

Request for Proposal Auditing Services

INVITATION

Hmong College Prep Academy (HCPA) is seeking proposals for the preparation of its yearly audited financial statements and related information for the three-year period beginning with fiscal year ending **June 30th, 2026**. The audited financial statements must be performed in accordance with generally accepted accounting principles. It must also include an expression of an opinion by the auditor on the fairness of the financial statements in accordance with generally accepted accounting principles.

Interested and qualified organizations are invited to submit proposals, which will be accepted until April 10, 2026 at 5:00 PM. Proposals should be emailed to:

Attn: David Kloskin
david.kloskin@hcpak12.org

Or mailed to:

David Kloskin
Chief Financial Officer
Hmong College Prep Academy
1515 Brewster St
St. Paul, MN 55108

One electronic or hard copy of the proposal must be emailed, mailed, or hand delivered to Hmong College Prep Academy by 5:00 p.m. on April 10, 2026 by 5:00 PM.

Questions may be submitted via email to David Kloskin at the email listed above.

RFP Schedule

Activity	Date
RFP Invitation	March 9, 2025
Deadline to Submit Questions Regarding RFP	April 3, 2026
RFP Responses Due	April 10, 2026
Selection (with review of finance committee and board)	April 22, 2026
Relationship Effective Date	May 1, 2026

NOTE: The issuing of this RFP in no way obligates HCPA to accept any of the proposals that may be submitted by the due date, and HCPA may, at its sole discretion, continuing operating under the status quo.

BACKGROUND

HCPA is a K-12 charter school that provides its students with a college-focused curriculum. The school is composed of over 185 licensed teachers, 40 paraprofessionals and 60 district/admin. personnel; all of whom share the ideology that all students, regardless of socio-economic background, will be given the opportunity to pursue a post-secondary education. Since '04, HCPA has expanded its campus five times to serve the needs of their stakeholders.

SCOPE OF WORK TO BE PERFORMED

1. Annual Financial statement audit
2. Federal Single Audit (*if applicable*)
3. Preparation of IRS form 990
4. Preparation of Charitable Organization Annual Report for the Minnesota Attorney General
5. Management Letter
6. Review of HCPA's accounting system and financial procedures and evaluation of its controls with recommendations, if any

All of the above must be completed within five months of the end of each fiscal year, in order for our Board and Finance Committee to review each document prior to its submission to the appropriate recipients.

In addition, HCPA requires that a meeting of the auditors and selected board and staff members be held to discuss a *draft version* of the financial statements and that the auditors meet at least yearly with the Board of Director or Finance Committee.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit Minnesota public schools;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- e) Proposed fee structure for each of the three years of the proposed period, including whatever guarantees can be given regarding increases in future years, and the



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- maximum fee that would be charged;
 - f) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies;
 - g) At least three references of comparable audit clients

Proposals will be reviewed and a recommendation regarding choice of auditors will tentatively be made to the full board of directors at the school's April Board meeting.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact David Kloskin at (612) 297-5694 or david.kloskin@hcpak12.org. We look forward to receiving your proposal.

Sincerely,

David Kloskin

David Kloskin, CPA
Chief Financial Officer