



Thea Bowman Leadership Academy

Request for Qualifications (RFQ) for Auditing Services

Fiscal Year: 2026–2027

Issue Date: March 9, 2026

Response Due: March 31, 2026

1. Introduction

Thea Bowman Leadership Academy (TBLA), a tuition-free public charter school located in Gary, Indiana, is soliciting proposals from qualified Certified Public Accounting (CPA) firms to provide annual independent auditing services for the fiscal year July 1, 2025, through June 30, 2026. This RFQ outlines the requirements and expectations for the auditing engagement. Firms with experience auditing charter schools and traditional public school districts are highly preferred.

2. Background Information

Thea Bowman Leadership Academy serves grades K–12 with an emphasis on academic excellence, leadership development, and community involvement. As a charter school authorized under Indiana law, TBLA is required to submit annual financial audits to the Indiana State Board of Accounts (SBOA) and other relevant stakeholders.

3. Scope of Work (SOW)

The selected auditing firm will perform the following services:

3.1 Annual Financial Audit

- Conduct an independent audit of TBLA's financial statements in accordance with:
 - Generally Accepted Auditing Standards (GAAS)
 - Government Auditing Standards issued by the Comptroller General of the United States



- Uniform Guidance for federal funds (if applicable)
 - Indiana State Board of Accounts (SBOA) requirements
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- Prepare an audit report expressing an opinion on the fair presentation of TBLA's financial statements.

3.2 Compliance Audit

- Conduct a compliance audit of federal and state grants and programs as required.
- Perform testing of internal controls over financial reporting.

3.3 Reporting

- Deliver a draft audit report for review by TBLA administration by **JANUARY 31, 2027**
- Present final audited financial statements and management letter to the TBLA Board of Directors.
- Submit all required documentation to SBOA and other government entities by deadlines.

3.4 Consultation and Availability

- Be available to consult on accounting and audit-related matters throughout the fiscal year.
- Provide guidance on GASB pronouncements and compliance changes impacting charter schools.



4. Proposal Requirements

Proposals must include the following:

- **Firm Overview** – Description of the firm, experience with charter and public school clients, and size.
- **Qualifications of Staff** – Resumes or bios of partners and managers assigned to the engagement.
- **Experience** – List of charter schools, non-charter and educational institutions audited in the past five years.
- **Audit Approach** – Description of methodology, risk assessment procedures, timeline, and fieldwork plan.
- **References** – Minimum of three (3) references from similar clients.
- **Fee Structure** – Detailed pricing for all services, including hourly rates and not-to-exceed totals.
- **Proof of Insurance** – Evidence of professional liability and general insurance coverage.
- **Licensure** – Proof that the firm and staff are licensed to practice in Indiana.

5. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Experience with charter and traditional school audits
- Understanding of applicable state and federal compliance requirements
- Qualifications and experience of assigned personnel



- Quality and completeness of audit approach
 - Cost and overall value
 - References and prior performance
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6. Submission Instructions

All proposals must be received by June 15, 2025 and submitted to:

Thea Bowman Leadership Academy

Attn: Superintendent's Office – Auditing RFQ

3401 West 5th Avenue

Gary, IN 46406

Email submissions may be sent to: hr@theabowmanacademy.org

7. Timeline

Milestone	Date
RFQ Issued	March 9, 2026
Deadline for Questions	March 15, 2026
Proposals Due	March 31, 2026
Evaluation Period begins	Two weeks from Due Date
Notification of Award	May 1, 2026
Audit Engagement Begins	September 1, 2026
Testing and Review	December 31, 2026
Final Report Due	January 31, 2027



8. Terms and Conditions

- TBLA reserves the right to reject any or all proposals.
- TBLA may request additional information or conduct interviews.
- All costs incurred in responding to this RFQ are the responsibility of the proposer.
- Contract award is contingent upon Board approval.