

## Request for Quotation (RFQ)

### Accounting Consultant Services for Thea Bowman Leadership Academy

#### 1. Introduction

Thea Bowman Leadership Academy (TBLA) invites qualified accounting consultants to submit quotations for providing comprehensive general accounting and grants management services. TBLA is a public charter school dedicated to holistic education, academic excellence, and community engagement.

#### 2. Scope of Work

The selected accounting consultant will be responsible for the following tasks:

##### General Accounting

- Maintain accurate and up-to-date financial records.
- Manage accounts payable and receivable.
- Prepare monthly, quarterly, and annual financial statements.
- Conduct bank reconciliations.
- Ensure compliance with relevant financial regulations and standards.
- Assist with annual audits and provide necessary documentation.

##### Grants Management

- Oversee grant application processes, ensuring timely submission and compliance with grant requirements.
- Monitor grant expenditures and ensure funds are used appropriately.
- Prepare financial reports for grantors.
- Maintain records of grant-related transactions and documentation.
- Provide guidance on compliance with federal, state, and local grant regulations.

#### 3. Deliverables

- Monthly financial reports.
- Quarterly financial analysis reports.
- Annual financial statements and audit preparation.
- Grant expenditure reports.
- Documentation and records for all financial and grant-related activities.

#### 4. Qualifications

- Proven experience in general accounting and financial management.
- Expertise in managing grants, particularly in the educational sector.
- Strong knowledge of federal, state, and local financial regulations.
- Proficiency with accounting software and tools.
- Excellent analytical and communication skills.
- Relevant certifications (e.g., CPA, CMA) are preferred.

## 5. Submission Requirements

Interested consultants should submit the following:

- A cover letter summarizing their qualifications and experience.
- Detailed proposal outlining their approach to the scope of work.
- Resumes of key personnel.
- References from previous clients, preferably in the education sector.
- Cost proposal, including hourly rates and any other fees.

## 6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Understanding of the scope of work and approach.
- Cost-effectiveness of the proposal.
- References and past performance.

## 7. Submission Deadline

All submissions must be received by July 7, 2024. Late submissions will not be considered.

## 8. Contact Information

For any questions or to submit your proposal, please contact:

Dr. Marlon R. Mitchell  
Superintendent  
3401 W 5th Avenue  
Gary, IN 46402

## 9. Terms and Conditions

- TBLA reserves the right to reject any or all quotations.
- The selected consultant will be required to sign a contract detailing the terms of engagement.
- All information provided in the proposal will be kept confidential.

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Thea Bowman Leadership Academy thanks you for your interest and looks forward to receiving your quotation.