to the District:

i. Properly executed certificates of insurance naming the Roseland School District and Roseland Charter School as certificate holder and as additional insured; clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this Agreement.

ii. Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement. Certificates of insurance and additional insured endorsements should be sent to:

Roseland School District and Roseland Charter School
1691 Burbank Avenue
Santa Rosa, CA 95407

iii. Upon District's written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of District's request.

iv. Copy of Consultant's business license, and any other license or certification required to carry out the service to be performed under this Agreement. All such license(s) shall be submitted prior to commencement of services under this Agreement.

i. **Policy Obligations** - Consultant's indemnity and other obligations shall not be limited by the foregoing insurance and license requirements.

j. **Material Breach -** If Consultant, for any reason, fails to maintain insurance coverage or have the license(s) which are required pursuant to this Agreement, the same shall be deemed a material breach of contract. District, at its sole option, may terminate this Agreement and obtain damages from the Consultant resulting from the breach. Alternatively, District may purchase such required insurance coverage or license(s) and, without further notice to Consultant, District may deduct from sums due to Consultant any premium or other costs advanced by District for such insurance or license(s). These remedies shall be in addition to any other remedies available to District.

K. Upon 10 business day's written notice, the Roseland School District/Roseland Charter School reserves the right to terminate this Agreement without cause.

Example Fingerprint and TB Test Clearance Letter

***Note**: This letter should be placed on your company letterhead.*
If you have subcontractors, your subcontractors should provide the same letter unless your company will be monitoring their Fingerprints and TB Clearances.

Date

Roseland School District and Roseland Charter School
1691 Burbank Avenue
Santa Rosa, CA 95407
707-545-0102
Attn: Human Resources Department

Title: Fingerprint and TB Test Clearance Letter

This certification letter confirms that *(insert name of company)* has fingerprinted, and cleared, all of our current employees through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). They all have clean DOJ and FBI records. We will notify the Roseland School District Office Human Resources Department immediately if anything changes.

If your employees will have prolonged exposure to students add this section: In addition, all of our employees have a current, cleared TB Test (within the last 4 years) on record in our files.
This applies to the following employees:
(List employees first and last names)

If you have any further questions you can reach us at the below contact information.

Thank you,
Name and Position
Company
Phone and/or email contact

ROSELAND SCHOOL DISTRICT & ROSELAND CHARTER PURCHASE ORDER

PURCHASE ORDER # _____ REQUISITION # _____

Purchase order number must appear on all packing slips and invoices

BILL TO: Roseland School District - 1691 Burbank Avenue, Santa Rosa, CA 95407

SHIP TO: Roseland School District Office - 1691 Burbank Avenue, Santa Rosa, CA 95407

VENDOR: _____

_____

_____

Quantity	Unit $	Description	Price	Extension

☐ For Facilities Only
☐ SB854
☐ PWC100 completed on _____
☐ Contractors Lic. #/Dir #_____

Total: $_____
Shipping: $_____
Sales Tax: $_____
Grand Total: $_____

Important Instructions to Vendor:
1. Itemized INVOICES in Duplicate
2. Enclose PACKING LIST with ALL shipments.
3. No deviation in PRICE or SUBSTITUTION in kind permitted.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.
6. Purchase order number must appear on packing slip.

Supervisor's Approval

Business Manager's Approval

Requested by: 1

Program: 2

Action: ☐ Mailed ☐ Faxed ☐ Returned to originator ☐ Email

Vendor #	If Split Coding - add 2nd coding here: Budget Classification							Amount $
	FD	RES	GOAL	FN	OBJ	SCHL	MGMT	$ %

ATTACHMENT B

NON-COLLUSION AFFIDAVIT

The undersigned declares under penalty of perjury under the laws of the State of California that the proposal submitted in response to **RFP 2027-1-CH – Independent Financial and Compliance Audit Services** is genuine and not a sham or collusive proposal.

The undersigned further declares that the proposer has not directly or indirectly colluded, conspired, or agreed with any other proposer or potential proposer to:

1. No officer or agent of the Consultant has been an employee, officer or agent of the Charter within the past two (2) years;

2. The Consultant has not been a source of income to pay any employee or officer or the Charter within the past twelve (12) months;

3. No officer, employee or agent of the Charter has exercised any executive, supervisory or other similar functions in connection with the RFP and master agreement or shall become directly or indirectly interested financially in the master agreement; and

4. The Consultant shall receive no compensation and shall repay the Charter for any compensation received by the Consultant under the master agreement should the Consultant aid, abet or knowingly participate in violation of this statement.

The undersigned certifies that the individual signing this affidavit is authorized to bind the proposing firm.

Proposer Name: _____

Authorized Representative (Print): _____

Signature: _____

Title: _____

Date: _____