**RFP**

**REQUEST FOR PROPOSAL**

**FOR**

**FINANCIAL, ACCOUNTING & COMPLIANCE SERVICES**

**AT**

**MAYA ANGELOU PUBLIC CHARTER SCHOOL**

**PROPOSALS MUST BE UPLOADED TO:**

**https://app.smartsheet.com/b/form/c15812729335407b92064dd8054f2571**

**NO LATER THAN 12 NOON ON MAY 30, 2019**

**MAYA ANGELOU PUBLIC CHARTER SCHOOL**

**REQUEST FOR PROPOSALS**

**Financial, Accounting & Compliance Services**

1. **Overview of Facility**
2. Maya Angelou Public Charter School (MAPCS) is located at 5600 East Capitol Street NE, Washington DC 20019. Our mission is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can succeed academically and socially.
3. **Intent and Definitions**
4. The term “MAPCS” means Maya Angelou Public Charter School and the See Forever Foundation.
5. The term “contractor” or “bidder” means the responsible bidder. The term “successful contractor” or “successful bidder” refers to the bidder awarded the contract.
6. The intent of this solicitation is to procure financial, accounting, and compliance services at a fixed price.
7. **Contractor Requirements/Qualifications**
   1. Contractor must:
      1. Have previous experience working with nonprofits, including charter schools in the District of Columbia for provisions of financial and accounting services;
      2. Have excellent communication and recordkeeping skills;
      3. Possess a reputation as a respected contractor of financial and accounting services within the DC Charter School Sector;
      4. Adhere to generally accepted accounting practices (GAAP);
      5. Meet or exceed standard business practices within the financial and accounting sector;
      6. Have a demonstrated track record of delivery high-quality services on time and within budget;
      7. Have the ability to work with persons at all levels inside MAPCS and other outside organizations, including government entities with tact, courtesy, and professionalism;
      8. In-depth knowledge of accounting and regulatory issues affecting the financial affairs of public charter schools;
      9. Adhere all privacy and confidentiality laws (e.g., FERPA) as well as the policies outlined by MAPCS regarding privacy and confidentiality.
   2. Contractor shall maintain compliance with all federal and state laws and regulations and will not discriminate on the basis of race, religion, color, nationality, ancestry, sex, gender identity, sexual orientation, age, marital status or disability.
8. **Scope of Work**
   1. Contractor is expected to understand the impact of the organization structure of MAPCS on the finances and compliance with state and federal agencies.
   2. Contractor is expected to provide work on multiple timelines as outlined below.
   3. Tasks on an ongoing basis include:
      1. Full-cycle A/P (check runs at least twice per month);
      2. Pledge/grant receivable management;
      3. Any other current A/R;
      4. Deposits and cash reconciliation;
      5. Grant expense coding with mechanism for fund accounting
      6. G/L entries as required;
      7. Lead MAPCS through annual budgeting process, prepare amendments as needed, and track budget variances.
   4. Tasks on a bi-weekly basis include:
      1. Input payroll information in G/L package using payroll service vendor reports and ensure coding (departmental, grants, etc.) is correct.
   5. Tasks on a monthly basis include:
      1. Bank reconciliation;
      2. Preparation of all journal entries;
      3. Credit card charge entry and reconciliation;
      4. Asset and depreciation schedule updates and accounting system reconciliation;
      5. Deferred revenue and prepaid expense recognition;
      6. Balance sheet accounts reconciliation such as prepaid expenses, receivables, accrued expenses, and deferred revenue;
      7. Federal entitlement reimbursement report preparation and revenue recognition;
      8. Monthly budget forecasts;
      9. Financial statement preparation (budget vs. actual for month and year-to-date; balance sheet; cash flow statement) for review by COO, Board members, and program managers;
      10. Financial statement preparation for MAPCS in DC Public Charter School Board (PCSB) required format and periodicity;
      11. Provision of analytical support to assist management and Board in interpreting financial statements and generally managing financial challenges facing MAPCS.
   6. Tasks on a quarterly basis include:
      1. Revenue recognition and reconciliation per quarterly Federal grant reports (e.g., NCLB and Federal competitive grants);
      2. Financial statement preparation for the MAPCS in DC the Public Charter School Board (PCSB) required format (i.e., map and submit quarterly budget vs. actual and balance sheet to the PCSB) and periodicity;
      3. Federal spending schedule update;
      4. Grant expense coding;
      5. G/L entries as required.
   7. Tasks at year-end basis include:
      1. Complete the fiscal year-end closings, which will be similar to a quarterly-end closing with additional reconciliations and adjustments;
      2. Collaborate with MAPCS to resolve all outstanding items for the year and update schedule including restricted net assets;
      3. Prepare Form 1099-MISC for MAPCS’ vendors during the completed fiscal year;
      4. Prepare all financial schedules requested on the auditor’s “Provided by Client” list of items;
      5. Assist MAPCS in preparation of federal entitlement applications;
      6. Be available during audit visits to fulfill ad hoc information requests;
      7. Prepare adjusting journal entries as required by the auditors during the audit.
   8. Tasks as required basis include:
      1. Report on progress against spending as required for internal and external purposes;
      2. Provide accounting consultation on coding, procurement, compliance, and improvements for transparency and accuracy in accounting;
      3. Create a reasonable number of ad hoc reports or provide data on projects and other items as requested by MAPCS;
      4. Assist MAPCS with the development, implementation, and/or updating of financial controls for the organizations that are consistent with GAAP, compliance standards for Federal and local funding sources, and with nonprofit best practices.
9. **Evaluation Criteria**
   1. The following criteria will be used to evaluate each proposal:
      1. Cost
      2. Function
      3. Experience
      4. Quality
      5. References
      6. Company’s mission/ involvement with DC community/CBE
   2. MAPCS will evaluate each proposal. Cost will not be the sole factor when awarding the contract. MAPCS reserves the right to reject any or all proposals.
   3. MAPCS reserves the right to negotiate further with the successful bidder. The content of the RFP and the successful contractor’s proposal will become integral parts of the contract but may be modified by the provisions of the contract.
   4. As MAPCS is committed to serving the DC community, consideration will be given to businesses based in Washington DC that employ district residents.
10. **Contractor Expectations**
    1. All inquiries regarding technical specifications and questions can be emailed to Heather Hesslink at hhesslink@seeforever.org.
    2. Allowances will not be after contractor’s proposal is received due to oversight, omission, error, or mistake of the contractor.
11. **Eligibility**

a. To be eligible for award, the contractor shall:

* + 1. Be licensed to do business in the District of Columbia. The amount of the bid shall not exceed the license limit;
    2. Have sufficient liability insurance;
    3. Describe general relevant experiences with projects similar to the one described in this RFP;
    4. Include three references.

1. **Bid Details/Required Submittals**
2. The bid must include:
3. Fixed monthly rate;
4. Detailed explanation of what the monthly fee includes;
5. Detailed list of exclusions of services;
6. Rates that will be charged for additional services;
7. Whether your company is a small business, based in DC, a minority-owned business, or a Certified Business Enterprise;
8. Plan to ensure service is provided in a high-quality and consistent manner;
9. Three references;
10. Proof of liability insurance.
    1. Proposal must be signed by an officer of the contractor who is legally authorized agent to enter into a contract.
    2. MAPCS reserves the right to consider proposals with minor variances with respect any specific requirements specified herein but judged to meet the intent of this specification. Such waivers shall not modify any remaining RFP requirements or release contractor from full compliance with the RFP specifications if awarded the contract.
11. **Bid Proposal Acceptance and Information**
    1. All bid proposals will be accepted until **12:00 PM on May 30, 2019**.
    2. Interested contractors will respond to the advertised Notice of RFP via upload to https://app.smartsheet.com/b/form/c15812729335407b92064dd8054f2571Complete RFP details can be found at [www.seeforever.org/requestforproposals](http://www.seeforever.org/requestforproposals).
    3. Any proposal received after **12:01 PM on May30, 2019** is deemed non-responsive and will not be considered. Proposals will not be accepted by oral communications, telephone, electronic mail, telegraphic transmission, or fax.
    4. All costs attributable to the preparation of a proposal or any presentation required to supplement or clarify the proposal are borne by the contractor.
    5. MAPCS will rank the proposals in terms of meeting the requirements of this RFP. Additional information may be sought from contractor during the evaluation period.
    6. All proposals will remain valid for a minimal period of 45 days subsequent to the RFP closing date.
    7. All information submitted in response to this RFP will become the property of MAPCS and may be open to inspection by members of the public.
12. **Award**
    1. The successful contractor shall enter into a contract for the performance of the work proposed and the contract shall incorporate all applicable provisions of this RFP.
    2. MAPCS reserves the right, in its sole discretion, to award the contract to another contractor if contract negotiations do not appear successful.
13. **Payment Arrangements**
    1. Unless the contract stipulates otherwise, payment will be made as follows:
       1. Time and materials work orders will be invoiced by Contractor. MAPCS will make payment within thirty (30) days of receiving the invoice.
       2. If MAPCS makes the payment within fourteen (14) days from receipt of the invoice, a three percent (3%) credit of the invoiced amount will be credited to the next invoice. There is no credit or penalty if this payment is not received in this window.

**14. Bid**

a. In accordance with the provisions of the proposal, the undersigned hereby proposes to furnish all labor and materials for financial, accounting and compliance services. In addition, the undersigned hereby proposes to provide financial, accounting, and compliance services at Maya Angelou Public Charter School located at 5600 East Capitol Street NE, Washington DC 20019.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: FULL NAME: (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Please attach your detailed bid. It must include proof of licensing, liability insurance, workman compensation for contractor’s employees, warranties, etc.