



EdTec Service Renewal Proposal Memo for Urban Montessori Charter School

EdTec is honored to be a key support partner to Urban Montessori Charter School (UMCS) since 2012 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, 2016 through June 30, 2020
- Service Scope: Back Office Service per Amended & Restated Statement of Work #1
- Service Pricing: Fixed annual fee of \$112,000

Contract Renewal Proposal

Based on the success of our current partnership, we propose a continuation of the current service level. 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.

We are proposing a multi-year renewal agreement, and we have outlined 2-year and 3-year service renewal options in the below table, for your consideration.

Back-Office Service Renewal Pricing – Fixed Fee	2019-20 (CY)	2020-21	2021-22	2022-23
2-Year Renewal Projected Service Cost	\$112,000	\$116,000	\$120,000	
3-Year Renewal Projected Service Cost		\$114,000	\$118,000	\$122,000

A CALPADS Service package can also be provided, separately, for a fixed annual fee of **\$9,000 in 2020-21**, to replace the current hourly billable support model that UMCS is leveraging. The projected savings by moving to the fixed fee service is \$1,000 - \$1,500 for next year.

Next Steps

A new draft Back Office Statement of Work #2 (SOW#2), reflecting the proposed 3-year renewal scenario, will be provided separately for your consideration and to include in your board materials.

If Urban Montessori Charter School elects to renew the Back Office Service under the 2-year scenario, then SOW#2 would be adjusted to reflect the 2-year contract term and pricing. The final SOW will be provided via DocuSign for the school’s review and signature.

If the fixed fee CALPADS Service is of interest, an additional Statement of Work for that service can be prepared for the school’s review.

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