



**Request for Proposals  
For Treasure Coast Classical Academy Services  
RFP # 2025-1**

**DESCRIPTION OF PROJECT**

Treasure Coast Classical Academy, Inc. (the “School”), a public charter school, is seeking proposals from qualified vendors for financial services, human resource services, professional development services, or a combination of the above (management services). The full scope of work requested may be reviewed in Exhibit A.

**INFORMATION ABOUT THE SCHOOL**

Treasure Coast Classical Academy, Inc. is a 501(c)3 non-profit organization, that operates a public charter school known as Treasure Coast Classical Academy, which is governed by an independent Board of Directors and serves approximately 1075 students in grades K-12. The School is located at 1400 SE Cove Rd., Stuart FL, 34997.

**RFP SCHEDULE:**

The following schedule will apply to this RFP:

- RFP Posted on the School’s Website: April 28,2025
- Proposal Due Date: May 28, 2025
- Selection Date: Anticipated to occur on or before June 15, 2025
  - Negotiations on the terms and conditions of the contract will begin immediately with the successful candidate(s) and will be concluded no later than June 30.

During its evaluation, TCCA may require interviews at our facility with an authorized TCCA governing board representative or evaluation committee appointed by the governing board of TCCA. Further, TCCA may also require a site visit of your corporate headquarters operation if there is an intent to use that office as the main workplace.

Interested vendors may contact Kirsten Pendleton to ask clarifying questions. Kirsten Pendleton can be reached at 772-419-7680 or [kirsten.pendleton@thetcca.net](mailto:kirsten.pendleton@thetcca.net).

**SUBMISSION INFORMATION**

Proposals are to be addressed and delivered to the Board of Directors in accordance with the instructions and requirements set forth in this document. Once received, responses to the RFP will undergo evaluation, with a final determination made by the Board of Directors. To be considered, interested vendors must

demonstrate an ability to carry out the scope of services, meet all eligibility requirements, and comply with instructions described herein. Incomplete or late proposals will not be considered.

No offer of intent to enter into a contract with any party for services should be construed from this RFP. The School reserves the right, in its sole discretion, to approve or reject any proposal, or part of any proposal, or all proposals, in accordance with what it deems to be in the School's best interests, as well as to comply with applicable law. Proposals must be received by the deadline. Proposals will not be reviewed until after the deadline has passed. Proposals should be submitted via email to [RFP@thetcca.net](mailto:RFP@thetcca.net) and a hard copy of the proposal should be mailed to the following address:

Head of School –Kirsten Pendleton  
Treasure Coast Classical Academy  
1400 SE Cove Rd., Stuart FL, 34997

### **SUBMISSION REQUIREMENTS**

The proposal for services should be clear and concise. Full disclosure and breakdown of all fees are required.<sup>1</sup> It is important to show what services are offered as inclusive, and what services are provided at additional fees. All submittals are to follow the format described in this section. Respondents are encouraged to submit clear, concise responses to this RFP. The response must be complete, and where information is omitted, the School reserves the right to treat that response as non-responsive.

**A. Letter of Transmittal:** Include in the transmittal letter a statement of your ability and agreement to provide all services necessary on a timely basis in order to accomplish the services identified under the scope of work and to meet the minimum contract terms outlined in this RFP.

**B. Proposal Response:**

1. **Cover Page:** Appropriate name of RFP, RFP number, and name of company making submission.
2. **Executive Summary:** A high-level introduction of the proposal.
3. **Company Background:**
  - i. The response should include a concise description of the company's background with a clear delineation of the company's capabilities to satisfy the scope of work put forth in this RFP, including the number of years in operation, the company's areas of expertise and specialization, the number of persons employed by the company, the number and location of the company's offices, a brief description of key personnel that would be involved providing the services, a brief description of any consultants or other third-parties that would be involved in providing the services, and any other pertinent information.
  - ii. The response should include whether or not any citation has been issued to or against your firm or any key employee in connection with any other similar project during the last five (5) years. If applicable, please provide detailed information for each such occurrence regarding: 1) the nature of the violation for which the firm was cited; 2) a summary of the position taken on the matter; and 3) a description of the official resolution or disposition of the asserted violation.

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<sup>1</sup> Further, the School wishes to make clear that vendors may choose to provide proposals for certain requested services while excluding certain requested services marked "OPTIONAL" within the defined Scope of Work. All proposals should state whether a service marked as "OPTIONAL" cannot be provided and the breakdown of all applicable fees for each service that can be provided.

- iii. The response should also identify any litigation the company has been involved with in the last five (5) years relating to work performed for a client or customer, including 1) the nature of the dispute; 2) the status or resolution of the litigation; and 3) the company's position on the claims being litigated.
  - iv. The response should include detailed
4. **General Applicant Questions:** Proposals should include answers to the following questions:
- i. What does your company outsource?
  - ii. What is your current capacity as a company and is your current volume relative to capacity as it relates to other schools?
  - iii. What other schools do you service in Martin County or adjoining counties?
  - iv. How many schools do you currently service in total?
  - v. Has your company ever serviced a public charter school that had its charter contract terminated?
  - vi. Has your company ever serviced a public charter school that voluntarily closed?
  - vii. Has your company ever been terminated as an education service provider by another charter public school?
5. **Proposal for Completion of Project:** Please include any and all information regarding your company's proposed course of action to complete the Project identified in this RFP, including, but not limited to, the following:
- i. Identification of approach to providing the services.
  - ii. A full description of all costs and fees for the services, including identification of what services are inclusive with the proposed pricing and what services would require an additional fee.
  - iii. Hourly rate schedule for the company's team members, if applicable to the fee structure and price.
  - iv. A timeline for completion of the services, including anticipated start and completion dates along with applicable milestones.
  - v. Other information that may help inform the School's decision.
6. **Conflicts of Interest/Insider Relationships:** The vendor shall provide a list of any family, business, or other relationships which it has with the School or any former or current board members, officers, employees, students/parents, or others associated with the School.
7. **Resumes:** Provide a professional resume for the key people proposed to be assigned to this project, including any subconsultants. Identify the individual who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm.

#### **AWARD CRITERIA**

The primary award criterion will be the most advantageous proposal in the School's absolute and sole discretion that includes the requested services. The award may be made on the basis of factors other

than the lowest fee proposal. The factors which the School may (but is not obligated to consider) include without limitation, in no particular order, and with no particular weighting:

1. Completeness and presentation of proposal.
2. Proposed fees and costs.
3. Experience and qualifications of key personnel that would be involved in the project.
4. Litigation, complaint history, and reputation of vendor.
5. Whether any conflicts of interest exist.
6. Cost effectiveness of employees working directly for TCCA, employees of a Professional Employment Organization, or employees of Staffing agency.<sup>2</sup>

### **CONTRACT PROVISIONS**

If the vendor is selected by the School, the parties must enter into a written contract that will align with this RFP and include the following provisions:

**INSURANCE:** The vendor must supply evidence of reasonable and sufficient insurance (in amount of coverage, size of deductible, and strength of insurer) that includes comprehensive general liability coverage (for loss to persons and property) and professional liability coverage in an amount of at least \$1,000,000 per event and \$2,000,000 aggregate, and such other insurance as may be reasonable and customary for the vendor's industry and the work being performed, or as may be required by the School's lender. The School must also be listed as the named insured on the certificate of insurance (COI) on applicable policies.

**LICENSING:** The vendor must supply evidence of all licenses, permits, and certificates required by or possessed under applicable law for it to provide the goods and/or services and conduct business as currently conducted and to be conducted during the term of the contract. If the vendor is not a Florida entity, it must show evidence that it is qualified to do business in Florida.

**APPLICABLE LAW, JURISDICTION AND VENUE:** The contract with any vendor will be construed and interpreted according to the laws of the State of Florida. The exclusive venue of any action arising from or related to the contract will be Martin County, Florida.

**COMPLIANCE WITH APPLICABLE LAWS:** The vendor shall comply with all applicable statutes, laws, ordinances, codes, order rules, regulations, proclamations, and other governmental requirements, including the requirements of Florida's Jessica Lunsford Act.

**INDEMNIFICATION:** The vendor will indemnify, defend and hold harmless the School, its board members, officers, agents and employees, from and against any and all loss, cost, damage, expense, liability, and claims, including attorney's fees and costs, of any kind, for any intentional acts or omissions or negligence of the vendor, its officers, agents or employees, in performance of the contract.

**PUBLIC RECORDS:** The vendor will comply with the requirements of Chapter 119, Florida Statutes, to the extent the vendor creates or is in the possession of public records that would otherwise be maintained by the School. This includes the duty to keep and maintain such public records, and, upon request, to allow such public records to be inspected or copied by members of the public within a reasonable time at a cost that is in compliance with Chapter 119, Florida Statutes. Vendor must also ensure that all confidential and exempt records are not disclosed except as authorized by law. Upon the termination of the contract, the

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<sup>2</sup> TCCA currently has approximately over 100 full time staff members and 40 part-time staff members. Staff are currently employed by third party and contracted to the school.

vendor will transfer all such public records in its possession to the School or keep and maintain the records in accordance with the Public Records Act.

The contract will also include the following language required under Section 119.0701, Florida Statutes:

IF VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE SCHOOL'S RECORDS CUSTODIAN AT (772-419-7680, [publicrecords@thetcca.net](mailto:publicrecords@thetcca.net), and mailing address above).

**OTHER PROVISIONS:** The contract shall also include such other provisions as are customary for the industry and which reflect the terms of vendor's response to the RFP, or such other terms as the parties may mutually agree.

EXHIBIT A.

SCOPE OF WORK

**General Accounting and Bookkeeping:**

- 1) **Description:** As a nonprofit entity funded through the Florida Education Finance Program (FEFP) and other public sources, the school must comply with Florida Statutes (s. 1002.33), the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book), and Governmental Accounting Standards Board (GASB) requirements. Generally Accepted Accounting Practices (GAAP) will be used to ensure the financial statements are accurate and consistent. The selected vendor will support the school's financial operations, ensuring accuracy, compliance, and timely reporting to the Florida Department of Education (FDOE) and the school's sponsor, Martin County School District. The school currently utilizes various software including but not limited to Quickbooks, MySchoolBucks, Bill.com and customized payroll reporting from a third party vendor including benefits, and 401K providers and their respective software. For work flow process, TCCA plans to implement strict revenue and expense processes and procedures to capture the appropriate Red Book codes and extensions at the source of input and automate and integrate systems wherever practical and cost effective.
- 2) **Key Requirements:**
  - a) Establish and maintain financial records using QuickBooks or a customized accounting system compliant with the Red Book's four-digit function codes and three-digit object codes and two digit school defined extension sub-accounts in accordance with best practices. Including but not limited to:
    - i) Set up accruals for expenses, account for expenses in accord with TCCA's written policy, as amended over the contract term attached (which shall control as to any conflict) and reconcile them on month closing
    - ii) Process accounts payable information on a biweekly basis, paying all bills received by the 1st of the month (and at any time during business hours for items requiring immediate payment), based on invoices, signed purchase orders, and any other supporting documentation properly coded Red Book codes including any TCCA defined extensions with general ledger account numbers and subaccounts and approved for payment by TCCA's management.
    - iii) Notify School of any repetitive payment (including, utility bills, landscaping, etc.) as to which TCCA has not timely requested payment. Prepare checks or online disbursements for payments requested and forward checks with related information to the TCCA's management for signature or approval. Pre-numbered checks shall be maintained on site at all times in a locked, controlled manner and any MICR encoding

- machines kept on site must be secured in a locked cabinet, and software controlling such machines shall be secure.
- iv) Prepare analysis of revenue, expense and revenue and expense trends as requested.
  - v) Report errors and non-compliance of Red Book codes and extensions in the work flow data entry process and make corrections no later than the following month to the general ledger and reports previously provided.
  - vi) Research and respond to billing and payment questions acknowledging within 72 hours, unless otherwise agreed.
  - vii) Set up accruals for receivables and maintain an accounts receivable system in accordance with best practices, including but not limited to:
    - (1) Establish accounts receivable and accrue for the same, including all Parent accounts.
    - (2) Process cash and other receipts based on copies of checks received, copies of receipts, deposit slips and any other supporting documents properly coded with general ledger account numbers by TCCA's management. TCCA will be responsible for depositing cash and checks to the School-designated bank. Vendor will provide receivables reports.
    - (3) Provide by the 10th day of each month the aging accounts receivables report for the prior month.
  - b) Reconcile bank accounts to ensure all activity has been recorded in the general ledger completely and accurately. Provide by the 20th day of each month a bank reconciliation report.
  - c) Provide by the 10th day of each month a cash flow report as to receipts and payments from the previous month.
  - d) Attend meetings of the School's Board of Directors to explain relevant financial reports and topical issues related to TCCA's finances.
  - e) By the 20th of each month, provide monthly reports as required by TCCA's charter authorizing authority.
  - f) Prepare all required journal entries, including recording bank and investment activities, expense prepaid items, fixed asset entries, recording depreciation, recognizing deferred revenue and other accruals, record payroll entries and payroll allocations in the general ledger, in accordance with Red Book codes and extensions.
  - g) Prepare account reconciliations and summaries to ensure that transactions have been recorded accurately and completely. These will include but not limited to: accounts such as contributions receivable, prepaid expenses, fixed assets, accounts payable, accrued expenses, deferred revenue, and temporarily restricted net assets and net assets released
  - h) Perform necessary monthly closing procedures after all adjustments have been made. This will include ensuring that all journals and reports are printed and available to TCCA in accordance with GAAP, GAAS or both including but not limited to: a general ledger, aged

accounts payable, cash disbursement journal, with supporting documentation when requested.

- i) Prepare the monthly financial statements, including a statement of position, statements of activities (cash flow), budget vs. actual, as well as any other custom designed reports requested by TCCA's management, by TCCA's charter authorizing authority, Florida Department of Education, of the Federal government. necessary for TCCA's management, the Board, or other regulating entity at both the business unit level and consolidated level.
- j) Identify transactions with extensions that qualify for Capital Outlay funds, other voter referendum funds (Millage and Sales Tax), or other state of federal funding or grants.
- k) Create customized monthly P & L, and general ledger reports for staff utilizing specific Red Book codes and extensions.

### **Quarterly Services.**

Prepare and submit the quarterly financial reports required by DISTRICT. Such reports will be designed to be generated automatically from the accounting system.

### **Annual Audit-Related Services.**

- 1) Prepare for the annual financial audit required by Florida Statute Section 1010.30, including the Schedule of Expenditures of Federal Awards and State Assistance Programs.
- 2) Ensure compliance with Rule 10.855 of the Florida Auditor General for government auditing standards.
- 3) Assist with auditor selection and provide documentation to the selected certified public accountant (CPA).
- 4) Perform the year-end close and prepare for an annual audit.
- 5) Meet with the independent auditor to plan the audit.
- 6) Prepare audit schedules.
- 7) Provide support to audit fieldwork staff, including production of documents, preparation of work papers ordinarily done by management, and advise the TCCA staff during the audit process.
- 8) Review the draft audited financial statements on behalf of TCCA, and inform TCCA of any issues.

### **Annual Budget Services**

- 1) Budget Development and Monitoring:
  - a) Prepare the annual budget with TCCA staff, incorporating FEFP funding, categorical program funds, capital outlay allocations, and District voter referendum funds.
  - b) Develop an accurate monthly budget taking into account pay period schedules, and seasonal revenue and expenses with TCCA staff



- c) Provide monthly budget-to-actual reports and variance analyses to the governing board for both operating and capital revenue and expenditures.
- 2) Mid-year Budget Review and Amendment of Budget
  - a) Review budget items with TCCA that may require amendment.
  - b) By January 20<sup>th</sup>, prepare a review of the half yearly results
  - c) Forecast with TCCA staff the full year revenue and expenditures and recommend whether an amendment to the budget is prudent.
  - d) If TCCA determines an Amended Budget is required, prepare the necessary reports and Board resolutions necessary to report the amendment to the TCCA's charter authorizing authority or other required agencies.
    - i) Assist the school with creating a list of items that need to be adjusted from the original budget.
    - ii) Work with TCAA in updating items to add to the original budget.
    - iii) Prepare reallocation or increase amendments according to the school's revised budget inclusive of an amendment request, and itemized amendment list.
    - iv) Submit the amendment request to the school's representative for signature and submission to the MCSD office.
    - v) Work directly with the MCSD office (when permitted by the school and district) to provide any additional documents as requested in order to process the amendment.
    - vi) Work with the State to respond to any questions regarding the amendment and provide additional information when necessary

**Compliance and Reporting: (SPECIFY)**

- 1) Submit timely financial reports to the FDOE and the school's sponsor, including audited financial statements within 60 days after fiscal year-end (June 30).
- 2) Ensure compliance with grant agreements, including Federal Title I, National School Lunch Program, Charter School Program (CSP) and local tax payer referendum funds.
- 3) Ensure compliance with TCCA's bond requirements.
- 4) Maintain records for review by state and federal staff, as required for accountability.
- 5) 990 Tax return preparation
- 6) Any other compliance requirement not listed above

**Financial Consulting and Training:**

- 1) Provide guidance on internal controls, fiscal policies, and compliance with Florida's charter school funding mechanisms (e.g., FEFP, capital outlay).
- 2) Train school staff on data entry and financial procedures if some accounting tasks are managed internally.

**A. Recruitment and Talent Acquisition (OPTIONAL)**

- 1) **Description:** Services related to sourcing, attracting, and hiring talent to meet the organization's staffing needs.
- 2) **Key Requirements:**
  - a) Development of job descriptions and requirements.
  - b) Posting job openings on relevant platforms (e.g., job boards, social media, and professional networks).
  - c) Screening resumes and conducting initial candidate assessments.
  - d) Coordinating and conducting interviews (e.g., phone, video, or in-person).
  - e) Managing candidate communication and feedback.
  - f) Conducting reference checks and background screenings.
  - g) Metrics and reporting (e.g., time-to-hire, cost-per-hire, candidate satisfaction).

**B. Employee Onboarding**

- 1) **Description:** Services to ensure new hires are effectively integrated into the organization and set up for success.
- 2) **Key Requirements:**
  - a) Development and management of onboarding programs and materials.
  - b) Coordination of orientation sessions (e.g., school culture, policies, and procedures).
  - c) Provision of necessary tools and resources (e.g., IT setup, employee handbooks).
  - d) Tracking onboarding progress and gathering feedback from new employees.
  - e) Ensuring compliance with legal and regulatory requirements (e.g., I-9 forms, tax documents).

**C. Payroll and Benefits Administration**

- 1) **Description:** Services related to managing employee compensation, benefits, and related compliance.
- 2) **Key Requirements:**
  - a) Processing payroll accurately and on time (e.g., weekly, bi-weekly, or monthly).
    - i) Including reporting redbook codes applied with extensions for base wages, category of supplements and verification of degrees and endorsements to qualify, category of

stipends, ability to split personnel wage's between function groups, and customized reporting defined by TCCA.

- ii) Reporting of errors must be done before the following pay period
- b) Managing deductions, withholdings, and garnishments.
- c) Administering employee benefits programs (e.g., health insurance, retirement plans, paid time off).
- d) Ensuring compliance with federal, state, and local payroll regulations (e.g., FLSA, tax laws).
- e) Providing employees with access to self-service payroll and benefits portals.
- f) Handling employee inquiries about payroll and benefits.

#### **E. HR Compliance and Risk Management**

- 1) **Description:** Services to ensure adherence to labor laws, regulations, and internal policies.
- 2) **Key Requirements:**
  - a) Conducting audits of HR processes to identify compliance gaps.
  - b) Developing and updating HR policies and procedures (e.g., employee handbooks, workplace safety guidelines).
  - c) Ensuring compliance with laws such as FMLA, ADA, EEOC, OSHA, and others.
  - d) Managing employee relations issues, including investigations into harassment, discrimination, or misconduct.
  - e) Maintaining accurate employee records and ensuring data privacy (e.g., GDPR, CCPA).
  - f) Providing training for managers and employees on compliance topics.
  - g) Respond to job references for past employees.
  - h) Tracking of teacher certifications and compliance reporting including but not limited to required professional development requirements by state and MCSD monthly.

#### **F. Performance Management** (OPTIONAL)

- 1) **Description:** Services to support the evaluation, development, and improvement of employee performance.
- 2) **Key Requirements:**

- a) Designing and implementing performance management systems (e.g., goal setting, performance reviews, feedback mechanisms).
- b) Supporting managers in addressing underperformance and creating performance improvement plans (PIPs).
- c) Tracking performance metrics and providing reports to leadership.
- d) Aligning performance management with organizational goals and career development plans.

**G. Training and Professional Development** (OPTIONAL)

- 1) **Description:** Services to enhance employee skills, knowledge, and career growth.
- 2) **Key Requirements:**
  - a) Assessing training needs and developing customized training programs.
  - b) Delivering training sessions (e.g., leadership development, technical skills, soft skills, compliance training).
  - c) Implementing e-learning platforms (e.g. FRONTLINE) or learning management systems (LMS).
  - d) Measuring the effectiveness of training programs through feedback and performance metrics.
  - e) Supporting succession planning and career pathing initiatives.

**H. Employee Engagement and Retention** (OPTIONAL)

- 1) **Description:** Services to improve employee satisfaction, morale, and retention rates.
- 2) **Key Requirements:**
  - a) Conducting employee engagement surveys and analyzing results.
  - b) Developing and implementing employee recognition and rewards programs.
  - c) Designing initiatives to improve workplace culture and employee well-being (e.g., wellness programs, flexible work options).
  - d) Addressing turnover trends and providing recommendations for improvement.
  - e) Facilitating team-building activities and events.

**I. Organizational Development and Change Management (OPTIONAL)**

- 1) **Description:** Services to support organizational growth, restructuring, or transformation initiatives.
- 2) **Key Requirements:**
  - a) Conducting organizational assessments to identify strengths, weaknesses, and opportunities.
  - b) Supporting mergers, acquisitions, or downsizing efforts.
  - c) Developing change management strategies to ensure smooth transitions.
  - d) Assisting with workforce planning and talent optimization.
  - e) Aligning HR strategies with business objectives and long-term goals.

**J. HR Technology and Systems (OPTIONAL)**

- 1) **Description:** Services related to implementing and managing HR technology solutions.
- 2) **Key Requirements:**
  - a) Evaluating, selecting, and implementing HR software (e.g., HRIS, ATS, payroll systems).
  - b) Integrating HR systems with existing organizational platforms.
  - c) Providing training for employees and HR staff on system usage.
  - d) Ensuring data security and compliance with privacy regulations.
  - e) Generating HR analytics and reports from system data (e.g., turnover rates, recruitment metrics).

**K. Strategic HR Consulting (OPTIONAL)**

- 1) **Description:** High-level advisory services to align HR practices with organizational goals and strategy.
- 2) **Key Requirements:**
  - a) Developing and implementing HR strategies to support business objectives.
  - b) Advising on workforce planning, talent management, and organizational design.
  - c) Providing insights on industry trends and best practices in HR.
  - d) Supporting leadership with HR-related decision-making and planning.

- e) Assisting with diversity, equity, and inclusion (DEI) strategies.

**L. Deliverables and Reporting** (SPECIFY)

- 1) **Description:** Specific outputs and reports the vendor is expected to provide as part of the engagement.
- 2) **Key Requirements:**
  - a) Regular reports on HR metrics (e.g., recruitment progress, employee engagement scores, compliance status).
  - b) Documentation of policies, procedures, and training materials.
  - c) Performance reviews, audit findings, and recommendations.
  - d) Timelines for deliverables (e.g., monthly, quarterly, or annual reports).
  - e) Formats for deliverables (e.g., PDF, Excel, presentations).

**N Grant Services (OPTIONAL)**

- 1) Solicit grants available for the funding of charter schools from the various government and private institutional sources that may be available
- 2) Budget Creation and Tracking
  - a) Assist the school with creating a budget in line with grant approved items and redbook codes and extensions.
  - b) Obtain bids or quotes needed to create an accurate budget
  - c) Create and maintain a master tracking spreadsheet to facilitate the tracking of expenses, reimbursements and amendments
- 3) Preparation of Reimbursement Requests
  - a) Prepare reimbursement requests as needed by TCCA inclusive of Cover sheets, DOE 399, or other requirements and request forms and backup documents for each expense.
  - b) Backup documents will be provided from vendor.
  - c) Reimbursement requests will be submitted to the school representative for signature and submission to the appropriate agency.

Work directly with the MCSD office (when permitted by TCCA and MCSD) to provide any additional documents as requested in order to process the reimbursements.