

MULTIPLE SERVICES

May 2019



Kingsman Academy Public Charter School is seeking competitive proposals for the following services: accounting services, human resources services and employee benefits, IT services, legal services, related services for students, security equipment, security personnel, student data management, student transportation, and tutoring services.

Proposals are due no later than 5:00 PM on Friday, May 24, 2019.

A walkthrough for building-related services will take place on Wednesday, May 15 from 4:00 PM to 5:00 PM.

The last day for questions is Wednesday, May 22. No phone calls, please.

School Overview

Kingsman Academy is an open-enrollment public charter school that serves approximately 300 students in grades 6 through 12 in a project-based academic program that emphasizes a therapeutic approach to personalized learning. Kingsman Academy welcomes all students, especially those who are over-aged and under-credited, who have attendance problems, or who have behavioral or emotional challenges.

Additional information on the school is available at www.kingsmanacademy.org.

Timeline

Responses must be received by 5:00 pm on Friday, May 24, 2019. Anticipated award notification and contract start dates are provided below. Contract start dates are negotiable.

Service	Anticipated Notification Date	Anticipated Contract Start Date
Accounting	June 7, 2019	July 1, 2019
Human resources services and employee benefits	June 7, 2019	July 1, 2019
IT services	June 7, 2019	July 1, 2019
Legal services	June 7, 2019	July 1, 2019
Security equipment	June 7, 2019	July 1, 2019
Security personnel	June 7, 2019	July 1, 2019
Student data management	June 7, 2019	July 1, 2019
Student transportation	June 7, 2019	July 1, 2019

Tutoring services	June 7, 2019	July 1, 2019
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This schedule reflects anticipated dates but may be modified by Kingsman Academy at any time in its sole discretion.

Contact Information

All communication regarding this RFP shall be delivered via e-mail only (no telephone calls) to rfp@kingsmanacademy.org. Please include your point of contact's email to get answers to questions, updates, etc.

Visits, Walkthroughs, and Presentations

A walkthrough for building-related services will take place on Wednesday, May 15 from 4:00 PM to 5:00 PM. RSVP for the walkthrough by sending an email to rfp@kingsmanacademy.org.

Request appointments for presentations or site visits by email to rfp@kingsmanacademy.org. Presentations and site visits will be at the discretion of the school.

Response Submission Guidelines

Responses to the RFP must be no more than thirty (30) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

To submit a response to the RFP:

1. Complete the Submission Form available at <https://www.kingsmanacademy.org/rfpsubmission>
and
2. Upload the RFP (in PDF format only, 100GB limit) via ShareFile at <https://kingsmanacademy.sharefile.com/r-rb443ae06fd2488da>

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Submission of response in manners other than through the upload link provided above.
- Inquiries/questions regarding this RFP or RFP that are directed to any other Kingsman Academy representative, vendor, agent, or email address other than rfp@kingsmanacademy.org.

Scope of Work

Kingsman Academy is requesting proposals for the following services:

Service	Description & Requirements
Accounting	<ul style="list-style-type: none"> ● Description: Kingsman Academy is requesting proposals for the following periodic services: <ul style="list-style-type: none"> ○ <i>Ongoing</i>: Full-cycle A/P. Pledge/grant receivable management. Any other current A/R. Deposits and cash reconciliation. Grant expense coding with mechanism for fund accounting. G/L entries as required. Prepare checks for issuance for all purposes other than salaried staff payroll. Lead the school through annual budgeting process, prepare amendments as needed, and track budget variances. ○ <i>Semi-Monthly</i>: Input payroll information into G/L package using payroll service vendor reports (ensuring coding, including departmental and grant portions are correct). ○ <i>Monthly</i>: Bank reconciliation. Preparation of all journal entries. Credit card charge entry and reconciliation. Asset and depreciation schedule updates and accounting system reconciliation. Deferred revenue and prepaid expense recognition. Balance sheet accounts reconciliation such as prepaid expenses, receivables, accrued expenses, and deferred revenue. Federal entitlement reimbursement report preparation and revenue recognition. Financial statement preparation (budget vs. actual for month and year-to-date; balance sheet; cash flow statement) for review by Director of Finance & Operations, Executive Director, Board members, and directors. Provision of analytical support to assist management and Board in interpreting financial statements and generally managing financial challenges facing the school ○ <i>Quarterly</i>: Revenue recognition and reconciliation per quarterly Federal grant reports. Financial statement preparation for the School in DC Public Charter School Board (PCSB) required format (i.e., map and submit quarterly budget vs. actual and balance sheet to the PCSB). Federal spending schedule update. Grant expense coding. G/L entries as required ○ <i>As Required</i>: Report on progress against spending as required for internal and external purposes. Provide accounting consultation on coding, procurement, compliance, and improvements for transparency and accuracy in accounting. Create a reasonable number of ad hoc reports or provide data on projects and other items as requested by the School. Assist the School with the development, implementation, and/or updating of financial controls for the organizations that are consistent with GAAP, compliance standards for Federal and

	<p>local funding sources, and with nonprofit best practices.</p> <ul style="list-style-type: none"> ○ <i>Year-End</i>: Complete the fiscal year-end closings, which will be similar to a quarterly-end closing with additional reconciliations and adjustments. Collaborate with the School to resolve all outstanding items for the year and update schedule including restricted net assets. Prepare Form 1099-MISC for the School vendors during the completed fiscal year. Prepare all financial schedules requested on the auditor’s “Provided by Client” list of items. Assist school in preparation of federal entitlement applications. Be available during audit visits to fulfill ad hoc information requests. Prepare adjusting journal entries as required by the auditors during the audit ● Requirements: Experience supporting charter schools required. At least one reference must be a charter school. ● Preferences: Preference for 1-year contract with renewal option.
Human resources services and employee benefits	<ul style="list-style-type: none"> ● Description: <ul style="list-style-type: none"> ○ <i>Ongoing HR Support</i>: Day-to-day human resources administration--on site, remote, or a combination of the two. Support in the areas of employee relations, recruitment and retention, onboarding, offboarding, termination, and performance management. Administration of payroll, leave, workers compensation, and time off accrual. Response to employment verification requests and unemployment claims. Compliance with state and federal employment regulations, healthcare reform compliance, and charter school employment law. Assistance with EEOC claims. Drafting of employment forms and related documents. Employee handbook review. Electronic employee file maintenance. HR training. ○ <i>Employee Benefits</i>: Benefits programs including medical, dental, vision, disability, life, workers compensation, and voluntary benefits. Enrollment services and ongoing administration. ○ <i>Information System</i>: Access to human capital management system allowing applicant tracking, onboarding, benefits enrollment and administration, time entry, time and labor tracking, leave administration, payroll, performance management, and offboarding. ● Requirements: Experience supporting charter schools required. At least one reference must be a charter school. ● Preferences: Preference for one vendor to provide all services or to serve as the primary contact for additional service providers. Preference for 2-year contract with renewal option.
IT services	<ul style="list-style-type: none"> ● Description:

	<ul style="list-style-type: none"> ○ Management and maintenance of the school’s computers (60+ laptops, 200+ desktops, 200+ Chromebooks) and other electronic equipment, network, servers, virtual server, routers, switches, access points, phone system, firewall, and other aspects of the IT environment. ○ Helpdesk and remote support. ○ Daily on-site support for at least 25 hours per week. ○ Other services such as documentation, itemized billing, procurement, assistance with hardware and software purchasing, and regular reporting. ● Requirements: Experience supporting schools required. At least one reference must be a school. ● Preferences: Preference for 1-year contract with renewal option.
Legal services	<ul style="list-style-type: none"> ● Description: <ul style="list-style-type: none"> ○ <i>General counsel:</i> Contract review; business licensing and renewal; regulatory representation; general employment law advisory and training; representation in authorizer interactions; and advice and support with internal investigations. ● Requirement: Experience supporting public charter schools in Washington, D.C. required. References must include at least one D.C. public charter school. ● Preference: Preference for 1-year contract with renewal option.
Related services for students	<ul style="list-style-type: none"> ● Description: <ul style="list-style-type: none"> ○ <i>Counseling:</i> Provide counseling and psychological services for approximately 10-20 students with intensive psychological counseling needs, for an average of 60 minutes per week per student, pursuant to students’ individualized education programs (IEPs). Complete documentation for IEPs and quarterly progress reports. Attend IEP meetings. ○ <i>Speech Language Therapy Services:</i> Provide speech language therapy services for approximately 45 students receiving speech services pursuant to their IEPs for an average of 30 minutes per week. Conduct speech evaluations. Complete documentation for IEPs and quarterly progress reports. Attend IEP meetings. ● Requirement: Experience supporting public charter schools in Washington, D.C. required. References must include at least one D.C. public charter school. ● Preference: Preference for 1-year contract with renewal option.

Security equipment	<ul style="list-style-type: none"> ● Description: <ul style="list-style-type: none"> ○ <i>Security Cameras</i>: 40 indoor cameras and 15 outdoor cameras. Cloud-based cameras preferred, with ability to store at least 60 days of footage. Remote access required. ○ <i>X-ray Machine</i>: 2 portable x-ray screening systems for bags and personal belongings. ● Requirement: Proposal price should include all costs related to installation, cabling, online access, remote access (if applicable), and required subscriptions.
Security personnel	<ul style="list-style-type: none"> ● Description: Provide on-site security personnel from 7 AM to 11 PM during the school year (September through late June), 8 AM to 4 PM during the summer (late June through August), and as requested for field trips and extracurricular events. Conduct full security assessment. Create a security manual. ● Requirements: <ul style="list-style-type: none"> ● Security personnel should be able to search students and belongings, operate handheld metal detectors, monitor camera systems, monitor hallways and the building exterior, patrol the immediate vicinity of the school, and assist the main office with visitors. ● Regular incident and patrol reporting required. ● Experience supporting public charter schools in Washington, D.C. required. References must include at least one D.C. public charter school. ● Preference: Preference for 1-year contract with renewal option.
Student data management	<ul style="list-style-type: none"> ● Description: <ul style="list-style-type: none"> ○ Audit and maintain the School's student information system (SIS). ○ Ensure upload of enrollment data from SIS to OSSE for annual enrollment audit. Ensure updated enrollment and withdrawal data submitted to OSSE throughout school year. ○ Reconcile, verify, and correct any enrollment, attendance, and discipline discrepancies between SIS and OSSE/PCSB systems. ○ Upload discipline data to required systems. ○ Run weekly and monthly discrepancy reports to ensure information being recorded properly. ○ Complete miscellaneous OSSE and PCSB reporting related to students, including enrollment, attendance, and discipline. Support

	<p>in gathering and storing information for annual collections.</p> <ul style="list-style-type: none"> ● Requirements: <ul style="list-style-type: none"> ○ Experience providing services to public charter schools in Washington, D.C. required. References must include at least one charter school. ● Preference: Preference for 1-year contract with renewal option.
Student transportation	<ul style="list-style-type: none"> ● Description: <ul style="list-style-type: none"> ○ Provide daily transportation, Monday through Friday, between locations throughout the city and the school for 100 students' arrival (8:45 AM) and dismissal (M, Tu, Th, F at 3:30 PM, W at 12:30 PM). ○ Provide daily transportation between locations throughout the city and the school for 30 students' arrival (M, Tu, Th, F at 4:00 PM, W at 1:00 PM) and dismissal (M-F 7:30 PM). ○ Provide regular transportation for afterschool activities and occasional transportation for field trips during the school day and on weekends. ○ Be available for emergency transportation (e.g., after evacuations). ● Requirements: <ul style="list-style-type: none"> ○ Experience providing transportation services to schools in Washington, D.C. required. References must include at least one D.C. school. ○ Proposal should indicate whether vendor has the capacity to provide an aide to ride each bus and at what cost. ● Preference: Preference for 1-year contract with renewal option.
Tutoring services	<ul style="list-style-type: none"> ● Description <ul style="list-style-type: none"> ○ Tutoring services for students, including students with disabilities, who are medically fragile, awaiting an interim alternative educational setting, suspended or expelled from school, or otherwise unable to be physically present at school. Services to be provided at an agreed-upon location, such as a public library or the student's home. ○ Tutoring services to support R.I.S.E., an afterschool and weekend blended learning program for overaged, undercredited students who are working towards a high school diploma. ● Requirements <ul style="list-style-type: none"> ○ Experience providing tutoring services to schools in Washington,

	<p>D.C. required. References must include at least one D.C. school.</p> <ul style="list-style-type: none"> • Preference: Preference for 1-year contract with renewal option.
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Response Requirements

Responses to the RFP should include, at a minimum, the following information:

- Name of the organization, contact person, telephone number, and email address.
- A brief discussion of the company, its organization, services offered, and certifications, etc. Other information may also be included to demonstrate the company’s experience and partnerships.
- Overview of the proposed service delivery model, including services excluded from the proposal.
- Qualifications of proposed staff, including experience with charter schools.
- Resumes/CVs/work histories of proposed staff.
- Information that demonstrates a history of providing successful solutions in the field matter of this RFP.
- Contact information for recent clients to serve as references.
- Cost estimate, including hourly rate or overall cost, discounts for bulk or multiple services, any necessary retainers, and estimated expenses.
- Details of any products and services not included in the proposed price.
- Requirements, if any, the company would request from Kingsman Academy to make the implementation and long-term relationship a success.

Respondent Qualifications

Vendors who are able to provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to Kingsman Academy that:

- It is licensed to do business in the District of Columbia;
- It maintains liability insurance and will furnish, if selected to provide services to the school, evidence of insurance;

- It and its employees who will provide services to Kingsman Academy are legally and professionally qualified to provide services in the District of Columbia;
- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

Response Evaluation Criteria

Kingsman Academy will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in the District of Columbia, for provision of relevant services;
- Clarity of goals and objectives;
- Reasonableness of cost structure;
- Capacity for success;
- Potential impact;
- Interviews with senior personnel to be assigned to the school;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to Kingsman Academy.

The contract will be awarded to the firm, which in Kingsman Academy's judgment, best represents the interests of Kingsman Academy. Kingsman Academy, in its sole discretion, reserves the rights to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.