

To: Board of Education

Date: 4/26/24

Submitted for BOE meeting dated: 5/21/24

Re: *Exception to Policy and Award Recommendation- Financial Operations Services*

Purpose of memo: *Board Action Required*

Executive Summary: *RSD17 conducted an RFP process in 2023 for “Business Office Services” (RFP 23-004) that resulted in (1) response from LEARN. The intention was to secure outsourcing services for 1-2 years, but the RFP only established a contract timeframe of (1) year – FY24. LEARN has been successfully providing Financial Operations Services through (3) dedicated full-time employees and additional managerial support for the entire FY, and they are now fully embedded in the RSD17 Finance Department. There are currently no “in-house” Financial Operations personnel. RSD17 may transition away from this arrangement in the coming years, but these services must be provided by LEARN in FY25 to ensure consistency during management transitions.*

LEARN has submitted a 1-year proposal to continue providing these services for \$301,258, a \$14k reduction from FY24, which may be countered by additional management support during transition and clean-up of legacy issues. The FY25 budget was carried at the FY24 level of \$315k. RFP process waivers per Policy 3323 are being requested for reasons 5 (A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations) and 7 (Regional and cooperative purchase).

BOE Action: *Award of contract to LEARN to provide Financial Operations Services for FY25 and for the Superintendent to execute the contract on behalf of the BOE.*

Next Steps: *No Further BOE action required.*

CC:

Sarah Kaiser, BOE Secretary

Jeffrey Wihbey, Superintendent of Schools

Enclosures:

None