

REQUEST FOR PROPOSAL: **BACK OFFICE SUPPORT PROVIDER**

This Request for Proposal (RFP) is for the purpose of obtaining competitive proposals to provide Back Office Support for Larkin School for the Health Sciences. A new charter school serving students in grades 6-8 in Miami-Dade County, Florida.

RFP INFORMATION AT A GLANCE

Bid Title:	Back Office Support
Send Proposals To:	Larkin School for the Health Sciences 2327 Armistead Road Tallahassee, FL 32308 Fax: (000) 000.0000 Email: lindseygranger@outlook.com
Due Date & Time:	March 2, 2018, 2:00 pm
Contact Information:	Lindsey Granger Consultant, Larkin School for the Health Sciences lindseygranger@outlook.com

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I. RFP Submission and Award

1. Proposals will be accepted until 2:00pm on Friday, March 2, 2018. Proposals shall be submitted as follows:
 - a. Electronic copy emailed to: Lindsey Granger
 - b. Hard copy in a sealed envelope marked "Back Office Support"
2. Larkin School for the Health Sciences reserves the right to reject any or all proposals
3. Awards shall be made to the most qualified and responsible vendor whose proposal is the most responsive to this solicitation as judged by Larkin School for the Health Sciences
4. It is the responsibility of the prospective vendor to fully inform themselves of the conditions, requirements and specifications before submitting a proposal. Failure to do so will be at the vendor's own risk.
5. Proposals shall include the following information:
 - a. Brief overview of the company/company profile
 - b. Product Details (include the types of Back Office Services your company can provide to our school i.e., General Accounting, Quarterly Services, Annual Budget, Board Meetings, Payroll, Human Resources and any other offerings available.
 - c. Pricing for all products listed in 5d
 - d. Value Added Details (i.e. discounts for multi locations, any early pay rebates etc.)
 - e. History of Charter School Experience within the State of Florida.
 - f. Three (3) Current references
6. If additional information is required, please contact Lindsey Granger, Larkin Consultant in writing at: lindseygranger@outlook.com or by phone at 850-727-4985.

II. Specific Information Requested Within Proposal

- **Explanation of Experiences:** Preferences will be given to vendors who have experience with charter schools.
- **Abilities and Backgrounds of Personnel:** Vendors should list key personnel who will be responsible for conducting the audit and provide resumes for those individuals.
- **Ability to complete the Scope of Work:** Vendors should comment on their ability to complete the scope of work listed below, being sure to list any items they do not feel they would be able to complete, and any additional items they are able to provide above the scope.
- **Detailed Explanation of Costs:** Explain in detail how costs are calculated and what the organization can expect to pay for the services provided.
- **Software Preferences and Cost Expectations:** Vendors should detail which software package(s) they will be using and who is responsible for paying for such services. Please also indicate whether school staff would have access to reporting or how reports can be requested.
- **References:** Include references for us to contact regarding services received from vendor.

III. Scope of Work

General Accounting:

- Process accounts payable on a biweekly basis based on invoices, purchase orders and other documentation provided by the school with appropriate coding as indicated by the school.
- Maintain and process repetitive payments (i.e. mortgage, utility bills, etc.).
- Work with the accounts and expense structure currently used by the school (in compliance with the Financial and Program Cost Accounting and Reporting for Florida Schools Redbook)
- Prepare, record and copy checks then submit to the school for signature and distribution.
- Research and respond to billing and payment questions.
- Process accounts receivable and deposits based upon information provided by the school. School shall deposit money and provide a breakdown of accounts each deposit should be coded into.
- Reconcile bank accounts and provide a bank reconciliation report to the school monthly.
- Provide monthly detailed financial reports including profit and loss statements, comparison to annual budget, classed fund balances, and a balance sheet at least five days prior to regular scheduled Board of Directors meetings.
- Be available to answer questions of the Board of Directors (by telephone is acceptable)
- Provide monthly financial reports to the school's Sponsor utilizing the format required by the state and/or district.
- Prepare and record all required journal entries.
- Share expenses between the two school/organizational entities on a monthly basis.
- Perform monthly closing procedures after all monthly adjustments have been made.

Quarterly:

- Prepare and submit quarterly financial reports to the governing board.

Annually:

- Perform year-end close and prepare for annual audit.
- Meet with the school's chosen independent auditor to plan for the annual audit, complete all requested schedules, provide copies of requested test documentation and respond to audit field staff requests.
- Assist with the preparation of the annual budget by providing historical expense information and calculating possible budget scenarios for the administration and budget committee.
- Prepare annual 1099 for vendors who have received more than \$600 in payments.

IV. General Terms & Conditions

Scope: The school requests proposals from agencies with experience providing outsourced accounting services to charter schools starting as soon as is feasible.

Delivery of Proposals: We prefer all proposals be delivered through email, but may also be delivered by USPS, Fax or delivered directly to the contact information above.

Background Checks: Vendors must agree to comply with the Jessica Lunsford Act, which requests requiring that any entity holding a contract with a public school and meets the any of the following three criteria must go through Level 2 screen, the cost of which we expect the vendor to cover. The types of individuals who must have the background checks are individuals who are:

- are permitted access on school grounds when students are present or
- have direct contact with students or
- have access to or control of school funds

Method of Evaluation: The evaluation of proposals will be done by a committee. Each evaluator on the committee will independently score each proposal using the predetermined point system listed within this document. They will compile a total score for each proposal. Each evaluator will then individually rank each proposal based upon the total score they gave it. The proposal receiving the highest point score will be ranked 1, the second highest score will be ranked 2, and so on. After each evaluator completes this process, the facilitator of the evaluation process will ask each evaluator for the rank they gave each proposal. These numbers will be totaled for all evaluators to determine an overall ranking for each proposal. The highest ranked proposal (the one with the lowest rank number) will be recommended for award of the contract.

The evaluation committee reserves the right to negotiate further terms and conditions, including price, with the highest ranked respondent. If the evaluation committee cannot reach a mutually beneficial agreement with the first selected respondent, the committee reserves the right to enter into negotiations with the next highest ranked respondent and continue this process until agreement is reached.

Professional Liability: The successful bidder shall procure and maintain Professional Liability Insurance for the life of this contract/agreement, plus two years after completion. This insurance shall provide coverage against such liability resulting from this contract. The minimum limits of coverage shall be \$1,000,000.00 with a deductible not to exceed \$25,000. The deductible shall be the responsibility of the insured. Professional liability policies shall holds harmless the school and each officer, agent and employee of the school against all claims, against any of them, for personal injury or wrongful death or property damage arising out of the negligent performance of professional services or caused by an error, omission or negligent act of the awarded bidder or anyone employed by the awarded bidder.

Non-Exclusive Agreement: This RFP does NOT establish an exclusive arrangement between the school and vendor. The school reserves, but is not limited to, the following rights:

- The right to use others to perform work and services described in this RFP;
- The right to request proposals from other Vendors for work described in the RFP;
- The unrestricted right to bid any work or services described herein.

Confidentiality of Information: The school reserves the right to retain all copies of vendor proposals submitted in response to this Request for Proposals. You are hereby notified that under FS 119.07, ("Florida's Sunshine Law") proposals submitted in response to this solicitation cannot be granted immunity from public scrutiny. All information submitted must be made available to the public for examination, if so requested. Vendor requests to hold certain submitted materials in confidence cannot be honored. If it is essential to your organization that certain materials be kept confidential, and they are a required element of this Request for Proposal, it is recommended that you decline to respond to this solicitation.

Qualifications of Vendors & Eligibility Requirements: The school expressly reserves the right to reject any proposal if it determines that the business and technical organization, equipment, financial and other resources, or experience of vendor, compared to work proposed, justifies such rejection.

Proposal Preparation Costs: The costs of developing proposals are entirely the responsibility of the vendor, and shall not be charged in any manner to the school. This includes, but is not limited to, the direct cost of vendor personnel assigned to prepare vendor's response to the RFP and any out-of-pocket expense (including, but not limited to, travel, accommodation, supplies) incurred by vendor in preparing the response to the RFP.

Fiscal Information: Currently the school does not have accounts setup. We anticipate that the selected Back Office provider will do so.

Solicitation of School Employees: The school expressly prohibits vendors from making any offer of employment, equivalent offer or any other offering of value to any employee or representative of the school.

Ownership of Work Products The school shall have ownership rights, including copyrights and patents, to all work products developed for the school by the vendor.

Key Events & Dates:

<u>02-19-18</u>	Request for Proposals posted on school's web site and bid notices mailed to prospective bidders
<u>03-02-18</u>	Proposals due by 2:00 pm. Committee will evaluate and contact top bidders it wishes to negotiate with prior to 03-19-2018.
<u>03-19-2018</u>	Recommendation will be made to Board of Directors

Inquiries / Information: Any questions by prospective bidders concerning requirements of this bid should be addressed to Lindsey Granger, contact information above.

Florida State Contracts: If a company currently holds a contract with the State of Florida, Department of Management Services, Division of Purchasing or the Florida Department of Education, to supply the products or services requested in this bid, the bidder shall quote not more than State contract price(s). Failure to comply with this request may result in disqualification. The Board reserves the right to reject bids and purchase from State contracts if to do so represents its best interest.

Basis of Award or Rejection of Bids: The Budget Committee/Consultant(s) will recommend the lowest responsive and responsible bidder to the Board. Slight variations or irregularities may be accepted by the Board if either is found to be in its best interest. The Budget Committee/Consultant(s) shall be responsible for determining the acceptability of a bid. The Board reserves the right to reject any or all bids, either in part or in whole.

V. Evaluation Criteria:

The following factors will be considered in ranking the proposals received:

Explanation of Criteria	Possible Points
Understanding of task and proposed plan	+ 0 to 10
Experience & qualifications of firm	
<i>Experience with Charter Schools</i>	+ 0 to 5
<i>Experience with governmental entities</i>	+ 0 to 5
Experiences & qualifications of personnel	
<i>Primary Contact</i>	+0 to 15
<i>Accounting Team on Staff</i>	+0 to 10
<i>Missing Resumes</i>	-5 each (-20 max)
Demonstrated understanding of “Redbook” accounting procedures	+0 to 5
Ability to meet the “Scope of Work”	+0 to 17 <i>(one point for each item identified within the Scope of Work)</i>
Services above and beyond Scope of Work	+0 to 8
References	+0 to 5 for each positive reference <i>(max 20 points)</i>
Costs	+ 20 for lowest rate +15 for second lowest rate +10 for third lowest rate +0 all others
Maximum Points Possible – 115	