

**THEA BOWMAN LEADERSHIP ACADEMY**  
**Request for Qualifications (RFQ)**  
**Independent Auditor – Capital Construction Projects**

**Release Date:** November 12, 2025

**Submission Deadline:** December 1, 2025, by 4:00 PM CST

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## **1. Introduction**

Thea Bowman Leadership Academy (TBLA), a K–12 charter school located in Gary, Indiana, invites qualified Certified Public Accounting (CPA) firms or independent auditing professionals to submit qualifications to perform independent auditing services related to the school's capital construction and improvement projects.

This RFQ seeks to engage a firm or individual auditor with experience in **construction project financial oversight, compliance auditing, and capital project expenditure verification** to ensure that all construction-related activities adhere to applicable laws, grant requirements, and best financial management practices.

## **2. Background**

Thea Bowman Leadership Academy is a tuition-free public charter school authorized by the Indiana Charter School Board. The Academy is undertaking multiple capital projects to expand and improve its educational facilities to better serve the Gary community. TBLA seeks an independent auditor to provide **objective review, assurance, and accountability** for these capital investments.

## **3. Scope of Services**

The Independent Auditor will be responsible for, but not limited to, the following:

- **Financial Compliance Review** – Verify all project expenditures are allowable, properly documented, and compliant with applicable funding sources and charter school regulations.
- **Contract and Procurement Audit** – Review bidding processes, contractor payments, change orders, and adherence to procurement policies.
- **Construction Draw Review** – Assess payment applications for accuracy, documentation, and alignment with work progress.

- **Internal Controls Evaluation** – Examine internal financial controls related to capital construction funds.
- **Reporting and Recommendations** – Provide interim and final audit reports with findings, risk assessments, and recommendations for corrective action or improvement.
- **Presentation** – Present audit findings to the TBLA Board of Trustees and school administration as requested.

#### 4. Minimum Qualifications

Respondents must demonstrate:

- Current CPA licensure in good standing.
- Minimum of five (5) years of experience auditing **construction or capital improvement projects** in educational or governmental settings.
- Demonstrated knowledge of **Generally Accepted Government Auditing Standards (GAGAS)** and **Uniform Guidance (2 CFR 200)** when applicable.
- Ability to meet project deadlines and maintain independence and objectivity throughout the audit engagement.

#### 5. Submission Requirements

Firms or individuals must submit one (1) digital copy (PDF) of their qualifications package containing:

1. **Cover Letter** summarizing interest, availability, and understanding of the scope.
2. **Firm/Individual Profile** including name, address, contact information, and key personnel.
3. **Experience and References** detailing at least three (3) similar engagements within the past five years.
4. **Approach and Methodology** describing how the audit will be conducted and timelines for completion.
5. **Resumes** of key personnel assigned to the project.

6. **Fee Structure** or hourly rates for services.
7. **Proof of Licensure and Insurance** including professional liability coverage.

## 6. Evaluation Criteria

Submissions will be evaluated on the following:

- Relevant experience and qualifications (40%)
- Understanding of project scope and methodology (25%)
- References and past performance (20%)
- Cost reasonableness (10%)
- Local or regional presence (5%)

## 7. Submission Instructions

Qualifications must be submitted electronically by **4:00 PM CST on Monday, December 1, 2025** to:

**Attention:** Dr. Marlon R. Mitchell, Superintendent

**Email:** mmitchell@theabowmanacademy.org

**Subject Line:** RFQ Submission – Independent Auditor (Capital Projects)

Late submissions will not be accepted.

## 8. Selection Process

Shortlisted respondents may be invited for an interview or virtual presentation. The Board of Trustees reserves the right to reject any or all submissions, to request additional information, and to select the firm or individual deemed most qualified and in the best interest of Thea Bowman Leadership Academy.

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## 9. Tentative Schedule

Milestone	Date
RFQ Issued	November 12, 2025

Deadline for Submissions December 1, 2025

Selection Notification December 4, 2025

Engagement Start December 8, 2025

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**I.C. 5-22-9-2, governing RFP's :**

***“(1) The aforementioned factors or criteria will be used in evaluating the proposals.***

***(2) A fair market price will be determined based on project requirements.***

***(3) If you are selected (awarded) project, you must show proof of bonding and insurance before consummation of work.***

***(4) Questions and concerns will be addressed before the award of business. Please contact Dr. Marlon Mitchell, Superintendent at [mmitchell@theabowmanacademy.org](mailto:mmitchell@theabowmanacademy.org) before deadline. Please give 24 hours for response.***

**Issued by:**

**Thea Bowman Leadership Academy**

3401 W. 5th Avenue

Gary, Indiana 46406

[www.theabowmanacademy.org](http://www.theabowmanacademy.org)