



3300 East Palmdale Blvd.  
Palmdale, CA 93550  
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[www.tpaa.org](http://www.tpaa.org)

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## REQUEST FOR PROPOSAL FOR ANNUAL AUDIT SERVICES

Notice is hereby given that The Palmdale Aerospace Academy (TPAA, or the Academy), pursuant to Education Code Section 41020, et seq., invites proposals for furnishing auditing services for the 2023-24, 2024-25, and 2025-26 fiscal years.

In performing the annual audit services, the audit firm selected shall discharge its responsibility in relation to the Financial Statement Audit under Generally Accepted Auditing Standards and Government Auditing Standards and in relation to the Compliance Audit under the Uniform Guidance.

In addition, in performing the audit, the audit firm shall comply with, as may be applicable, the procedures required of charter school audits by agencies and departments of the State of California, such as the Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, and such other publications on audit procedures applicable to charter schools, as have been or shall be issued during the period of this contract.

Proposals may be submitted electronically or by physical delivery. If electronically, please email your proposal to Gina Lynch, Interim Superintendent, at [glynch@tpaa.org](mailto:glynch@tpaa.org), with "Audit Proposal" on the subject line.

If by physical delivery, your proposal should be mailed or delivered in a sealed envelope clearly marked "Audit Proposal" and addressed to:

Gina Lynch  
Interim Superintendent  
The Palmdale Aerospace Academy  
3300 E. Palmdale Blvd.  
Palmdale, CA 93550

**Irrrespective of the delivery method, proposals must be received by the Academy by 4:00 P.M., Friday, March 29, 2024.**

TPAA reserves the right to reject any or all proposals, request additional information, or to waive any irregularities therein.

Proposal may be obtained on TPAA's website at [www.tpaa.org](http://www.tpaa.org)

Any questions regarding this RFP should be directed to Gina Lynch, Interim Superintendent, at [glynch@tpaa.org](mailto:glynch@tpaa.org).

## **The Palmdale Aerospace Academy**

The consolidated financial statements that will be subject to the audit opinion include the accounts of The Palmdale Aerospace Academy (TPAA, or the Academy), the Palmdale Aerospace Academy Foundation (the Foundation), and its single member LLC Design, Create, Explore, LLC. These entities are together referred to as the Organization. The Foundation is a California nonprofit public benefit corporation formed to provide facilities support to the Academy.

The Palmdale Aerospace Academy is a California non-profit public benefit corporation that was incorporated in July 2011. The Organization was formed to create, manage, operate, guide, direct and promote a public charter school. The Organization operates one charter school: The Palmdale Aerospace Academy (Charter No. 1367).

The Palmdale Aerospace Academy is located in Palmdale, California, serving students in grades K-12 as a charter school pursuant to California *Education Code* Section 47600, et al. In July 2011, the Governing Board of the Palmdale School District granted a charter to the Organization to operate The Palmdale Aerospace Academy.

The Organization is primarily supported by the State apportionment revenues generated by the student average daily attendance. The Organization is governed by a volunteer Board of Directors.

## **Financial and Operational Profile**

The Palmdale Aerospace Academy:

- Serves approximately 2300 students in grades K-12.
- Has 214 full-time employees and 34 part-time employees.
- Operates with a \$43 million budget for FY 2023-24.
- Uses Smartetools as its financial software, LeaseCrunch as its lease accounting software, and the HR and payroll system is run through Paylocity.
- Uses the accrual basis of accounting and Charter Schools Enterprise Fund, Fund 62, for SACS reporting.
- Has a fully-staffed Business Services department that will be available to produce documents, prepare schedules, prepare confirmations, and assist in any other way deemed necessary.

## **Content for Proposals**

### **1. Organization, Size, & Structure of Firm**

Describe your organization, size, and structure.

### **2. California Nonprofit Charter School Audit Experience & References**

Share your firm's prior auditing experience for similar charter schools. Include a references for at least one similar charter school (2-3 preferred).

### **3. Proposed Engagement Team**

List the names and engagement roles for the individuals who will be responsible for serving TPAA. Include brief resumes for these individuals.

### **4. Understanding of Work to be Performed**

Provide your firm's audit approach and proposed timing for the various steps leading to completion of the audit.

### **5. Latest Peer Review Report**

Include a copy of your firm's most recent Peer Review Report.

### **6. Professional Liability Insurance**

Include a copy of your firm's professional liability insurance coverage. TPAA requires the selected audit firm to carry, or agree to obtain, a minimum of \$3,000,000 in professional liability insurance coverage upon selection as TPAA's auditor.

### **7. Price & Cost Proposal**

Provide a full description of expected fees and expenses to be paid by TPAA for the work described in this RFP, including travel, preparation of deliverables, printing, pricing for periodic consultations or additional services, etc.

Proposals are due to TPAA on or before the date/time indicated. Unnecessarily elaborate proposals are not desired. Font size for basic narrative descriptions must be no smaller than 12 characters per inch.

Proposals should include a transmittal letter, executive summary, and the proposal with the content outlined above.

## **Selection Process & Timing**

TPAA's selection of an audit firm must be approved by the TPAA Board of Directors before TPAA may enter into a contract with the selected firm. TPAA expects that the selected firm will be submitted for consideration of approval by the Board at its meeting of April 9, 2024.

**END OF RFP**