



REQUEST FOR PROPOSAL (RFP) FOR AUDIT SERVICES

Issued by: New Heights

RFP Number: 2025-0001

Date Issued: February 5, 2025

Proposal Due Date: February 25, 2025

1. Introduction

New Heights, a Texas public charter school, invites qualified Certified Public Accounting (CPA) firms to submit proposals to perform an independent financial and compliance audit for the fiscal year 2025. The engagement may be renewed annually, subject to mutual agreement.

Each Respondent, by submitting its statement of qualification, agrees that the proposal is subject to New Heights Policies and Provisions and agrees to comply with those conditions. Acceptance of a proposal will occur only when a contract is executed. Any contract will incorporate New Heights Policies and Provisions and Standard Terms and Conditions and no commitment exists until a contract is executed by both parties.

2. Background of New Heights

New Heights

Transformative Education for Adults, Inc is the 501(c)(3) charter holder of New Heights, a Texas public charter school that opened its doors in September 2024 and is designed especially for the adult learner. Our program includes the opportunity to earn your high school diploma, train for job certifications, and access to college thanks to Tarrant County College dual credit enrollment.

Vision

New Heights will drive multigenerational transformation through lifelong learning and economic independence

Mission

The mission of New Heights is to rapidly increase opportunities for marginalized communities by connecting individuals with relevant and impactful high school education, career and technical

training, and college pathways in an environment designed specifically to meet the responsibilities, challenges, and whole person needs of adult learners.

Enrollment

Over 750 students have enrolled at New Heights, a single campus located at 5901 Fitzhugh Avenue-Building A in Fort Worth, TX 76119

Funding Structure

New Heights is approved through the Texas Education Agency as a Subchapter G Charter School funded by the State of Texas and Foundation School Program (FSP) as outlined in Texas Education Code (TEC) 12.263.

3. Scope of Work

The selected auditor will:

- Conduct an audit in compliance with the **Texas Education Agency (TEA)** standards and **Generally Accepted Auditing Standards (GAAS)**.
- Ensure adherence to the **Texas Public Funds Investment Act, Federal Single Audit Act**, and other applicable regulations.
- Prepare and present the audited financial statements, including any findings or recommendations.
- Be available for consultation throughout the year as necessary.

4. Proposal Requirements

Proposals must include:

1. **Letter of Interest:** A cover letter summarizing the firm's interest and qualifications.
2. **Firm Qualifications and Experience:**
 - Overview of the firm, including size and location.
 - Relevant experience with Texas charter schools or public-sector clients.
 - Certifications, licenses, and compliance with Texas statutes.
3. **Proposed Team:**
 - Names, roles, and resumes of key personnel who will perform the audit.
 - Certifications of proposed team members.

4. Proposed Audit Approach:

- Detailed methodology and timeline.
- Tools and technologies to be used.

5. References:

- Contact information for at least three Texas charter school or public-sector clients audited in the past five years.

6. Fee Proposal:

- A detailed breakdown of fees, including hourly rates and any additional costs.

5. Evaluation Criteria

Proposals will be evaluated based on:

1. Experience with similar organizations (20%)
2. Qualifications of the proposed team (30%)
3. Audit approach and methodology (20%)
4. References and past performance (20%)
5. Fee proposal (10%)

6. Submission Instructions

- **Submission Deadline:** February 25, 2025. Late submissions will not be considered.
- **Submission Format:** Only electronic submissions will be accepted.
- **Contact Information:** Deliver Electronic Proposals to:
Leticia Serna (512-585-7515) at lserna@newheightsed.com
By 5:00PM CST on February 25, 2025
Using the Subject Line:
“**Audit Services-RFP# 2025-0001**”

7. Timeline

Milestone	Date
RFP Issued	February 5, 2025
Deadline for Questions	2:00 pm February 12, 2025

****From 9:00 am – 11:00 am and 2:00 pm – 4:00 pm on February 10-11, 2025, proposers may call Leticia Serna for questions. All phone call Q&A will be included on February 14, 2025.**

Responses to Questions Posted 10:00 am February 14, 2025

Proposal Submission Due February 25, 2025

Finalist Interviews (if applicable) March 3-14, 2025

Award Announcement April 18, 2025

8. Terms and Conditions

- New Heights reserves the right to reject any or all proposals.
- New Heights is not liable for any costs incurred in the preparation of proposals.
- The selected auditor must provide evidence of insurance and agree to New Heights' standard contract terms.
- Proposals are public records under Texas law, subject to disclosure under the Texas Public Information Act.