Request for Qualifications for Charter School Auditors

Purpose and Mission

The Committee to Oversee the Charter School Auditor List (COSAL) is seeking qualified certified public accountants (CPAs) and/or accounting/auditing firms (firms) to provide independent audits of Nevada Charter Schools.

COSAL is a committee formed under NAC 387.775 for the express purpose of developing standards and maintaining a list of approved CPAs and/or firms to perform independent audits of Nevada Charter Schools. Each Nevada Charter School is governed by an independent board of directors, and each Nevada Charter School will develop their own criteria for selecting a CPA and/or firm to perform their independent audit from the list approved by the COSAL.

The mission of COSAL is to provide a standard by which Offerors will be measured in order to qualify as an auditor for Nevada Charter Schools, and to develop a list of approved auditors for Nevada Charter Schools to select an auditor. COSAL will not be making any specific recommendations to Nevada Charter Schools beyond developing the list of approved auditors. Final review and contracting will be with an individual Nevada Charter School in accordance with all applicable Nevada laws. No contract terms and conditions with any Nevada Charter School will be negotiated by COSAL on behalf of any Nevada Charter School.

Scope

COSAL is seeking to identify CPAs and/or firms to provide independent audits of Nevada Charter Schools as required by NAC 387.775 for Nevada fiscal year 2027 (FY26, July 1, 2026 – June 30, 2027). Some schools may require a Single Audit pursuant to 2 CFR 200.501 due to the amount of federal funding received by the school.

Selection as an approved auditor by this committee does not guarantee a contract, engagement, funding or award. Once the list is developed by COSAL, the list of approved auditors will be provided to the Nevada charter schools for their consideration and selection.

Definitions

- **Approved Auditor:** a CPA or firm that is selected by COSAL and which may be chosen by a Nevada Charter School to provide audit services at the expense of the charter school.
- **Offeror:** a CPA or firm responding to COSAL.
- **New Offeror:** a CPA or firm that is not currently an approved auditor.
- **Renewal Offeror: a** CPA or firm that is currently an approved auditor.
- **Nevada Charter School:** a charter school sponsored by a university, a school district, or the Nevada State Public Charter School Authority under NRS 388A.
- **GAAS:** Generally Accepted Auditing Standards
- **GAGAS:** Generally Accepted Government Auditing Standards

Official Contact Information

Inquiries related to this selection process should be directed to Michael Shafer at mshafer@doe.nv.gov and inquiries should be limited to the technical aspects of the Request for Qualifications (RFQ) and its submission, or to general aspects of the COSAL approval process. Inquiries should not be made to discern the possible cost of conducting an audit for a Nevada Charter School. Interested parties are encouraged to examine any publicly available information, such as funding allotments, available from the Nevada State Public Charter School Authority website and the Nevada Department of Education website along with general information available from the respective website of each charter school.

Terms and Conditions

COSAL is not responsible for any costs incurred by an Offeror in preparation for a response to this RFQ. COSAL is responsible for developing a list of qualified Offerors that individual Nevada Charter Schools may use to select an independent auditor. By submitting a proposal to COSAL, an Offeror certifies that it has read and understands the requirements of the services to be provided and the conditions under which such services are to be performed. COSAL reserves the right to reject any/all proposals, to waive any informality in a proposal, to call for new proposals, and to amend the RFQ. Each Offeror is independently responsible for reviewing addenda and any other posted documents and making any necessary or appropriate changes or additions to an Offeror's response. The laws of Nevada, including Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive), requires any procurement records or any other public records to be made public unless otherwise provided by law.

Potential Entities to be Audited

There are over 50 Nevada Charter Schools operational during FY27.

Submission Instructions

Offerors shall submit their responses to this RFQ electronically to Michael Shafer at mshafer@doe.nv.gov. Written narratives must be in Adobe PDF or Microsoft Word format. Any pictures, scans, or other documents submitted by the Offeror, such as evidence of licensure, shall be in Adobe PDF format. **Responses must be received by Friday, January 22, 2027.**

Approval Criteria

Offerors must meet a set of minimum requirements to be eligible and will be further evaluated based on the qualifications and past work. Offeror's must:

- Be a licensed CPA or public accounting firm qualified to practice in Nevada under NRS Chapter 628;
- Be able to disclose no conflict of interest in auditing the Nevada Charter School being audited or related entities, in accordance with government auditing standards;
- Certify that the Offeror has not received reprimands or sanctions within the previous five years from state regulatory bodies or professional organizations;
- Certify that neither the Offeror nor individuals assigned to the engagement are debarred, suspended, or otherwise excluded or declared ineligible under federal or state statutory or regulatory authority.
- Have had a peer review conducted within the past three years, receiving a rating of "Pass" or "Pass with Deficiencies"; the peer review may be either:
    - A GAGAS peer review using GAO standards; or
    - A GAAS peer review using AICPA standards.
        - NOTE: Submission of a GAAS peer review requires an approved COSAL waiver (see Appendix D).
- Provide a description of the firm's audit process and submit a sample audit plan.
- Provide a minimum of three satisfactory client references for previously completed audit work.

COSAL will review applications by evaluating:

- The demonstrated experience of the Offeror in performing similar engagements;
- The performance of the Offeror on their most recent peer review;
- The ability or the Offeror to provide qualified and experienced personnel;
- The audit process and approach of each Offeror.

Full Application Requirements

Responses shall refrain from using elaborate promotional materials beyond those required to respond to the RFQ. Responses shall include supplemental materials, such as evidence of licensure, but all supplemental materials must relate to the substance of the RFQ. All information in response to this RFQ must be included in the submitted response. No information that is linked to a website that requires COSAL to access the website for consideration of content will be accepted. Responses to this RFQ should demonstrate alignment with GAGAS standards, to include all written descriptions of qualifications, abilities, methodologies, and processes for performing audits.

Checklist

All responses must include the following information. Additional details are provided in subsequent sections.

A. Cover Sheet (see Appendix A for Cover Sheet Form)
B. Copy of Most Recent Peer Review
C. Description of the Audit Process
D. A Sample Audit Plan
E. Offeror Experience
F. Personnel Qualifications
G. Policy on Continuity of Personnel
H. References
I. Signed Certification (See Appendix B for certification Form)
J. Copy of unexpired CPA or Firm License
K. Copy of unexpired Nevada State Business License
L. Completed Self-Scoring Rubric (See Appendix C for Form)

Section A – Cover Sheet

The Offeror must complete the Cover Sheet located in Appendix A which must include:

- Individual CPA or firm name
- Any State Board of Accountancy Accounting License Number
- Nevada State Business License Number

Section B – Most Recent Peer Review

The Offeror must provide a copy of their most recent peer review. The peer review must demonstrate that:

- The review has been conducted within the past three years and received a rating of "Pass" or "Pass with Deficiencies". The peer review may be either:
  - A GAGAS peer review using GAO standards; or
  - A GAAS peer review using AICPA standards.
    - NOTE: Submission of a GAAS peer review requires an approved COSAL waiver (see Appendix D for the waiver application).
- In the event that a GAGAS peer review is under way but is not yet complete, the Offeror may submit a GAAS peer review that is no more than 4 years old with evidence that a review is underway.

Section C – Description of the Audit Process

The Offeror must submit a written narrative describing its ability to:

- Train the engaged school in the audit process, to include how to prepare for the audit so the audit may be finalized without excessive delays;
- Fairly present the financial position, results of financial operations, and cash flows in accordance with determining whether the general-purpose financial statements present fairly the financial position and results of financial operations and cash flows in accordance with *GAGAS;*

- Ensure that any supplementary information is fairly presented in all material respects in relation to the financial statements taken as a whole;
- Obtain an understanding of internal control over financial reporting sufficient to plan the audit by performing procedures to understand both the design of controls relevant to an audit of financial statements and whether they have been placed in operation and assess control risk;
- Provide a description of the internal control testing to be completed consistent with governmental auditing standards, to include the review of documented policies, procedures, and controls in place for the charter school, and in compliance with provisions under NRS and NAC Chapter 387;
- Determine the compliance of the engaged Nevada Charter School with material requirements of rule and law;
- Follow up on known material findings and recommendations from previous audits;
- Prepare working papers containing sufficient information to enable an experienced auditor, having no previous connection with the audit, to ascertain from them the evidence that supports the auditor's significant conclusions and judgments; and
- Complete each audit within mandated timeframes.

Section D – Sample Audit Plan

The Offeror must submit a sample audit plan for a Nevada Charter School engagement that demonstrates their audit and testing procedures; copies of prior audit plans used in the audit of a Nevada Charter School may be submitted to satisfy this requirement.

Section E – Offeror Experience

The Offeror should provide a list of engagements performed by the Offeror that are similar in nature. Specifically, for each of the following categories, the Offeror should provide the number of audits conducted and a list of the organizations for which the audits were conducted:

- Audits performed in accordance with **GAGAS** in the past three years
- Audits performed for **Nevada Charter Schools** in the past three years
- Audits performed for **Charter Schools** in the past three years
- **Single Audits** (Uniform Guidance) performed in the past three years

In addition, the Offeror should report the **number of audit reports submitted late** by charter school clients due to the auditor's inability to complete the audit in a timely manner in the past three years.

Section F - Personnel Qualifications

The Offeror should provide qualifications of personnel assigned. Information should be provided, at minimum, for both the manager and partner.

Section G - Policy on Continuity of Personnel

The Offeror should outline their policy on continuity of personnel to determine how replacements during the audit engagement are handled.

Section H – References

The Offeror should provide a minimum of three references for previously completed audit work. For each reference, provide the name of the reference, a current phone number, and a current address.

Section I – Signed Certification

The Offeror must sign the Certification in Appendix B.

Section J – Copy of CPA or Firm License

The Offeror should provide an unexpired copy of their CPA or Firm License.

Section K – Copy of Nevada State Business Licenses

The Offeror should provide an unexpired copy of their Nevada State Business License.

Section L – Completed Self-Scoring Rubric

The Offeror must complete and submit the Self-Scoring Rubric Form in Appendix C.

Full Application Evaluation

The quality of audit services provided to Nevada Charter Schools is paramount and will drive the selection of auditors for the approved list. COSAL will select auditors for the list that meet all minimum requirements and pass a minimum threshold score of 60 points. COSAL will not approve auditor applications that do not represent a complete proposal in line with the requirements and selection criteria detailed above, nor a proposal that is not advantageous to COSAL and/or Nevada Charter Schools.

Minimum Requirements Criteria

These requirements are mandatory.

Minimum Requirement	Submitted
Cover Sheet	
Peer Review	
Description of Audit Process	
Sample Audit Plan	
Offeror Experience	
Personnel Qualifications	
Policy on Continuity of Personnel	
References	
Signed Certification	
Any State Board of Accountancy License	
Nevada State Business License	
Self-Scoring Rubric	

Specific Evaluation Criteria

Each response to this RFQ will be rated by COSAL and the scores for each Offeror will be averaged into one score. Responses to this RFQ will be scored as follows:

Element	Criteria	Score
Peer Review Rating	**Type of Review and Rating** • GAGAS Review, "Pass" – 10 Points • GAGAS Review, "Pass with Deficiencies" – 3 Points • GAAS Review, "Pass" – 5 Points • GAAS Review, "Pass with Deficiencies" – 2 Points • No Review – 0 Points	**/10**
Audit Process	**Documented Audit Process** • Responds to all criteria with sufficient detail and in alignment with GAGAS – 10 Points • Responds to all criteria with minimal detail and/or GAGAS alignment unclear – 5 Points • Not Sufficiently Documented – 0 Points	**/10**

Element	Criteria	Score
Audit Plan	**Audit Plan** • Clearly aligns with documented audit process, demonstrates processes clearly – 10 Points • Contains minimal details, alignment with audit processes and/or audit processes somewhat unclear – 5 Points • Not sufficiently documented – 0 Points	**/10**
Offeror Experience	**Total GAGAS Audits, Last 3 Years** • None – 0 Points • 1-5 – 1 Point • 6-10 – 3 Points • 11 or more – 5 Points **Audits Performed for Nevada Charter Schools, Last 3 Years** • None – 0 Points • 1-5 – 3 Point • 6 or more – 5 Points **Audits Performed for Charter Schools, Last 3 Years** • None – 0 Points • 1-5 – 1 Point • 6-10 – 3 Points • 11 or more – 5 Points **Single Audits Performed, Last 3 Years** • None – 0 Points • 1-5 – 2 Points • 6-10 3 Points • 11 or more – 5 Points **Late Charter Audits at Auditors Fault, Last 3 Years** • 0 – 5 Points • 1 – 3 Points • 2 – 1 Point • 3 or more – 0 Points **Late Charter Audits at no Fault, Last 3 Years** • 0-3 – 5 Points • 4-5 – 3 Point • 6 or more – 0 Points	**/30**

Element	Criteria	Score
Personnel Qualifications	**Partner Years of Experience** • Less than 1 Year – 0 Points • 1-5 Years – 1 Point • 6-10 Years – 3 Points • 11 Years or more – 5 Points **Manager Years of Auditing Experience** • Less than 1 Year – 0 Points • 1-5 Years – 1 Point • 6-10 Years – 3 Points • 11 Years or more – 5 Points	**/10**
Personnel Continuity Policy	**Formal Policy Exists** • Yes – 5 Points • No, or informal – 0 Points	**/5**
Submission Quality	**Complete, Detailed, and Responsive** • 0-5 Points	**/5**
Total Score	**Minimum Pass/Fail Score is 60 Points**	**/80**

APPENDIX A – Cover Sheet

Information Requested	Response
Name of Individual CPA or Firm	
Any State Board of Accountancy License Number *(Copy of License must be included as an attachment in the Offeror's response)*	
Nevada State Business License Number *(Copy of License must be included as an attachment in the Offeror's response)*	

APPENDIX B – Certification for Full Application

I, _____, on behalf of _____
Name of Individual Representing Offeror *Name of Offeror*

("Offeror"), certify the following:

- The Offeror commits to complete each audit of a Nevada Charter School by the school's deadline according to the standards defined in the Charter School Audit Guide as published by the Nevada Department of Education.
- The Offeror has not received reprimands or sanctions within the previous five years from state regulatory bodies or professional organizations.
- Neither the Offeror nor individuals assigned to conduct audits of Nevada Charter Schools are debarred, suspended, or otherwise excluded or declared ineligible under federal and state statutory or regulatory authority.
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_____ _____
Signature *Date*

APPENDIX C – Self-Scoring Form for Full Application

Offerors should use this form to self-evaluate their applications against the Evaluation Criteria.

Minimum Requirement	Submitted
Cover Sheet	
Peer Review	
Description of Audit Process	
Sample Audit Plan	
Offeror Experience	
Personnel Qualifications	
Policy on Continuity of Personnel	
References	
Signed Certification	
Any State Board of Accountancy License	
Nevada State Business License	
Self-Scoring Rubric	

Element	Criteria	Score
Peer Review Rating	**Type of Review and Rating** • GAGAS Review, "Pass" – 10 Points • GAGAS Review, "Pass with Deficiencies" – 3 Points • GAAS Review, "Pass" – 5 Points • GAAS Review, "Pass with Deficiencies" – 2 Points • No Review – 0 Points	**/10**
Audit Process	**Documented Audit Process** • Responds to all criteria with sufficient detail and in alignment with GAGAS – 10 Points • Responds to all criteria with minimal detail and/or GAGAS alignment unclear – 5 Points • Not Sufficiently Documented – 0 Points	**/10**
Audit Plan	**Audit Plan** • Clearly aligns with documented audit process, demonstrates processes clearly – 10 Points • Contains minimal details, alignment with audit processes and/or audit processes somewhat unclear – 5 Points • Not sufficiently documented – 0 Points	**/10**
Offeror Experience	**Total GAGAS Audits, Last 3 Years** • None – 0 Points • 1-5 – 1 Point • 6-10 – 3 Points • 11 or more – 5 Points	**/30**

Element	Criteria	Score
	Audits Performed for Nevada Charter Schools, Last 3 Years • None – 0 Points • 1-5 – 3 Point • 6 or more – 5 Points **Audits Performed for Charter Schools, Last 3 Years** • None – 0 Points • 1-5 – 1 Point • 6-10 – 3 Points • 11 or more – 5 Points **Single Audits Performed, Last 3 Years** • None – 0 Points • 1-5 – 2 Points • 6-10 3 Points • 11 or more – 5 Points **Late Charter Audits at Auditors Fault, Last 3 Years** • 0 – 5 Points • 1 – 3 Points • 2 – 1 Point • 3 or more – 0 Points **Late Charter Audits at no Fault, Last 3 Years** • 0-3 – 5 Points • 4-5 – 3 Point • 6 or more – 0 Points	
Personnel Qualifications	**Partner Years of Experience** • Less than 1 Year – 0 Points • 1-5 Years – 1 Point • 6-10 Years – 3 Points • 11 Years or more – 5 Points **Manager Years of Auditing Experience** • Less than 1 Year – 0 Points • 1-5 Years – 1 Point • 6-10 Years – 3 Points • 11 Years or more – 5 Points	**/10**
Personnel Continuity Policy	**Formal Policy Exists** • Yes – 5 Points • No, or informal – 0 Points	**/5**

Element	Criteria	Score
Submission Quality	**Complete, Detailed, and Responsive** • 0-5 Points	**/5**
Total Score	**Minimum Pass/Fail Score is 60 Points**	**/80**

APPENDIX D – GAGAS Peer Review Waiver Request

At the discretion of COSAL, an Offeror may receive a waiver to be an approved auditor without a GAGAS peer review conducted within the past three years. The waiver may be for up to 3 years. If after 3 years, the Offeror cannot demonstrate evidence of a GAGAS Peer Review with a rating of "Pass" or "Pass with Deficiencies" the Offeror may not be approved.

1. Please provide relevant background and context regarding why the individual CPA or firm has not had a GAGAS review in the last three years.

2. Please describe the steps that the individual CPA or firm will take to ensure that a GAGAS review will be completed in the next three years.