

**MOUNT VERNON CITY SCHOOL DISTRICT  
165 North Columbus Avenue  
Mount Vernon, New York 10553**

**NOTICE TO PROPOSERS**

The Board of Education of the Mount Vernon City School District, Mount Vernon, New York, popularly known as the Mount Vernon City School District, hereby invites the submission of sealed proposals from reputable and qualified individuals or firms for the following contract with the School District:

**RFP # 2023-24-17: BUSINESS OPERATION AND FINANCE CONSULTANT  
SERVICES  
January 17, 2024, at 11:00 AM**

Proposals for the **Business Operation and Finance Consultant Services** Contract will be received until the above stated hour of prevailing time and date at the Office of the Purchasing Department at the Mount Vernon City School District Administration Building located at 165 North Columbus Avenue, Mount Vernon, New York 10553. The Request for Proposal document may be obtained in the Purchasing Office located at 165 North Columbus Avenue, Mount Vernon, New York beginning on **January 4, 2024**, Monday through Friday, excluding holidays from 10:00 a.m. to 3:00 p.m. at [www.mtvernoncsd.org/bids](http://www.mtvernoncsd.org/bids). and at [www.empirestatebidsystem.com](http://www.empirestatebidsystem.com).

All proposals must be enclosed in sealed envelopes, which are clearly marked on the outside: **RFP # 2023-24-17 For: "Mount Vernon City School District - Business Operation and Finance Consultant Services**. Proposals shall remain firm for a period of forty-five (45) days following the date of the RFP opening. No phone, fax or email proposal will be accepted.

The Board of Education reserves the right to waive any informalities in or to reject any or all proposal, or to accept that proposal which, in the Board of Education's judgment, is in the best interest of the School District.

BOARD OF EDUCATION  
MOUNT VERNON CITY SCHOOL DISTRICT  
Purchasing Office  
165 North Columbus Avenue  
Mount Vernon, New York 10553