

TEACH Public Schools
Notice of Request for Proposals
Back Office Services
RFP No. 2019-1

Notice is hereby given that TEACH Public Schools (hereinafter referred to as “**TEACH**”) is requesting proposals for a provider of back office support and related services (hereinafter referred to as **Proposer[s]**) to assist with TEACH’s operation of three charter school programs in the Los Angeles, California.

Proposers should not construe from this notice that TEACH intends to enter into a contract with the Proposer unless, in the opinion of TEACH, it is in the best interest of TEACH to do so. TEACH reserves the right to negotiate final contractual terms with the successful Proposer.

The Request for Proposal (RFP) documents are available at
TEACH’s Web site at <http://www.teachpublicschools.org>

To request the RFP documents by e-mail or postal mail, please contact:
Matt Brown, CFO/COO TEACH Public Schools
Mbrown@teachps.org
1846 W. Imperial Hwy.
Los Angeles, CA 90047

TEACH will record and provide answers to any questions or requests for clarifying information about the RFP through March 22, 2019. All questions should be sent via email to Matt Brown (Mbrown@teachps.org) with the email subject line – “Back Office Services RFP No. 2019-1”. Responses to all questions received through March 22, 2019 will be posted online by 9:00 am on Monday March 30, 2019.

Proposers must submit written proposals via email or in a sealed package, which should be labeled:

“Proposal – Back Office Services [RFP No. 2019-1]”

Addressed to:
Matt Brown,
CFO/COO
TEACH Public
Schools
mbrown@teachps.org
1846 W. Imperial Hwy.
Los Angeles, CA 90047

TEACH will accept all proposals received on or before **Monday, May 6, 2019**. Except for unusual circumstances as determined by TEACH, TEACH will not accept proposals that are received after **Monday, May 6, 2019**.

TEACH reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. TEACH will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of TEACH. Following the review and analysis of all responsive proposals, TEACH staff will make a recommendation to the TEACH Board of Directors at a duly noticed board meeting. The TEACH Board of Directors is responsible for selecting the schools’ provider of back office support and related services.

**REQUEST FOR PROPOSAL
for
BACK OFFICE SERVICES**

RFP No. 2019-1 BACK OFFICE SERVICES

by

TEACH PUBLIC SCHOOLS

ADDRESS ALL PROPOSALS TO:

Matt Brown
CFO/COO TEACH Public Schools
Mbrown@teachps.org
1846 W. Imperial Hwy. Los Angeles, CA 90047

Request for Proposal

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Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a contract with a provider of back office support and related services (collectively referred to herein as “Back Office Provider”) that will provide TEACH Public Schools (hereinafter referred to as “TEACH”) with assistance in the operation of TEACH’s California public charter schools with annual revenues of over \$12,000,0000 annually. The Back Office Provider will provide services to TEACH as described in **RFP Exhibit 1, Scope of Work**.

TEACH Public Schools are innovative, dynamic, creative, and educationally enriching institutions of positive-driven learning. We believe that all children can learn when taught well and given an opportunity. We adhere to the thinking of philosopher G. Givhan, “What you pay attention to grows.” By looking consistently at our students and the data of our practices, our teachers and students will “grow” in their development and to great successes in the 21st century.

Through this RFP, TEACH seeks to promote open and free competition consistent with applicable federal and state laws and standards.

Outlined below are examples of basic competitive bidding standards TEACH will use in the issuance of this RFP:

- TEACH is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, etc.
- TEACH released this RFP to benefit TEACH and not the Proposers.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by TEACH of the most responsive and responsible Proposer to TEACH’s requirements, as determined by TEACH when evaluating proposals based on the criteria contained in the RFP.
- The RFP provides a basis for full and fair competition among Proposers to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only.

To respond to this RFP, interested Back Office Providers must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. TEACH staff will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Proposer must:

- Carefully read the entire RFP, attachments, exhibits, addenda, before submitting a proposal.
- Ask appropriate questions or request clarification.
- Submit all required responses by the deadlines.
- Follow all instructions and requirements of the RFP thoroughly and appropriately.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Proposer shall immediately notify TEACH of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify TEACH of the error prior to the date for submission of proposals, and is awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

**Schedule of Events for
RFP No. 2019-1**

- Release of RFP-----Thursday March 7, 2019
- Question and Answer Period-----Monday March 11 – Friday March 22, 2019
- Anticipated Receipt of Proposals-----Tuesday May 6, 2019
- Proposals Evaluated----- Monday June 3, 2019
- Board Meeting – Anticipated Proposal Approval-----Wednesday June 12, 2019
- Anticipated Contract Award Date----- Thursday, June 13, 2019

TEACH will make every effort to adhere to the schedule. However, TEACH reserves the right to amend the schedule, as necessary, and will post a notice of any said amendment at www.teachpublicschools.org.

General Instructions for Proposers

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Proposer's capability to satisfy TEACH's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP.
3. TEACH may reject a proposal if the proposal is conditional or incomplete, deemed nonresponsive, or if it contains any alterations of form or other irregularities of any kind. TEACH may reject any or all proposals or waive any immaterial deviation in a proposal. TEACH's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all other requirements if awarded the contract.
4. Proposers are responsible for the costs of developing proposals, and shall not charge TEACH for any preparation costs.
5. Proposers may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.
6. Proposers may withdraw their proposal by submitting a written withdrawal request to TEACH, by email or signed letter by the Proposer or their authorized agent, through the contact person named in the "Contact Information" provided on page ii of this RFP. Thereafter, a Proposer may submit a new proposal prior to the proposal submission deadline. Proposers may not withdraw their proposal without cause after the proposal submission deadline.
7. TEACH may modify the RFP prior to the date given for submission of proposals by posting an addendum on www.teachpublicschools.org
8. TEACH reserves the right to reject all proposals for any reason and at TEACH's discretion. TEACH is not required to award a contract.
9. TEACH will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Proposer has submitted more than one proposal for work contemplated herein will cause TEACH to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, TEACH will not consider any of the participants of such collusion in this or future solicitations.
10. Additional charges for regular or express delivery, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.
11. All proposals should include the forms provided as attachments to this RFP. Proposers may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.

12. Proposers are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
13. Proposers may submit their questions regarding the information presented in this RFP to Matt Brown, 1846 W. Imperial Hwy. Los Angeles, CA 90047 mbrown@teachps.org or by telephone, through March 22, 2019. TEACH will answer all questions received by the deadline in writing without exposing the query source. Responses to all questions received will be posted online by 9:00 a.m. on March 29, 2018.

TEACH representatives reserve the right to request to inspect a Proposer's operations prior to any award of a contract.

TEACH reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided TEACH considers such negotiation to be in its best interest.

14. Interested Proposers are encouraged to inspect TEACH's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract.
15. Proposers should submit one paper copy and one copy in digital format (*e.g.*, email, CD, DVD, or flash drive.).
 - a. The paper copy should contain the original signature of the individual(s) authorized to bind the Proposer contractually.”
 - b. The Proposer must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
 - c. The proposal envelopes should be marked legibly with TEACH's RFP number and title, and TEACH name and address, as shown in the following example:

Proposal—Back Office Services [RFP No. 2019-1]

[*Enter Back Office Provider Name Submitting RFP*] for

TEACH Public Schools

Submitted to:

Matt Brown TEACH
Public Schools
mbrown@teachps.org
1846 W. Imperial Hwy.
Los Angeles, CA 90047

Proposal Requirements

To be eligible for evaluation, a proposal should adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers should complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section	Title
1.	Cover Letter
2.	Table of Contents
3.	Attachments Checklist
4.	Minimum Qualifications
5.	Proposal Questionnaire
6.	Proposer References
7.	Authorization Agreement.
8.	Fee Proposal

1. Cover Letter

Only the individual(s) authorized to bind the Proposer contractually may sign the cover letter, which shall be a part of the proposal package. TEACH may reject the proposal if the Proposer fails to include the following information:

- Name and address of responding company
- Organizational structure of the responding company (*e.g.*, corporation, partnership, etc.)
- Proposer's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to TEACH
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Proposer in a contract if different from the primary liaison
- A statement expressing the Proposer's willingness to perform the services described in this RFP
- A statement expressing the Proposer's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Proposer's proprietary information; if applicable, the Proposer must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note:** the Proposer cannot consider the entire proposal to be proprietary)

- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

2. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

3. Attachments Checklist

The Proposer shall include all documents identified in the Attachments Checklist (Attachment A). TEACH may reject proposals that do not include the proper required attachments.

4. Minimum Qualifications

TEACH will only consider Proposers that **meet all minimum qualifications** (as listed on Attachment B).

5. Proposal Questionnaire

The Proposal Questionnaire (Attachment C) is intended to provide TEACH with specific information concerning the Proposer's capability to provide services as described in this RFP. Proposers should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

6. Proposer References

Proposers must provide two references on the Proposer References form (Attachment D). TEACH reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

7. Authorization Agreement

The Proposer or their authorized representative must sign the Authorization Agreement (Attachment E) and return it with the proposal package.

8. Fee Proposal

The Proposer must complete the Fee Proposal (Attachment F) and return it with the proposal package.

Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, TEACH may ask Proposers to clarify information in the proposals, but Proposers may not change their proposals.

An error in the proposal may cause TEACH to reject that proposal; however, TEACH may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, TEACH will consider the conformance of the proposal to the format and content required by the RFP and that the Proposer's intent is clearly established based on review of the whole proposal.

TEACH will open proposals to determine if they contain all the required information in accordance with this RFP. TEACH will evaluate qualifying proposals using the following factors (listed in no particular order):

- Administrative Requirements: Did the Proposer include all required information in accordance with the General Instructions and Proposal Requirements?
- Experience: Did the Proposer demonstrate experience with and an understanding of charter school and nonprofit corporation finance and accounting practices? Does the Proposer have the requisite capability and experience, as measured by performance record, years in the industry, relevant charter school experience, number of other schools served, client retention and satisfaction, and references?
- Capacity: Based on the Proposal Questionnaire responses and the Cover Letter, did the Proposer demonstrate a complete understanding of TEACH's service requirements, as described in the RFP and the Scope of Work, and can the Proposer perform those services to TEACH's satisfaction?
- Reputation: Has the Proposer demonstrated a track record in the industry of providing high quality, professional, and timely customer service, and provided positive references?
- Cost: Does the Proposer offer the requested services described in the RFP and the Scope of Work at a competitive price?

TEACH staff will recommend to the TEACH Board awarding the contract to the most responsive and responsible Proposer based on the factors above.

ATTACHMENTS

Attachment A

Attachments Checklist

Proposer Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to TEACH. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Section	Title
_____1	Cover Letter
_____2	Table of Contents
_____3	Attachments Checklist
_____4	Minimum Qualifications
_____5	Proposal Questionnaire
_____6	Proposer References
_____7	Authorization Agreement
_____8	Fee Proposal

Attachment B

Minimum Qualifications

A Proposer must meet all of the following minimum qualifications to TEACH's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of June 1, 2019, both the Proposer's company and its key personnel meet all of the following minimum qualifications:

1. The Proposer has at least three years of experience with providing back office services.

Yes _____ No _____

2. The Proposer has knowledge and experience working with California charter schools.

Yes _____ No _____

3. The Proposer has professional references that demonstrate and evidence the ability to perform the required services.

Yes _____ No _____

4. The Proposer is licensed to do business in the state of California.

Yes _____ No _____

Attachment C

Proposal Questionnaire

This proposal questionnaire is intended to provide TEACH with specific information concerning the Proposer's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment B, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing back office services (bookkeeping, internal and external reporting, budgeting, payroll, etc.) and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with providing any similar services.
3. Provide a general description of your company's experience with California charter schools.
4. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of organizations or schools that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.
7. Provide a recommended transition plan that describes the steps the Proposer will take to begin providing the services described in this RFP.

Attachment D

Proposer References

List at least two references to which the Proposer has provided back office services within the past five year(s).

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3 (optional)		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Attachment E

Authorization Agreement

Request for Proposal for Back Office Services
RFP No. 2019-1

We, [Enter Company Name], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for TEACH.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment F

Fee Proposal

COST BREAKDOWN

Proposer Instructions

Provide a breakdown of all costs included in the fixed price, including personnel costs.

Clearly identify all costs

Item #	Description of Services	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
GRAND TOTAL		

RFP EXHIBIT 1 – Scope of Work

1. Accounting

- a) **Bookkeeping Support** – Utilize a quality bookkeeping system to provide a complete bookkeeping solution to TEACH. Specifically, the Back Office Provider will:
 - i. **Chart of Accounts** – Create a Standard Account Code Structure (SACS) and Generally Accepted Accounting Principles (GAAP) compliant and TEACH tailored Chart of Accounts.
 - i. **General Ledger** – Create and maintain SACS and GAAP compliant General Ledger. Back Office Provider will modify, revise, and incorporate more or less detail in account code structure as requested by TEACH.
 - i. **Accounts Receivable** – Monitor receipt of revenues tied to budget and expected entitlements. Includes all collection activities necessary to obtain past due funding.
 - iv. **Accounts Payable** – Process all vendor invoices and payments. Includes utilizing GAAP system for verification, approval, and payment. System includes utilization of AP batch approvals, and check register reviews. Includes preparation of all 1099's.
 - v. **Fund / Restricted Accounts** – Track restricted revenues (*e.g.*, Title I) and/or other revenues client requests in writing that be separately track (*e.g.*, fundraising) and corresponding expenditures via unique account coding to yield separate net income / loss per account.
- b) **Fixed Assets and Inventory Control** – Create and maintain asset tracking and depreciation schedule system, which is integrated into the General Ledger.

2. Payroll

- a) **Payroll Setup** – Based upon the payroll information from TEACH, Back Office Provider will enter each full- and part-time employee into an enterprise-class payroll service, for purposes of calculating appropriate withholdings, taxes and other deductions. Back Office Provider will be responsible for paying the payroll service's fees directly.
- b) **Payroll Processing** – Includes updating, maintenance, and regular, emergency and special payroll entry, as requested by TEACH. Payroll processing includes all of the following:
 - i. Complete STRS and PERS reporting through the County Office of Education.
 - i. Voluntary Deductions (*e.g.*, 403(b))
 - i. Distribution of pay warrants and direct deposit administration
 - iv. Distribution of W2's
 - v. Processing of Worker's Compensation
 - vi. Salary adjustments
 - vi. Verify Budget Numbers, Dates and Rates of Pay

- vi. Prepare and Maintain Annual Calendars
- ix. Process Exit Forms (resignations, terminations, etc.)
- c) Gather employment data from the school's management to be entered into payroll system to process payroll
- d) Prepare and submit state and federal payroll tax filing reports quarterly and annually as required.
- e) Make recommendations regarding personnel policies and procedures as necessary.

3. External Reporting

- a) **Preparation and Data Submittal of Required Budget Reports in SACS Format** – Includes 1st Interim, 2nd Interim, next year proposed, and unaudited actual to district, county and state entities.
- b) **Audit** – Back Office Provider will act as the lead point of contact with TEACH's auditor and will work with the auditor through finalization of the audit report. Based on completion of consolidated financial statement audit, Back Office Provider will coordinate the preparation and submission of Federal Form 990 and California Form 199 by applicable deadlines with external accounting firm.
- c) **Categorical program budgeting and oversight** – Separate fund tracking for all restricted or categorically relevant programs.
- d) **Consolidated Application** – If TEACH wishes to apply, Back Office Provider will complete Parts 1 and 2 of the Consolidated Application, which is used to apply for federal Title funds (*e.g.*, Title I). Additionally, Back Office Provider will provide assistance during the audit required by the Single Audit Act of 1984.
- e) **General Reporting** – Includes any necessary grant, award, program, state, county, and district report related to financial, or operating activity. This section does not apply to CALPADS data reporting.
- f) Prepare Charter School Annual Information Survey and submit by the required deadline.

4. Internal Reporting and Budgeting

- a) **Budgeting/Cash Flow** – Back Office Provider shall develop and modify both current and future year budgets and pro forma cash flow models. All state mandated development and adoption timelines shall be incorporated into the planning process. At least two budget revision shall occur each year upon certification of the P1 and P2 report. Other modifications are to be performed as necessary or requested by TEACH, including for strategic planning purposes. In today's challenging economic times, it is crucial that the budget is constantly reviewed and modified as needed; therefore, there are no limits to the number of budget revisions that may be requested by TEACH. Cash flow timing and Budget to Actual reporting on a monthly basis shall be reported to TEACH.

Prepare and submit to school management multi-year long-range financial plans that will help the school in future planning.

- b) **Internal Monthly Reporting** – Back Office Provider will create and send monthly reports to TEACH including:
- x Budget to actual income statement
 - xi Balance sheet
 - xii Cash flow projections
 - xiii Fiscal analysis and commentary as applicable

Research and communicate with authorizer, LACOE and CDE regarding funding and communicate necessary information to the school for possible action if necessary.

Provide advice and forecasting regarding facilities acquisition and financing as necessary.

Advise the CFO, Superintendent, and the Board regarding fiscal health of the school.

- c) **Board Meeting Support** – Someone employed by Back Office Provider will be available upon request for TEACH board meetings to present financial reports and/or answer financial questions (by teleconference or in person). There is no limitation to the number of times TEACH may request a Back Office Provider employee's presence at TEACH board meetings. The Back Office Provider will also provide training to improve the fiscal capacity of the Board both at Board meetings as well as Annual Board Retreats.
- d) Make recommendations to the school's management or Board of Directors on issues that the strategic planning and growth of the school.

5. Policies

- a) **Fiscal/Operating Procedures** – With the collaboration of TEACH, Back Office Provider will assist in the development and maintenance of fiscal and operating procedures and internal control policies.

6. Client Support

- a) **Client Support** – At TEACH's written request, Back Office Provider will provide assistance with funding, budgeting, strategy, fiscal control, or other operational/financial questions or issues.

7. Charter Development and Grants Administration

- a) **Grants** – Track direct and allocate costs to grants.
- b) **Charter Development** – Back Office Provider will assist, upon request, with budget development and forecasting (*e.g.*, and operational budget with budget notes, start-up costs, and cash flow, and financial projections, as applicable) for charter renewal petitions and new charter petitions.

8. **LCAP/ Annual Update Support** – Back Officer Provider shall provide access to specific budget information (*e.g.*, budgeted and actual expenditures, budgeted and actual revenues, supplemental and concentration grant funds, etc.) and assist TEACH as necessary in the development of the LCAP/ Annual Update for each school.