

Creekstone Montessori School (CMS) Charter School
P.O. Box 396
Red Wing, MN 55066

Contracted Services for Federal CSP Start Up Grant Coordination - Request for Proposal

I. Overview

Request for Proposals:

Federal CSP Start Up Grant Coordinator Services RFP Date Issued: 03/28/2021

Intent to Respond Due: 04/01/2022

Proposals Due: 04/15//2022, 5:00 p.m.

Creekstone Montessori School has been authorized by the MOChA and approved by the Minnesota Department of Education (MDE) to operate as a non-districted public school (District #4291) and is scheduled to open for the 2022-23 school year. The school will be in Red Wing, Minnesota and will serve up to 125 students in grades K-6.

CMS will also operate a tuition-based toddler and preschool for ages 18 mos. - 5 yrs.

II. Purpose

Creekstone Montessori School is soliciting responses from qualified individuals to perform all the duties normally associated with the grant management and start-up activities necessary to achieve a successful opening for the fall of the 2022-23 school year.

III. Anticipated Timeline

- Issuance of this RFP, 03/28/2022
- Deadline for Intent to Respond, 04/01/2022, 5:00 p.m.
- Deadline for Proposals, 04/15/2022, 5:00 p.m.
- Proposal Review, 04/16/2022 and thereafter
- Contract Negotiations (if necessary), 04/18/2022
- Creekstone Montessori School board approval, 04/018/2022 or closest board meeting to that date.

IV. Scope and Nature of Work

Creekstone Montessori School is searching for an experienced individual or firm to perform the duties of Federal CSP Grant Coordinator.

Desired experience includes:

- operating and leading charter schools during the initial startup year;
- successful administration of Federal CSP Grants;
- experience in UFARS, MARSS, EDRS, and grant reporting to MDE;
- experience in Human Resources and employment law;
- experience with Food Service contracts

The selected individual will have successfully guided new and operational charter schools in Minnesota.

Creekstone Montessori School is seeking a proposal for services and fees related to the start-up phase reflecting the services listed below:

- Management of the CSP Start up Grant including compliance and reporting.
- Planning, acquisition of personnel and physical resources, for initial school opening.
- Planning and coordinating the initial enrollment application & lottery process.
- Assisting with the duties normally provided by an Executive Director

V. Term

The contract potentially resulting from this RFP is contingent upon CMS Board approval and the approval and final award of the federal CSP grant by MDE. Pending said approval, this contract shall be in effect beginning on or about 04/04/2022 through 06/30/2022. The contract may be extended by mutual agreement between the individual and the school board for a period of up to six months.

VI. Intent to Respond

Each individual or firm intending to submit a proposal in response to this RFP is encouraged to submit an "Intent to Respond" via email to: Ron Ward at rward.cfb@gmail.com .
Subject Line: *Charter School Financial Management Services RFP Intent to Respond*, on or before 5:00 p.m. on 04/01/2022.

The Intent to Respond should include the name of the organization, name of a contact person, and e-mail address of the contact person. Failure to submit an "Intent to Respond" by the deadline does not preclude an organization from submitting a proposal.

VII. Proposal Requirements

All proposals must be submitted electronically via e-mail using a portable document format (PDF) to: Acknowledgment of receipt will be issued by CMS within 24 hours. Proposals received after the deadline will not be accepted or considered.

Proposals must include the following information to be considered for this request:

- Organizational Capacity: Provide a description of your organization, including relevant services offered, history, and accomplishments.
- Experience and Effectiveness: Describe your organization's experience serving public schools and/or districts including charter schools in Minnesota, including effectiveness of service and contact information for

references.

- **Background and Qualifications:** Provide background information and qualifications of all personnel who will be involved in performing the services required under this RFP. Include information related to subcontractors, if any, will be utilized to perform said services.
- **Description of Services.** Describe the scope of financial management and accounting services that your organization will provide to CMS to ensure its effective operation as a Minnesota charter school.
- **Pricing:** Provide a description of all costs associated with service delivery; disaggregate start-up costs as appropriate if the costs are not included in the fees for the first year of operation. Provide a description of fee adjustments, if any, if the school enrolls less than 100 students during the 2022-23 school year. All costs shall include supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work.

VIII. Additional Information

At the discretion of Creekstone Montessori School, organizations may be required to submit additional information and/or evidence to demonstrate their ability to provide the proposed services requested in this RFP.

IX. Selection Criteria

A selection committee will review all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, may be included in the selection process.

Proposals will be evaluated on the following 100-point scale:

- Background & Qualifications. 25 points
- Experience & Effectiveness. 30 points
- Scope of Service. 25 points
- Pricing. 20 points

XI. Limitation

The issuance of this RFP constitutes only an invitation to submit a proposal to CMS. It is not to be construed as an official and customary request for bids, but as a means by which the acquisition of information related to contracting services can be facilitated.

Any proposal submitted constitutes a suggestion to negotiate and is not considered a bid. CMS reserves the right to determine, in its sole and absolute discretion, whether any aspect of the proposal satisfactorily meets the criteria established in this RFP, the right to seek clarification

from any organization, and the right to cancel and/or amend, in part or entirely, the RFP. The RFP does not commit to award a contract or to pay for any costs incurred in the preparation of a proposal.

Any alleged oral agreements or arrangements made by Proposers with any CMS appointed or elected official, employee, or volunteer is not binding and, accordingly, will not be considered during the evaluation process, or subsequent awarding of a contract.