

# **REQUEST FOR PROPOSAL (RFP)**

## **Auditing Services for Fiscal Year Ending June 30, 2025**

**Issued by:**

Instant Impact Global Prep (IIGP)  
319 Highway 61 South  
Natchez, Mississippi 39120  
Phone: (601) 653-3709  
Website: [www.iigpcs.org](http://www.iigpcs.org)

Posting Date: June 4, 2025

Q&A Meeting: June 10, 2025 at 10:00 AM CST

Proposal Deadline: June 24, 2025 by 4:00 PM CST

Notification of Award: June 30, 2025

Audit Completion Deadline: September 15, 2025

**Contact Person:**

Jasmine Ellis  
Email: [j.ellis@iigpcs.org](mailto:j.ellis@iigpcs.org)

**Proposal Subject:**

Independent Auditing Services for Instant Impact Global Prep  
Fiscal Year: July 1, 2024 – June 30, 2025

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**Posting Date:** June 4, 2025

**Proposal Closing Date:** June 24, 2025 by 4:00 PM CST

**Q&A Meeting:** June 10, 2025 at 10:00 AM CST (via Zoom)

**Notification of Award:** June 30, 2025

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**Contact Person:**

Jasmine Ellis

Email: [j.ellis@iigpcs.org](mailto:j.ellis@iigpcs.org)

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## 1. Introduction

Instant Impact Global Prep (IIGP), a public charter school located in Natchez, Mississippi, is soliciting proposals from qualified independent Certified Public Accounting (CPA) firms to provide auditing services for the fiscal year ending June 30, 2025. This contract may be renewable annually for up to three (3) years based on performance.

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## 2. Scope of Work

The selected firm will be responsible for:

- Conducting the annual financial audit in accordance with Generally Accepted Government Auditing Standards (GAGAS)
- Performing compliance audits per federal, state, and local guidelines (including the Mississippi Charter School Act and Mississippi Department of Education requirements)
- Preparing and submitting all required financial statements and audit reports
- Presenting audit findings to the IIGP Board of Directors
- Issuing a management letter with findings and recommendations

**The final audit report must be completed and submitted to IIGP no later than September 15, 2025.**

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### **3. Proposal Requirements**

Proposals must include the following:

- Company background and relevant experience auditing charter schools or public entities
  - Bios and qualifications of assigned personnel
  - Work plan and project timeline
  - Detailed fee proposal, including any optional services
  - List of three (3) references from similar clients within the last three years
  - Proof of CPA licensure and liability insurance
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### **4. Evaluation Criteria**

Proposals will be scored based on:

- Relevant experience and demonstrated expertise (30%)
  - Audit approach and proposed timeline (25%)
  - Cost and value of services (20%)
  - Auditor qualifications and staffing (15%)
  - References and reputation (10%)
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### **5. Timeline**

- **RFP Issued:** June 4, 2025

- **Q&A Meeting:** June 10, 2025 at 10:00 AM CST via Zoom (RSVP by June 8 to receive link)
  - **Proposal Submission Deadline:** June 24, 2025 by 4:00 PM CST
  - **Notification of Award:** June 30, 2025
  - **Audit Completion Deadline:** September 15, 2025
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## 6. Submission Instructions

Submit proposals via email in PDF format to:

**Jasmine Ellis**

Email: [j.ellis@iigpcs.org](mailto:j.ellis@iigpcs.org)

Subject: *"Proposal – Auditing Services for IIGP FY2025"*

Late or incomplete proposals will not be considered.

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## 7. Additional Information

IIGP reserves the right to:

- Reject any or all proposals
- Modify or cancel the RFP process at any time
- Request additional clarification from proposers
- Select a proposal that best serves the school's needs