



REQUEST FOR PROPOSAL (RFP)

FINANCIAL/CFO/BUSINESS OFFICE SERVICES

**Old Redford Academy
22122 West McNichols Road
Detroit, Michigan 48219**

Please note that the Board of Directors of the Old Redford Academy reserves the right to accept or reject any and all proposals submitted for any reason. This Request for Proposal is not a contract for services and does not commit the Academy to award a contract, to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services.

INTRODUCTION: GENERAL OVERVIEW

Old Redford Academy (the “Academy”) is a Michigan public school academy located in Detroit, Michigan. The Academy has been in existence since the 1999-2000 school year, and currently has approximately 1,246 students in grades K through 12. The Academy operates from three (3) separate school facilities which consist of an elementary, middle school and high school facility. The Academy operates under a Charter Contract, currently set to expire on June 30, 2023, with the Central Michigan University Board of Trustees (the “Authorizing Body” or “Authorizer”).

The Academy is currently self-managed with human resource management provided by Midwest School Services, Inc. and Financial/CFO services provided by CLD & Associates LLC.

Additional information regarding the Academy can be found on its website at: <https://www.oradistrict.org/>. or its Authorizing Body’s website at: <https://www.thecenterforcharters.org/schools/choice/our-schools/old-redford-academy/>.

REQUEST FOR PROPOSAL

This Request for Proposal (“RFP”) is divided into the following categories:

- A. General Information
- B. Financial Management Services
- C. Fee Structure
- D. Additional Information

Each section will have a series of questions, all sections must be addressed. Your Company is welcome to submit additional information the Company deems relevant.

A. GENERAL INFORMATION

1. Please indicate the name of your Company, address, phone number and its owners/shareholders with their respective backgrounds. Also indicate how long the Company has been operating.
2. Where and when was the Company established and the type or form of entity (for-profit corporation, non-profit corporation, LLC, etc.).
3. Please identify the individuals who will be assigned to the Academy and their role. If additional individuals will also be responsible for the Academy, please indicate the name, background and role those individuals will have as it relates to the Academy.
4. List any public school academies (“PSA”) for which the Company is currently providing financial/CFO services. Please provide the names, addresses and phone numbers of references at the PSA who may be contacted.

5. Does the Company or any of its staff have a real or perceived conflict of interest performing the financial services work on behalf of the Academy and interacting with the human resources management company, Midwest School Services, Inc., on a regular basis to perform the financial services work.
6. Please describe the Company's transition plan to assume the Academy's financial services/operations by January 1, 2022 (tentative date), including:
 - a. Plan for hiring/recruiting necessary staff;
 - b. Plan for securing and transferring any applicable accounts;
 - c. Plan to assess, integrate and/or diagnose and modify financial services and the financial services' operations of the Academy.

B. FINANCIAL MANAGEMENT AND BUSINESS OFFICE SERVICES

1. Services to be provided to Academy:
 - a. Prepare proposed annual budget and any necessary amendments;
 - b. Accounts payable management;
 - c. Cash flow management;
 - d. Cash disbursements management;
 - e. Cash receipts management;
 - f. Grants management, i.e., CMS disbursements and final expenditure reports;
 - g. Prepare financial statements to include budget v. actual comparisons as needed;
 - h. Prepare monthly bank reconciliations;
 - i. Maintain general ledger in accordance with the Michigan Public School Accounting Manual;
 - j. Assist the Superintendent in the performance of his/her duties as defined by the Uniform Budgeting and Accounting Act;
 - k. Preparation of required Authorizer, local, State and federal financial compliance reports;
 - l. Ensure accurate and timely filing of required financial compliance reports, i.e., FID, Final Expenditure Reports, CMU requirements, etc.;
 - m. Coordinate and oversee the year-end audit; and
 - n. Provide observations, suggestions and recommendations regarding financial operations, reports and other information.
2. Please explain the budget process and timeline you use in preparation of a budget.
3. Please explain the Company's bill payment process and how long it takes from receipt of an invoice to payment of the bill.

4. Please describe the person at the Company who will be preparing the budgets and his/her background in Michigan school finance, including his/her familiarity with school budgeting and the required State coding of accounts.
5. Please describe the role of the Company in grant writing services for the Academy.
6. Please describe the role of the Firm/Company in applying for, receiving, and distributing/using the following funds for a Charter School/Academy:
 - a. Title I funds
 - b. Title II funds
 - c. IDEA funds
 - d. Medicaid reimbursement for special education services
 - e. ISD funds
 - f. 31a funds
 - g. ESSER funds
 - h. Authorizer funds or grants
 - i. Any other funds and grants from outside sources.
7. Does the Company plan to use the Academy facilities and equipment to perform its financial services work? If no, please explain the location that the Company will use to perform its work?
8. How and where will the Company maintain the financial records of the Academy?
9. Please indicate accounting software used by your Company.

C. FINANCIAL/CFO/BUSINESS OFFICE SERVICES FEE SCHEDULE

1. Please identify and provide detail regarding your Company's fee structure.
2. Please attach the Company's proposed financial services agreement.

D. ADDITIONAL INFORMATION

1. **RFP Process Schedule:** Listed below is the schedule for activities related to this RFP. The following schedule reflects the expected completion dates but may be modified by the Academy at any time at its sole discretion:
 - a. Release of RFP: November 1, 2021.
 - b. **Proposal Due Date: November 10, 2021 no later than 3:00 p.m. EST.**
 - c. Board interviews conducted virtually: Week of November 15th.
 - d. Award of Contract: November 23, 2021 Board meeting.

e. Start of Contract: TBD (tentative date January 1, 2022).

2. **Proposal Submission and Point of Contact:** This RFP is being administered by the following Academy point of contact. Bidders should not communicate with any other Academy representative during the RFP process. All communication regarding this RFP including the submission of the Proposal shall be delivered via email only to: Board Treasurer, Mr. Andrew Tyus at: atyus@oradistrict.org.

Documents attached to the Proposal email should clearly indicate the Company's name. Proposals not submitted to this email address will not be considered. Responses to questions from bidder's regarding this RFP will be delivered and communicated to all bidders as a group versus single, individual responses to each bidder.

3. **Late Proposals:** Each Company is responsible for submission of its Proposal. Proposals or Proposal revisions received after the Proposal Due Date specified above will not be accepted or considered.
4. **Additional Requests for Clarification:** Prospective Companies may request that the Academy clarify information contained in this RFP. All such requests must be made in writing. All requests for clarification or inquiries must be directed to the point of contact identified under Section D.2 above.
5. **Finality of Decision:** Any decision made by the Academy, including the Company selection, shall be final.
6. **Reservation of Rights:** The Academy reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The Academy further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award a Contract to other than the Company(ies) submitting the best financial Proposal (low bidder). The Academy reserves the right to request an interview with and/or additional information from any or all Companies. The Academy reserves the right to negotiate with the Companies concerning their Proposals and any proposed agreement that may be submitted by the Company.
7. **Release of Claims:** Each Company by submitting its Proposal releases the Academy from any and all claims arising out of, and related to, this RFP process and selection of a Company.
8. **Company Bears Proposal Costs:** A recipient of this RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.
9. **Irrevocability of Proposals:** All Proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the Due Date for receipt of Proposals set forth above.

10. **Collusive Bidding**: The Company certifies that its Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

11. **Term of Contract**: The term of the Contract shall be for a term of years not to exceed the term of the Academy's current Charter Contract with Authorizing Body.

38296840.2/157523.00001