



CAMINO NUEVO CHARTER ACADEMY

Request for Proposal to Provide Back Office Services

Due Date: February 22, 2021

I. Overview

CAMINO NUEVO CHARTER ACADEMY (“CNCA”), a public charter school in the State of California and headquartered in Los Angeles, California is seeking to outsource its back-office services.

CNCA is a network of 6 high-performing public charter schools and one preschool that serves close to 3,500 students in Los Angeles. For twenty-years, CNCA has operated in the MacArthur Park/Westlake communities.

Having our students achieve their potential is an imperative for CNCA, and as such each CNCA charter petition delineates specific charter school’s annual goals, including goals to be achieved in the state priorities, core academic skill goals, and goals for lifelong learning and interpersonal skills. The charter petitions also describe specific actions to achieve those goals, measurable pupil outcomes, and methods for measuring pupil outcomes.

II. Required Services

Pueblo Nuevo Education & Development Group (“PNEDG”) provides a variety of support services to CNCA sites, including but not limited to the services identified in the list that follows. It is our expectation that the selected firm will collaborate, communicate and integrate seamlessly with CNCA and PNEDG staff including the chief executive officer, chief financial officer and sr. vice president of human resources, school leaders, among others.

In an effort to standardize assumptions across all potential service providers (“Provider”), CNCA proposes that for purposes of this request for proposal (“RFP”), Provider should assume that all services provided in the table below (“Externally Provided Services”) and within the “Scope of Services” in Section IV (which may be redundant) encompass CNCA’s expectation as to services to be provided.

Externally Provided Services	Internally Managed Services
" Accounts payable	" Debt management
" Accounts receivable	" Facilities management
" Payroll and Retirement accompanying reports	" Strategic planning
" Training on tools and processes	" Org-wide financial & budget leadership
" Budget preparation support	" Data strategy development: strategic alignment & project prioritization
" Cash flow management	" Risk management; insurance
" Financial reports preparation (Board, Mgmt. & Chartering Authority)	" Supporting leadership team on financial aspects of programmatic issues
" Regulatory reporting & compliance (including LCFF, Federal Programs, ASES, One-Time Federal and State Sources)	" Accountability Plans
" Fixed Asset Ledger Maintenance	" All reporting with regard to financial integrity
" Audit and Tax liaison with 3 rd party	" Internal Controls/Processes
" Sales & Use Tax Reporting	" Exemplary leadership in school finance
	" Testifying as to CNCA' financial integrity

III. Timetable for Implementing Back Office Support

Following is the proposed timetable for selecting a Provider to work with CNCA beginning FY21/22.

Activity	Anticipated Date
Informational report to Finance Committee re Solicitation	01/25
Request for Proposal issued	Week of 02/08
Proposal responses due at midnight.	02/22
Selection period	02/23 through 03/01
Interviews Scheduled	Week of 02/23
Recommendation & Board Approval	Week of 03/01
Notification to firms	Week of 03/09

IV. Scope of Services to be Provided

CNCA expects to award a contract for a three-year period with two (2) one-year options. The contract will be for a fixed price or it may permit for cost escalation by an agreed upon price index. Services will be provided under the contract only after approved by CNCA' Board of Directors.

Under the direction of the Chief Executive Officer and the Chief Financial Officer, the selected Provider must be able to provide a comprehensive scope of financial activities. Such activities include but are not limited to:

- » Timely payment of all vendor obligations
- » Timely and quality support to school site and home office personnel
- » Responsiveness to vendor inquiries
- » Execution of payroll and retirement
- » Set up and maintenance of all CNCA files with appropriate third-party controls and accessibility by CNCA staff
- » Advise with respect to collection and reporting of Title I and other categorical funds
- » Budget preparation and presentation when and as required
- » Upkeep of accurate cash flow
- » Provision of financial and sensitivity analyses if requested
- » Assistance to CNCA on quantifying the implications of strategic initiatives, if requested
- » Attendance at Finance and Audit Committee meetings and other meetings as requested by CEO and CFO
- » Appropriate establishment for CNCA pursuant to guidance from the State
- » Initiate and process funding adjustments and journal vouchers
- » Process, budget check and post payroll funding adjustments
- » Assist with preparation of annual financial audit and tax/information returns
- » Timely submission of all security forms submitted to the appropriate state agencies
- » Advice as to best financial practices
- » Advice to CNCA as to appropriate leverage state and federal funding sources
- » Timely and qualitative grant reporting, as required
- » Timely preparation of monthly financial statements; timely review with executive staff as requested.

V. Questions and Submission

Please feel free to direct questions to the CNCA CFO preferably by email as shown below.

All proposals are due ***no later than midnight, on Monday, February 22, 2021.*** Please deliver one (1) copy by email as indicated below:

Tammy Stanton, CFO
 3435 W. Temple St.
 Los Angeles, CA 90026
tammy.stanton@pueblonuevo.org
 Office: 213.417.3400
 Cell: 213.327.9483

VI. Proposal Format

Proposals may not exceed 20 pages including any graphics (*excluding examples as requested in C. 2 and C. 3 below*). The services provided, qualifications and experience and reference portions will be weighted more heavily than the cost of service delivery.

Proposals are to include the following content:

- A. **Executive Summary.** Summarize the key elements of your submission including designated agents and those authorized to bind the Provider.
- B. **Approach to Working with CNCA.** Clearly articulate how your firm intends to approach this engagement and serve CNCA as a partner in your delivery of the Scope of Services enumerated in the foregoing section.
- C. **Vendor Qualifications and Experience.**
 - (1) State the size of the firm, the size of the staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement.
 - (2) Provide a summary of the firm's experiences over the past five (5) years in providing directly relevant services. In addition, provide samples of deliverables in the following areas: monthly financial statements, a presentation prepared for Board of Directors, and an example of a directly relevant value-added recommendation made to a client. *These items may be provided in an Appendix (and not included in the 20-page count).*
 - (3) Provide the two (2) most recent annual audited tax related financial statements for your firm. Financial statements submitted with this RFP are not subject to disclosure as public records.
- D. **Qualifications and Experience of Key Personnel.**
 - (1) Identify the person that will be principally responsible for working with the CNCA and leading this engagement. Elaborate upon the role, responsibilities and communication and presentation skills of this individual.
 - (2) Provide professional resumes of key personnel to be directly assigned to CNCA engagement.
 - (3) Discuss other commitments of key personnel and how these commitments will affect their availability to CNCA.
- E. **Provision of Core Services.** Based upon your knowledge of CNCA, respond to the following:

- (1) What does your organization generally consider to be the core services provided in this engagement?
- (2) Describe your philosophy with regard to enhancing clients' organizational and financial capacity.
- (3) How does your organization protect intellectual property and confidential and sensitive information?
- (4) How have you addressed clients' concerns about over reliance on back office service providers? How do you propose to bifurcate the roles so that this is not an issue of sensitivity for CNCA?
- (5) Disclose relationships that have been terminated and the circumstances around such terminations.

F. **Technological Resources.** Fully educate us as to the technological resources that will be an important part of any CNCA solution. In keeping with CNCA' commitment to mitigating and eliminating risks associated with manual processes please respond to the following:

- (1) Describe your systems and software and your methodology for ensuring technological integration with CNCA.
- (2) Provide a timeline for complete system integration and orderly transition for CNCA.
- (3) Identify typical challenges involved with such a transition and describe solutions deployed with other. Be open about sharing any technological issues that remain unresolved after transitions.

G. **Internal Controls.** Please ensure that your response incorporates discussion of the systems in place, practices and procedures, internal controls, third-party controls and reporting requirements that have been brought to prior engagements. Discuss how you envision the CNCA interface and recommended best practices.

H. **References.** Provide three (3) references of clients for whom you have provided a similar scope of services over the past three (3) years. Please include full name, position, telephone number and email address and a description of the engagement vis-à-vis CNCA.

I. **Insurance Requirements.** CNCA will require that the service organization possess certificates of insurance evidencing required coverage and the minimum as indicated

below. CNCA will require that Provider procure and maintain for the duration of its engagement with CNCA insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work by the Provider, its agents, representatives or employees. It is required that broad coverage include the following:

- (a) Commercial General Liability on an occurrence basis for bodily injury and property damage including products completed operations, personal injury and advertising injury with limits no less than \$1,000,000 per occurrence, \$3,000,000 aggregate.
- (b) Automobile Liability with limits no less than \$1,000,000 per accident for bodily injury and property damage. If no owned autos, then non-owned/hired coverage can be accepted.
- (c) Workers Compensation Insurance as required by the State of California with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- (d) Crime Insurance or Fidelity Bond Coverage shall be maintained to cover all employees who handle, process, or otherwise have responsibility for CNCA funds or other assets. Minimum amount of coverage shall be \$1,000,000 per occurrence/\$1,000,000 aggregate, with deductible that is acceptable to CNCA.
- (e) Professional Liability (Errors & Omissions) Insurance appropriate to Provider's profession of financial services with no limits less than \$1,000,000 per occurrence or claim, \$3,000,000 aggregate.
- (f) Given the foregoing requirements, please provide a statement as to willingness and ability of your firm to provide the required minimums.

J. **Conflicts of Interest.** Please disclose each of the following:

- " Any violations of federal, state or local regulations/laws within the past three (3) years;
- " All pending or current litigation;
- " Arrangements with other firms that may pose a potential conflict of interest to the CNCA engagement; any arrangements that are likely to be made in order to deliver the CNCA engagement; and
- " If none of the above apply, provide a statement to that effect

K. **Cost Proposal.** Please present cost options under both 3-year and two 1-year options to extend. Proposals should include all standard costs associated with providing the services described in the Scope of Work.

- Proposals may include a compensation that includes the hourly rate for each individual who would be assigned to CNCA, and a cost by category for all major activities. Be clear as to any services that might be typically provided with such an engagement as CNCA and which may fall outside your cost proposal. If there are none, ensure that you make a statement to that effect.

- VII. ***Evaluation of Proposals and Negotiations.*** Overall responsiveness and representations made within the RFP, as well as your firm's ability to connect with the CNCA team are important factors in the overall evaluation process. Therefore, we will likely short list two firms to be invited for interviews with CNCA selection team. CNCA will select a firm that has the highest suitability for the work with CNCA and the overall desirable approach. At that point, CNCA will negotiate with the firm to determine final pricing and contract.
- VIII. ***Award.*** CNCA reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests.

End of Request for Proposal