

**REQUEST FOR QUALIFICATIONS
COMPREHENSIVE COMPLIANCE AUDIT
HALIFAX COUNTY SCHOOLS**

Question Deadline: October 19, 2026

Proposal Deadline: October 26, 2026

A. Overview

The Halifax County Board of Education (“Board”) seeks qualified firms to conduct a comprehensive compliance audit of Halifax County Schools (“District”). This audit will assess the District’s compliance with federal and North Carolina public school requirements across Finance, Procurement, Human Resources, Information Technology, and Internal Operations.

This Request for Qualifications (“RFQ”) does not commit the Board to award a contract, to pay any cost incurred in the preparation of a response, or to procure or contract for these services.

B. Scope of Services

Respondents may propose services for all areas or indicate specific areas of specialization. The Board may engage one firm for the full scope or multiple firms for complementary areas.

1. Time Period

The areas below will be reviewed for a historical time period of 3-10 years.

2. Finance

Review financial operations for compliance with North Carolina law, Generally Accepted Accounting Principles (“GAAP”), Governmental Accounting Standards Board (“GASB”) standards, and North Carolina Local Government Commission requirements, including: budget development, monitoring, and variance analysis; financial policies, procedures, and reporting; internal controls and risk management; and restricted fund compliance, including ESSER and other federal/state grants.

3. Procurement

Review procurement and accounts payable for compliance with federal and state law, including: vendor selection, management, and competitive bidding practices; purchasing card controls and accounts payable processes; and vendor file integrity, including conflicts of interest and related-party transactions.

4. Human Resources

Review Human Resources operations for compliance with employment laws, Board policies, and internal controls, including: recruitment, hiring, onboarding, and termination processes; licensure verification and credential compliance; position allotment and staffing allocation; payroll, compensation, and personnel expenditure authorization; and performance management and evaluation documentation.

5. Information Technology

Review Information Technology security and data protection for compliance with federal and state requirements, including: data privacy; security controls; and incident response, breach notification, and records management.

6. Internal Workflow and Operations

Review operational workflows and administrative processes across all departments, including: separation of duties and workflow documentation; process efficiency, bottlenecks, and redundancies; and alignment of people, processes, technology, and controls.

C. Deliverables

The selected firm will deliver the following: a document request list identifying required information and key personnel for interviews; a current-state assessment documenting existing operations, workflows, and controls by department; a findings and recommendations report, organized by department and priority, with supporting evidence; a final report with an executive summary for the Board of Education; and an implementation roadmap with prioritized actions, timelines, resource needs, and success metrics.

D. Requested Information

Please provide this information for an audit of a 3-year historical period, a 6-year historical period, and a 10-year historical period.

1. General Response

Provide a response that addresses each of the following subject areas:

- (a) Company Overview and Relevant Experience. A description of comprehensive operational, compliance, and internal control reviews completed for K-12 public school districts or comparable public entities within the past five (5) years, including the scope and size of each engagement, departments reviewed, and outcomes achieved;
- (b) References. At least two (2) client references, with contact name, title, telephone number, and email address;
- (c) Methodology and Approach. A description of the proposed methodology and approach, including the data collection and interview approach, standards and frameworks used to evaluate operations and internal controls, method for prioritizing findings and recommendations, and approach to communicating results to District leadership and the Board of Education;
- (d) Sample Deliverables. Sample deliverables or reports from similar engagements;

- (e) Key Personnel and Qualifications. The project lead and all key personnel proposed for this engagement, their roles and responsibilities, relevant professional licenses and certifications, years of relevant experience, and resumes, which may be included as an appendix; and
- (f) Firm Qualifications. Documentation demonstrating that the firm has the qualifications to complete the requested service.

2. Timeline of Completion

Provide an estimated timeline for completion of each deliverable, stated separately for each of the 3-year, 6-year, and 10-year historical time periods. Each timeline should be based on the firm's experience with engagements of similar size and scope and the scope of services described in this RFQ, and should address the following:

- (a) Start Date. The anticipated start date;
- (b) Milestones. Major milestones by project phase;
- (c) Report Dates. Dates for submission of draft and final reports; and
- (d) Assumptions and Dependencies. Any assumptions or District dependencies that may affect the timeline.

3. Halifax County Schools Staff Time Required

Provide an estimate of the Halifax County Schools staff time and resources required to support the engagement, stated separately for each of the 3-year, 6-year, and 10-year historical time periods, addressing the following:

- (a) Participating Departments. The departments and positions expected to participate;
- (b) Estimated Hours. The estimated number of hours required of each, by project phase, for interviews, document production, data requests, and review meetings;
- (c) District Resources. Any facilities, equipment, system access, or technology support the firm will need from the District; and
- (d) Limiting Disruption. The firm's approach to limiting disruption to daily school and administrative operations.

4. Estimated Cost of Completion

Provide an estimated quote for completion of the services described in this RFQ, stated separately for each of the 3-year, 6-year, and 10-year historical time periods, addressing the following:

- (a) Total Cost. A total estimated cost for each period;

- (b) Cost by Service Area. A breakdown of the estimated cost by service area (Finance, Procurement, Human Resources, Information Technology, and Internal Workflow and Operations), so that the Board may evaluate proposals for the full scope or for individual areas;
- (c) Rates and Hours. Hourly rates and estimated hours for each proposed staff position;
- (d) Reimbursable Expenses. Any anticipated reimbursable expenses, such as travel, lodging, and materials; and
- (e) Assumptions and Exclusions. Any assumptions, exclusions, or conditions that may affect the estimated cost.

5. Conflicts of Interest Statement

Warrant that, to your knowledge, no member of Halifax County Schools or any of its Board members, employees, or officers has a personal or financial interest in, or will benefit from, the performance of a contract for these services, or has any interest in any contract, subcontract, or other agreement related to such contract.

E. Submission Requirements

Responses must be submitted by **October 23, 2026, at 5:00 p.m. EST**. Submit one (1) electronic copy in PDF format to:

Halifax County Board of Education
Charles Hedgepeth, Chair
chedgepeth@gmail.com

The submission must copy Tiwana Middleton, Board Clerk, at middletont@halifax.k12.nc.us. The email subject line shall read **“HALIFAX COUNTY SCHOOLS COMPREHENSIVE COMPLIANCE AUDIT RFQ RESPONSE.”** All pages of the response shall be numbered consecutively and shall include a table of contents.

Responses received after the deadline will not be considered. The Board is not responsible for late submissions.

Any questions necessary to complete a response shall be submitted in writing, by the Question Deadline, to the contacts identified above. Respondents shall not contact other District staff, Board members, or elected officials regarding this procurement process. Improper contact may result in disqualification. No pre-proposal conferences or meetings will be conducted.

F. Evaluation and Selection

Respondents will be evaluated using the following criteria:

1. Expertise, qualifications, and current and past experience of the respondent;
2. Ability of the respondent to provide responsive services;

3. Ability to offer complete in-house services, value-added services, and team continuity throughout the life of the contract; and
4. Past performance on contracts of similar size and scope.

North Carolina resident firms may receive preference. A resident firm is a firm that has paid unemployment taxes or income taxes in North Carolina and whose principal place of business is located in this State.

If the Board deems appropriate, it may invite some or all respondents to interviews. Firms that submit a response may be contacted to present before the Halifax County Board of Education at its next regularly scheduled Board of Education meeting on Monday, November 2, 2026.

G. Other Conditions

1. The Board reserves the right to cancel or reject any or all responses and to negotiate and award a contract deemed to be in the Board's best interest. The Board is not required to enter into a contract with any respondent if doing so is not deemed to be in the best interest of the Board.
2. The Board shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a response agree that their materials are prepared at their own expense and that they cannot make any claim for reimbursement from the Board or the District. Each firm shall hold the Board and the District harmless from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.
3. This public body does not discriminate against faith-based organizations or against a respondent because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
4. After selection, and prior to contract signing, the selected firm will be required to provide proof of licensing and insurance, and to satisfy other requirements under Board policy and State law. All Board policies and procedures shall apply to any resulting contract.