

Request for Proposal

Accounting Services

INVITATION

Hmong College Prep Academy (HCPA) is seeking a firm for accounting services with a strong background in Charter School Finance within the Minnesota Department of Education system. Starting school year is for the fiscal year 25-26 at a minimum up to three school years thru the 27-28 school year.

Interested and qualified organizations are invited to submit proposals, which will be accepted until June 15, 2025 at 5:00 PM. Proposals should be emailed to:

Attn: David Kloskin
David.kloskin@hcpak12.org

Or mailed to:

David Kloskin
Chief Financial Officer
Hmong College Prep Academy
1515 Brewster St
St. Paul, MN 55108

One electronic or hard copy of the proposal must be emailed, mailed, or hand delivered to Hmong College Prep Academy by 5:00 p.m. on June 15, 2025.

Questions may be submitted via email to David Kloskin at the email listed above.

RFP Schedule

Activity	Date
RFP Invitation	May 22, 2025
Deadline to Submit Questions Regarding RFP	June 8, 2025
RFP Responses Due	June 15, 2025
Selection (with review of finance committee and board)	June 25, 2025
Relationship Effective Date	July 1, 2025

NOTE: The issuing of this RFP in no way obligates HCPA to accept any of the proposals that may be submitted by the due date, and HCPA may, at its sole discretion, continue operating under the status quo.

BACKGROUND

HCPA is a K-12 charter school that provides its students with a college-focused curriculum. The school is composed of over 185 licensed teachers, 40 paraprofessionals and 60 district/admin. personnel; all of whom share the ideology that all students, regardless of socio-economic background, will be given the opportunity to pursue a post-secondary education. Since '04, HCPA has expanded its campus five times to serve the needs of their stakeholders.

SCOPE OF WORK TO BE PERFORMED

Currently HCPA uses Skyward for its accounting. The school also uses bill.com to process payables but is open to processing payables outsourced with manual checks. The school is processing payroll in-house using paylocity.

The school has a CFO with a background in Charter School Finance and Nonprofits. The CFO intends to provide the review function as well as financial statement presenting and budgeting with their team at HCPA. The school is looking to outsource the following services to provide internal controls and maintain compliance.

Fixed Rate Services

1. Accounting Services

- UFARS data coding of federal and state revenues that come in through IDEAs and SWIFT
- UFARS data coding of all counter deposits and ETF funds received related to school activities
- UFARS coding of monthly credit card activity (approximately 100 transactions a month)
- Prepare the monthly reconciliation of all bank, vendor, credit card and all other material accounts
- Grant management/application services for SPED, Title, and COVID activity within SEDRA and SERVS
- Assistance with Lease Aid application
- Maintaining but also providing HCPA all necessary supporting documentation
- Assistance with MDE compliance deadlines in all areas

- Assistance with Bond compliance reporting as needed
- 2. Audit Prep Services**
- Assistance with Balance Sheet account reconciliation
 - Assistance with pulling documentation support of testing items
 - Year-end MDE reporting, compliance, crosswalk/UFARS reconciling
 - Assistance with Fixed Asset rollforward
 - General audit prep services as needed
- 3. General Consulting**
- Ad hoc Assistance for CFO and Business Manager

PROPOSAL REQUIREMENTS

The following must be received by the proposal due date.

Firm's Qualifications

- Qualifications and Related Charter School Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work;
- Provide client references in the Charter School industry

Personnel Qualifications

- Provide sufficient information and related experience of personnel who will perform HCPA's accounting services

Additional Information - Interested firms are encouraged to provide any additional information not otherwise requested that may aid HCPA in awarding this professional service contract.