



EdTec Back Office Service Renewal Proposal Memo for The Mission Preparatory School

EdTec is honored to be a key support partner to The Mission Preparatory School (TMPS) since 2020 and we look forward to continuing our role in supporting the organization’s on-going success and impact.

Current Contract Overview

- Contract Term: July 1, 2021 through June 30, 20223
- Service Pricing: Fixed annual pricing of \$145,000 for Back Office Services (SOW #4)

Contract Renewal Proposal

Based on the success of our current partnership, we propose a continuation of the current service level for a one-year contract renewal at the pricing detailed in the table below for the 2023-24 school fiscal year.

As laid out in the current Statement of Work, EdTec will continue to provide support in budgeting and financial tracking, as well as accounting, accounts payable and receivable, payroll, reporting, audit assistance, attendance reporting support, and other operational activities as outlined.

The revenues and fee percentages in the table below for 2021-22 and 2022-23 reflect TMPS revenue estimates that were used to generate pricing for the school’s current contract.

Back-Office Service Renewal Pricing	2021-22 (Prior Year)	2022-23 (Current Year)	2023-24
Projected LCFF Revenue	\$4,567,989	\$4,915,968	\$5,865,561
Total Projected Revenue	\$6,811,683	\$7,028,579	\$9,277,728
Fixed Annual Back-Office Service Pricing	\$140,000	\$145,000	\$165,000
Service Cost as % of LCFF Revenue	3.06%	2.95%	2.81%
Service Cost as % of Total Revenue	2.06%	2.06%	1.78%

Next Steps

Thank you for your partnership and for your consideration of EdTec’s proposal. We look forward to your feedback and to discussing next steps.

- The EdTec Team