

Skyline Math and Science Academy

Request for Financial Management Services Proposal

Date Issued: 11.28.2023

Proposals Due: 12.22.2023

Overview

Skyline Math and Science Academy (Skyline) is seeking proposals from qualified firms for Financial and Payroll Management Services.

Skyline Math and Science Academy is a charter school located in Minneapolis, MN that serves Kindergarten through sixth grade students. Skyline completed its first year of operations in 2019 and currently has approximately 215 students.

Purpose

The school is soliciting responses from qualified organizations to provide comprehensive charter school financial management services (including payroll) beginning February 1, 2024. The school would consider a multi-year contract.

Anticipated Timeline

- Issuance of RFP, 11.28.23
- Question Period, 12.5.23 to 12.15.23 5:00 p.m.
- Answers posted no later than 12.20.23 5:00 p.m.
- Deadline for Proposal Submissions, 12.22.23 5:00 p.m.
- Proposal Review by Skyline, Week of 1.1.24
- Request for Additional Information and Onsite or Virtual Interviews, Week of 1.8.24
- Final Decision and Board Approval, 1.29.24

Questions may be submitted during the question period to the executive director, Abdi Abdulle at abdirahman.abdulle@skylinemsa.org . All questions and answers will be posted to the Skyline website <https://skylinemsa.org/>

Scope and Nature of Work

The school is searching for fully integrated accounting, financial, and payroll services from an experienced Financial Management Firm. The selected organization will have successfully guided both new and existing charter schools in Minnesota.

We would like a comprehensive proposal reflecting the services listed below and the experiences of your firm in

the following:

Financial and Business Management Services

- Board Training and Ongoing Development
- Budget Development – Short-Term & Long-Range
- Comprehensive Financial Reporting – Management & Board Reports
- Audit Management, 990 Preparation and Filing
- Financial Policies Support
- Coordination of financial reports and compliance to MDE including Title, Special Education, and general funding
- Payroll Management, W-2, ACA Reporting
- Grant Management
- Management of SEDRA, SERVS, etc.
- Accounts Payable and Accounts Receivable
- Financial reporting monthly as requested by the board of directors, the authorizer, and MDE
- Building Company Cash flow projection, monitoring, and reporting.

Term

The contract potentially resulting from this RFP shall be in effect 02.01.2024 and may continue through 06.30.2024 with a 3-year renewal. The renewal of this contract is not guaranteed and is at the discretion of Skyline.

Proposal Requirements

All proposals must be submitted electronically via e-mail using a portable document format (PDF) to: Abdi Abdulle abdirahman.abdulle@skylinemsa.org

Proposals received after the deadline will not be accepted or considered.

Proposals must include the following requirements in order to be considered for this request:

- **Pricing:** Provide a description of all costs associated with service delivery. All costs shall include supervision, labor, materials, tools, equipment, supplies, postage, services, insurance, transportation, and other incidental requirements necessary to perform the work.
- **Organizational Structure:** Please outline how your organization is structured to service your clients. How many team members are assigned to each school? How many clients (on average) is each individual or team assigned to?

- **Use of Technology:** Please provide a couple of examples of how your firm has incorporated technology to improve efficiencies or processes in the last several years.
- **Background and Qualifications:** Provide background information and educational qualifications of personnel who will be involved in performing the services required under this RFP.
- **Description of Services:** Unless otherwise noted, it is assumed the above services are included.

Are there services that your firm typically performs for charter schools that are considered outside the scope of the typical contract that are not included above?

- **References: Provide contact information for at least three references.**

Additional Information

Interested firms are encouraged to provide any additional information not otherwise requested that may aid Skyline Math and Science Academy in awarding this professional service contract.

Selection Criteria

A selection committee will review all proposals. The submitted information, pricing and references will be included in the selection process.

Abdi Abdulle,
Skyline Math and Science Academy Executive Director