

Promontory School of Expeditionary Learning

REQUEST FOR PROPOSAL

BUSINESS MANAGEMENT AND FINANCIAL SUPPORT SERVICES

1051 W 2700 S
Perry, Utah 84302
(801) 919-1900

SECTION I

SELECTION SCHEDULE

- Notice of RFP:** May 31, 2018 through June 8, 2018 – published on the Promontory School website – www.promontoryschool.org
- Submission Deadline:** June 8, 2018 by 5:00 pm to Kassi Capener at school address or kcapener@promontoryschool.org: Proposals must be submitted in compliance with Section IV of this RFP.
- Review of proposals:** June 11, 2018 through June 15, 2018
- Recommendation to Board:** June 18, 2018
- Award Date:** June 21, 2018

SECTION II

INTRODUCTION

- A. Promontory School of Expeditionary Learning (the “School” or “PSEL”) is requesting proposals for business management and financial support services (BMFS)
- B. PSEL is a tuition free public charter school in Perry, UT that serves grades K-8 (2 classes per grade 25 per class) and uses an Expeditionary Learning approach to education. The school’s mission is to provide a rich educational environment that views learning as an expedition and uses the study of great thinkers to cultivate the value of excellence and the love of knowledge.
- C. TERM OF CONTRACT. PSEL is seeking a long term partnership with a business services firm that will help the school to fulfill its mission. PSEL will award the contract for BMFS for up to five (5) years, beginning July 2018.
- D. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to PSEL, taking into consideration the price and the evaluation factors set forth in this RFP.

SECTION III

PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with Section IV of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Proposals will be evaluated by a committee appointed by the Promontory School Governing Board. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals for the purpose of assuring full understanding of, and responsiveness to, the solicitation requirements.

- D. If selected by the PSEL governing board, the successful offeror must be prepared to execute a written BMFS provider agreement containing the services, terms and conditions outlined in the successful proposal.
- E. It is understood that PSEL's issuance of this RFP does not obligate PSEL to accept any of the proposals submitted in response to this RFP, nor does it guarantee that PSEL will in fact accept any of the said proposals. No agreement exists on the part of PSEL and any offeror until a written contract is approved and executed by the PSEL governing board.
- F. This RFP does not obligate PSEL to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All proposals, responses and supporting documentation shall become property of PSEL
- G. At any time during the evaluation process the evaluation committee may, with appropriate approval, request best and final offers as provided for in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

SECTION IV

PROPOSAL REQUIREMENTS

- A. Proposals must contain a cover letter, which shall include the following:
 - a. A statement of the offeror's intent to provide the services outlined in this proposal
 - b. The legal company name
 - c. Complete company address
 - d. Company contact person's name, phone number and email address
 - e. Company's website address
 - f. Signature and position/title of company's authorized representative
 - g. The date of submission
- B. Proposals must address the Proposal Specifications set forth in Section V below.
- C. Proposals must be emailed to Kassie Capener at kcapener@promontoryschool.org on or before June 8, 2018 at 5:00 p.m. Proposals should be in a PDF format. All Cost information provided by the offeror must be contained in a separate pdf file and clearly identified as cost information.

- D. Proposals must be signed by the offeror.

SECTION V

PROPOSAL SCOPE AND SPECIFICATIONS

- A. The BMFS firm will be expected to act as an independent contractor in the delivery of Business Management and Financial Support services.
- B. PSEL is seeking comprehensive business management and financial support services, to begin July 2018. The successful offeror must have expertise and experience in applicable state and federal regulations regarding the operation of a Utah public charter school. Each offeror must provide a response in their proposal, in narrative format, to each of the following Business Management components:
1. Experience, Qualifications and Track Record. Provide a narrative demonstrating a proven and successful track record in Utah Charter School Business Management and Financial Support services. Please include:
 - a. A list of your current clients, including contact information. PSEL reserves the right to contact offeror's clients, unless otherwise directed in the RFP response.
 - b. A description of qualifications and experience of offeror's personnel.
 - c. A description of offeror's mission and what sets offeror apart from other business management companies.
 2. Scope of Services. Provide a list and a brief description of all business management and financial support services that will be included in your proposal. Ensure you address, at a minimum, each of the following:
 - a. *General Accounting* – Accounts payable, accounts receivable, general ledger, auditing, chart of accounts, banking and taxes.
 - b. *Payroll* – paychecks, payroll taxes, benefits monitoring, HR issues, time tracking including time and effort reports.
 - c. *Compliance* – required Utah financial reports, AFR/APR, transparency uploads, title reports, land trust compliance, IRS 990, DMI, SAMS & DUNS.
 - d. *Business* – regular meetings with school admin, finance committee, board meetings, financial statements, budgets, forecasts, insurance, financial policy, treasury management.

- e. *Finance* – continuing disclosure requirements, ratio analysis, rating agency reviews, loan covenant tracking, sensitivity analysis, long term capital planning.
 - f. *Systems* – proprietary automations systems, accounting system, employee budgets, restricted funds tracking, PTO and benefits.
3. Contract. Please provide a draft copy of your proposed service agreement. YOU MUST EXCLUDE ANY COST INFORMATION OR FORMULA FROM THE DRAFT AGREEMENT.
4. Cost. All cost information provided must be submitted in a separate pdf file and be clearly identified as cost information. No cost information may be submitted with the rest of the proposal. Provide your proposed fee, including any formulas or escalations.

SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

- A. Experience and qualifications of offeror (20 points)
- B. Scope of services (30 points). This is an evaluation of how the proposed scope of services fits the needs of PSEL.
- C. Support of School Mission (20 points). This is an evaluation of how the offeror's proposal supports the school's mission and vision. The evaluation committee will score this criteria based on the offeror's culture, proposed contract, experience and model.

Criteria Related to Cost*

- D. This criterion is based on the fee proposed in section V(B)(4) above (30 Points).

Total points available based on Evaluation Criteria: 100 points.

*NOTE: Cost is evaluated and scored independently.