



REQUEST FOR PROPOSALS (RFP)

For:

Public School Auditor Services

This RFP is Being Issued by:

Odyssey Online Learning
510 Lexington Ave, Suite 102
Chapin, SC 29036

DATE OF RFP ISSUE:

September 16, 2026

Closing Date for Submission and Receipt:

EXTENDED to January 1, 2027 at 4:00 p.m. EST

No proposals were received by the original closing date of October 14, 2026.

Proposals are to be submitted **via email in PDF format** to Odyssey Online Learning's Chief Operating Officer. Please list **"RFP Public School Auditor – [Name of Organization]"** in the subject line of the email.

Odyssey Online Learning

Contact Name: Andrea Amburn
Title: Chief Operating Officer
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Website: www.odysseyonline.com

Note: Please use the name and contact information above on all RFP correspondence.

1. GENERAL



Purpose

The purpose of this Request for Proposals is to enter into a contract with a qualified independent auditing firm to provide public school auditing and related tax preparation services for Odyssey Online Learning.

The anticipated contract will be for an initial term of **one (1) year**, covering the fiscal year ending June 30, 2027, with the option for Odyssey Online Learning to renew the agreement for up to **two (2) additional one-year terms**, for a maximum potential contract period of **three (3) years**.

Renewals will be at the sole discretion of Odyssey Online Learning and will be subject to satisfactory performance, continued need, mutually acceptable terms and pricing, availability of funds, continued eligibility to perform South Carolina public school audits, and any required School or Board approval.

I. Introduction

Odyssey Online Learning is seeking proposals from qualified independent auditing firms with sufficient governmental accounting and auditing experience to provide annual financial and compliance auditing services and preparation and filing of the School's annual IRS Form 990.

The purpose of this RFP is to select a qualified auditor to perform an independent audit of the financial statements and related activities of Odyssey Online Learning in accordance with applicable professional standards and federal and South Carolina requirements.

The selected firm should demonstrate significant experience conducting governmental and/or public school audits. Experience auditing South Carolina public charter schools and/or school districts and preparing IRS Form 990 returns for comparable organizations is preferred.

Minimum Auditor Qualification

The auditing firm selected to perform Odyssey Online Learning's annual financial audit **must be approved by the South Carolina Office of the State Auditor to conduct South Carolina school district and charter school audits and must appear on the applicable approved audit firm list maintained by the South Carolina Department of Education.**



The firm must maintain all required approvals, licenses, and qualifications throughout the initial contract term and any optional renewal periods.

Firms submitting proposals shall provide documentation or confirmation demonstrating that the firm is currently approved to perform South Carolina public school and charter school audits.

If applicable State Auditor or South Carolina Department of Education approval requirements change during the term of the agreement, the selected firm shall remain responsible for satisfying all requirements necessary to perform Odyssey Online Learning's annual audit.

II. Scope of Services

The selected auditor will be required to perform an independent financial and compliance audit in accordance with applicable generally accepted auditing standards, Government Auditing Standards, federal audit requirements, South Carolina requirements, and other applicable laws, regulations, and professional standards.

The scope of services shall include, but is not limited to:

1. Financial Statement Audit

- a. Comprehensive examination of Odyssey Online Learning's basic financial statements;
- b. Examination of applicable governmental activities, business-type activities, major funds, and remaining fund information;
- c. Assurance regarding the fair presentation of the School's financial position and results of operations in accordance with applicable accounting principles;
- d. Review of required supplementary information and schedules, as applicable;
- e. Review of budgetary comparison information, where required;
- f. Preparation and/or review of applicable year-end adjusting journal entries; and
- g. Preparation of the final financial statements, supplementary information, and applicable audit reports.



Odyssey Online Learning, its financial staff, and its financial consultants will participate in the preparation and review of Management's Discussion and Analysis and other applicable schedules.

2. Compliance Audit

The audit shall include:

- a. Review of compliance with applicable federal and state laws, regulations, grant requirements, and other requirements;
- b. Assessment and testing of internal controls related to compliance, as applicable;
- c. Review of federal, state, and local funding sources; and
- d. Reporting of applicable findings, deficiencies, or material weaknesses.

3. Single Audit

When required based upon applicable federal expenditure thresholds or other requirements, the auditor shall perform a Single Audit in accordance with applicable federal requirements, including the Uniform Guidance and other current federal audit requirements.

Services shall include, as applicable:

- a. Compliance testing for applicable federal programs;
- b. Internal control testing;
- c. Review of the Schedule of Expenditures of Federal Awards;
- d. Applicable major program testing; and
- e. Required Single Audit reports and submissions.

4. Other Agreed-Upon Procedures

The selected auditor may be requested to perform additional agreed-upon procedures or related professional services as mutually agreed upon by Odyssey Online Learning and the auditor.



Any work outside the agreed-upon scope that would result in additional charges must receive prior written approval from Odyssey Online Learning before the work is performed.

5. IRS Form 990 Preparation and Filing

The selected auditor shall prepare Odyssey Online Learning's annual **IRS Form 990, Return of Organization Exempt From Income Tax**, including all applicable schedules and supporting documentation.

Services shall include, but are not limited to:

- a. Preparation of the annual Form 990 and all required schedules;
- b. Coordination with Odyssey Online Learning staff and/or financial consultants to obtain information necessary for preparation of the return;
- c. Submission of a draft Form 990 to Odyssey Online Learning for review prior to filing;
- d. Incorporation of appropriate revisions or corrections identified during the School's review;
- e. Electronic filing of the completed Form 990 with the Internal Revenue Service following approval by Odyssey Online Learning; and
- f. Providing Odyssey Online Learning with a complete electronic copy of the final filed return and confirmation of filing.

The Form 990 shall be completed and filed within all applicable IRS deadlines, including extensions when authorized by Odyssey Online Learning.

III. Audit Timeline and Deliverables

Odyssey Online Learning requires timely completion of its annual financial audit.

The selected auditor shall work with Odyssey Online Learning and its financial representatives to establish an audit schedule that allows sufficient time for fieldwork, School review, Finance Committee review, corrections, and final issuance.

The School prefers:



- a. Interim fieldwork to be completed in early summer;
- b. Year-end fieldwork to begin no later than August 31;
- c. A preliminary draft of the audit and required journal entries to be provided to the School and/or Finance Committee by approximately October 1;
- d. An agreed-upon post-closing trial balance to be completed no later than approximately October 10; and
- e. **Final completion and delivery of the audited financial statements and required reports no later than October 15 following the applicable June 30 fiscal year end.**

The auditor shall provide the Finance Committee and/or Odyssey Online Learning leadership with sufficient opportunity to review draft financial statements and proposed audit adjustments prior to final issuance.

The auditor should participate in:

- a. A pre-audit planning conference;
- b. Periodic conferences during the audit, as appropriate;
- c. An exit conference prior to completion of the audit; and
- d. Presentation and/or discussion of audit results with the Finance Committee and/or Board of Directors, if requested.

Final audit reports, management letters, and other applicable reports shall be supplied electronically and in any additional format reasonably requested by Odyssey Online Learning.

IV. Working Papers and Records

Audit working papers shall be retained and made available upon appropriate request in accordance with applicable professional standards, laws, regulations, and record retention requirements.



If circumstances arise during the audit that require work materially in excess of the original scope or estimate, the auditor shall notify Odyssey Online Learning before commencing the additional work.

Any additional costs must be negotiated and approved in writing in advance.

V. Audit Contract and Payment of Audit Fees

The audit contract shall be subject to approval by Odyssey Online Learning as required by School policy and/or the Board of Directors.

Progress billings may be permitted as provided in the final contract. Final payment may be conditioned upon completion, submission, and acceptance of required audit reports and deliverables.

VI. Proposal Submission Requirements

Interested firms should submit a comprehensive proposal containing the following:

1. Firm Overview

- a. Background and history of the auditing firm;
- b. Location of the office that will be responsible for the engagement;
- c. Number of years providing governmental and public school auditing services; and
- d. Experience auditing South Carolina charter schools, public schools, school districts, governmental entities, or similar organizations.

2. Qualifications of Proposed Audit Team

The proposing firm shall:

- a. Be properly licensed and qualified to perform the services described in this RFP;
- b. Be included on the applicable South Carolina State Auditor-approved list of firms authorized to conduct school district and charter school audits;**



- c. Provide confirmation or documentation of its current approval status with its proposal;
- d. Maintain all required approval throughout the initial contract term and any optional renewal terms;
- e. Identify the supervising auditor who will be responsible for the engagement;
- f. Provide applicable CPA license information, academic credentials, and relevant professional qualifications;
- g. Describe the supervising auditor's experience auditing charter schools, school districts, governmental entities, and/or public entities;
- h. Identify key staff expected to work on the engagement;
- i. Describe relevant licenses, certifications, academic credentials, and audit experience of key personnel;
- j. Describe any specialized training, skills, or experience in governmental accounting, public finance, federal grants, and public school auditing; and
- k. Describe the firm's experience preparing and filing **IRS Form 990** for public charter schools, nonprofit organizations, or comparable entities.

3. Firm Experience and Quality Control

Provide:

- a. A list or description of relevant charter school, school district, or governmental audit clients served during the past three years;
- b. Description of the services provided;
- c. Information regarding the firm's participation in AICPA-sponsored or comparable peer review/quality control programs;
- d. A copy of the firm's most recent applicable peer review report;
- e. Description of any material regulatory or disciplinary action taken against the proposing firm or assigned professionals by applicable regulatory or professional bodies; and



f. Evidence of appropriate professional liability/malpractice insurance coverage.

4. Audit Approach

Describe:

- a. The proposed audit approach and methodology;
- b. Proposed audit planning process;
- c. Approach to internal controls and compliance testing;
- d. Approach to federal awards and Single Audit requirements, when applicable;
- e. Inform