



5926 Ryan Road, Duluth, MN 55804 · 218.525.0663 · www.northshorecommunityschool.org

Request for Proposal (RFP) for Audit & 990 Services

Issued by: North Shore Community School & A.B.C of North Shore Community School

Date Issued: March 18, 2025

1. Introduction

North Shore Community School (NSCS), a rural charter school nestled in the woods near the north shore of Lake Superior, approximately halfway between Duluth and Two Harbors, is requesting proposals for audit and 990 tax services for the year ending June 30, 2025. Additionally, A.B.C. of NSCS, the affiliated building company is also seeking audit services for the year ending June 30, 2025. Both entities will be selecting the same audit firm to perform the services.

2. About Us

NSCS serves approximately 390 preschool through 6th grade students. NSCS's mission is to excel in connecting our students' academics and learning with their natural and social environments in a nurturing community setting. This mission is driven by four core values: ***Kids First:*** Students' diversity and needs drive decisions and actions. ***Partnership:*** Together we achieve more than alone. ***Knowledge:*** Skilled in accessing, navigating, and using a broad array of facts and viewpoints from a global perspective. ***Stewardship:*** Care and responsibility for our natural and social environments.

A.B.C. of NSCS, our affiliated building company, was founded in 2013. With the NSCS as the only tenant, ABC purchased the school building and the 40-acre property. Since ABC's yearly budget covers facility maintenance and upkeep, the organization's only goal is to support NSCS's mission by providing facilities. As part of that function, ABC and the NSCS work with the resident Township to provide educational and recreational services to the community wherever possible.

3. Scope of Services

The selected provider will deliver the following services:

- 100% dedicated governmental audit staff
- Audit fieldwork scheduled for no later than October 15th
- Fieldwork completed within 2 business days
- Draft audit reports received by November 15th
- Formal exit conference and presentation to the board in conjunction with the NSCS school board meeting.

4. Proposal Requirements

Respondents should include the following in their proposals:

- A one-year proposal with options for year two and three
- Bios on the proposed audit team provided
- List of all charter school audit clients and contact info
- Detail on proposed fee for all years

5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Alignment with our school's needs and goals.
- Experience working with Minnesota charter schools.
- Cost-effectiveness and transparency of pricing.
- Demonstrated ability to meet compliance and reporting deadlines.
- NSCS reserves the right to reject any quotations and waive irregularities therein, and further reserves the right to award a contract to the lowest responsible service provider(s) that is in the best interest of NSCS.

6. Timeline

- RFP Issued: March 19, 2025
- Deadline for Questions: April 11, 2025
- Proposal Submission Deadline: April 23, 2025
- Selection Notification: April 30, 2025

7. Submission Instructions

Submit proposals electronically to:
Shelly Pierson Evans, Executive Director
spierson@nscsk6.org
5926 Ryan Rd., Duluth, MN 55084
218-525-0663 ext. 118

8. Contact for Questions

For questions about this RFP, contact:
Nicole Carpenter, Business Manager
ncarpenter@nscsk6.org
218-525-0663 ext. 117

We look forward to reviewing your proposal.

Sincerely,



Shelly Pierson Evans, Executive Director