

Valley Academy Charter School

REQUEST FOR PROPOSAL

BUSINESS MANAGEMENT AND FINANCIAL SUPPORT SERVICES

539 N 870 W
Hurricane, UT 84737
435-635-7815

SECTION I

SELECTION SCHEDULE

- Notice of RFP:** April 18, 2024 through April 25, 2024 – published on the Valley Academy Charter School website – <https://valleyacademycharter.com>
- Submission Deadline:** April 28, 2024 by 5:00 pm to Miranda Kloos at school address or emailed to miranda@valleyacademycharter.com. Proposals must be submitted in compliance with Section IV of this RFP.
- Review of proposals:** April 30, 2024 through April 23, 2024
- Recommendation to Board:** May 6, 2024
- Award Date:** May 9, 2024

SECTION II

INTRODUCTION

- A. Valley Academy Charter School (the “School” or “VALLEY”) is requesting proposals for business management and financial support services (“BMFS”)
- B. VALLEY is a tuition free public charter school in Hurricane, UT that serves grades K-8 and operates a public arts school that provides a holistic approach to teaching children. The school serves over ~~400~~550 students.
- C. TERM OF CONTRACT. VALLEY is seeking a long term partnership with a business services firm that will help the school to fulfill its mission. VALLEY will award the contract for a one year term estimated to begin in July 2024, and renewable on an annual basis for up to five (5) years.
- D. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to VALLEY, 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 Valley Academy School Governing Board. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information.
- D. If selected by the VALLEY 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 VALLEY's issuance of this RFP does not obligate VALLEY to accept any of the proposals submitted in response to this RFP, nor does it guarantee that VALLEY will in fact accept any of the said proposals. No agreement exists on the part of VALLEY and any offeror until a written contract is approved and executed by the VALLEY governing board.

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 Miranda Kloos at miranda@valleyacademycharter.com on or before April 10, 2024, 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. VALLEY is seeking comprehensive business management and financial support services, to begin July 2024. 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. VALLEY 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.

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

- 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 VALLEY.
- 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.
- 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.