



American Indian
Model Schools
A School At Work!

American Indian Model Schools

171 12th Street
Oakland, CA 94607-4900
510.893.8701
www.aimschools.org

Request For Proposal: BACK OFFICE SUPPORT AND SERVICES

In compliance with American Indian Model Schools Board policy on competitive bidding, American Indian Model Schools is soliciting bids and quotations for comprehensive charter school back office services for the 2018-2019 academic year.

Due Date: June 15th, 2018

Proposal: Include the following information:

1. Brief overview of the company profile.
2. Product Details (include the types of Back Office Services your company can provide to our school i.e., General Accounting, Quarterly services, Annual services, Annual budget, Audit, Board meetings, Payroll, Human resources, Student data and achievement, LCAP support, Food Service support and any other offerings available,)
3. Pricing for all products listed in no. 2
4. Value Added Detail (i.e. discounts for multiple locations, any early pay rebates etc.)
5. History of Charter school experience within the State of California.
6. Three (3) current references

Specific Information Requested Within Proposal:

- **Explanation of Experience:** Preferences will be given to vendors who have experience with charter schools.
- **Abilities and Background of Personnel:** Vendors should list key personnel who will be responsible for conducting the audit and provide resumes for those individuals.
- **Ability to complete the Scope of Work:** Vendors should comment on their ability to complete the scope of work provided to the schools' departments, being sure to list any items they do not feel they would be able to complete on a monthly basis, and any additional items they are able to provide above the scope.
- **Detailed Explanation of Costs:** Explain in detail how costs are calculated and what the organization can expect to pay for the services provided.

- **Software Preferences and Cost Expectations:** Vendors should detail which software package (s) they will be using and who is responsible for paying for such services. Please also indicate what reports school staff would have access to and how reports are formatted and how they can be requested.
- **References:** Include references for us to contact regarding services received from vendor.

Submittal Location:

American Indian Model Schools

171 12th Street

Oakland, CA 94607

Attention: Maya Woods-Cadiz, Superintendent

finance@aimschools.org

We prefer all proposals to be submitted through email, but may also be delivered by USPS or delivered directly to the address above.

General Terms & Conditions:

Background Checks:

Vendors must agree to comply with background checks, the cost of which we expect the vendor to cover. The types of individuals who must have background checks include individuals who are permitted access on school grounds when students are present or have direct contact with students or have access to or control of school funds.

Method of Evaluation: The evaluation process will be done by a committee. The evaluation committee reserves the right to negotiate further terms and conditions, including price.

Professional Liability: The successful bidder shall procure and maintain Professional Liability Insurance for the life of this contract/agreement plus two years after completion. This insurance shall provide coverage against such liability resulting from this contract. The minimum limits of coverage shall be \$1,000,000.00 with a deductible not to exceed \$25,000. The deductible shall be the responsibility of the insured. Professional liability policies shall hold harmless the school and each officer, agent and employee of the school against all claims, against any of them, for personal injury or wrongful death or property damage arising out of the negligent performance of professional services or caused by error, omission or negligent act of the awarded bidder or anyone employed by the awarded bidder.

Non-Exclusive Agreement: This RFP does NOT establish an exclusive arrangement between the school and the vendor. The school reserves, but is not limited to, the following rights:

- The right to use others to perform work and services described in this RFP;
- The right to request proposals from other Vendors for the work described in the RFP;
- The unrestricted right to bid any work or services described herein.

Confidentiality of Information: The school reserves the right to retain all copies of vendor proposals submitted in response to this Request for Proposals. All information submitted must be made available to the public for examination, if so requested. Vendor requests to hold certain submitted materials in confidence cannot be honored,

Qualification of Vendors & Eligibility Requirements: The school expressly reserves the right to reject any proposal if it determines that the business and technical organization, equipment, financial and other resources, or experiences of vendor, compared to work proposed, justifies such rejection. American Indian Model Schools is interested in promoting minority, small and local businesses as an important part of a competitive bid process.

Proposal Preparation Costs: The costs of developing proposals are entirely the responsibility of the vendor and shall not be charged in any manner to the school. This includes, but is not limited to, the direct cost of vendor personnel assigned to prepare vendor's response to the RFP and any out-of-pocket expense (including, but not limited to, travel, accommodation, supplies) incurred by vendor in preparing to the response to the RFP.

Fiscal Information: We anticipate that the selected Back Office provider will set up and transition the school's fiscal information.

Solicitation of School Employees: The school expressly prohibits vendors from making any offer of employment, equivalent offer or any other offering of value to any employee or representative of the school.

Ownership of Work Products: The school shall have ownership rights, including copyrights to all work products developed for the school by the vendor.

Basis of Award or Rejection of Bids: The committee will recommend the lowest responsive and responsible bidder to the Board. Slight variations may be accepted by the Board if found to be in its best interest. The committee shall be responsible for determining the acceptability of a bid. The Board reserves the right to reject any or all bids, either in part or in whole.



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AIMS Back Office Support RFP – Addendum

AIMS Scope of Financial Needs

Financial Statements:

- Online financial reports that are with in 24 hours of accuracy
- Monitor cash position
- Create Audience friendly financial reports for stakeholders including board members

Budgeting:

- Support in the creation of multi-year budgets including monthly cash flow projection
- Provide a tool that allows AIMS to make budget revisions
- Provide a tool for AIMS to updated monthly budget forecasts

Accounting:

- Support the setup of AIMS's chart of accounts and general ledger in accordance with AIMS's programmatic needs
- Restricted fund and LCAP tracking
- Provide tool to track transactions
- Bank reconciliation
- Record capitalized assets

Accounts Payable & Receivable:

- Revenue verification and tracking
- Revenue collection for improperly calculated payments

- Invoice tracking and processing
- Automated ordering and approval System (Purchase Orders and Purchase Requisitions)
- Automated expenditure and encumbrance tracking

Government Financial Reporting:

- Preliminary and final budget report creation
- Interim financial reports
- Audited financial reports
- Grant writing, submission reporting, and tracking
- Title funding tracking and reporting
- Taxes
- Sped tracking
- ConApp application and submission

Training and Consultation:

- Training for finance and operational staff related to the back office services and financial management
- Professional development training for school leaders with financial management responsibilities
- Senior level consulting in finance and accounting

Personnel:

- Payroll preparation and submission
- Processing of W2, W9, other governmental forms
- Payroll taxes and retirement tracking
- Vacation and sick leave tracking
- Employee attendance tracking
- Time reporting

Student Data Support:

- CBEDS Reporting and tracking
- ADA Tracking
- SIS System like Aries or Power School

