



Custom Class Charter School
REQUEST FOR PROPOSAL

Charter School Business and Financial Services

3083 E 2890 S Cir. St George, UT 84790

435-680-8046

info@customclass.org



SECTION I

SELECTION SCHEDULE

Notice of RFP: April 22 – 29, 2025 – published on the Custom Class website – www.customclass.org

Submission Deadline: Tues, April 29, 2025, by 5:00 pm to info@customclass.org:
Proposals must be submitted in compliance with Section IV of this RFP.

SECTION II

INTRODUCTION

- A. Custom Class Charter School (Custom Class) is requesting proposals for charter school business and financial services to begin in May 2025. Custom Class will be in pre-operational state until August of 2026 when it will begin to serve students directly. Custom Class expects to serve approximately 920 Full Time Kindergarten through 12th-grade students throughout the State of Utah by 2028. Custom Class is currently seeking RFPs for business and financial services to ensure we stay financially sound and compliant.
- B. **AWARD OF CONTRACT:** The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to Custom Class, taking into consideration the price and the evaluation factors set forth in this RFP.



SECTION III

PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with Section IV of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Proposals will be evaluated by a committee appointed by the Custom Class Governing Board. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals to ensure a complete understanding of and responsiveness to the solicitation requirements.
- D. It is understood that Custom Class' issuance of this RFP does not obligate Custom Class to accept any of the proposals submitted in response to this RFP, nor does it guarantee that Custom Class will, in fact, accept any of the said proposals. Accordingly, no agreement exists between Custom Class and any offeror until a written contract is approved and executed by the Custom Class governing board.
- E. This RFP does not obligate Custom Class to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All proposals, responses, and supporting documentation shall become the property of Custom Class.
- F. At any time during the evaluation process, the evaluation committee may, with appropriate approval, request best and final offers as provided for in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.



SECTION IV

PROPOSAL REQUIREMENTS

- A. Proposals must contain a cover letter, which shall include the following:
 - a. A statement of the offeror's intent to provide the services outlined in this proposal
 - b. The legal company name
 - c. Complete company address
 - d. Company contact person's name, phone number, and email address
 - e. Company's website address
 - f. Signature and position/title of the company's authorized representative
 - g. The date of submission
- B. Proposals must address the Proposal Specifications outlined in Section V below.
- C. Proposals must be emailed to info@customclass.org on or before Tuesday, April 29, 2025, by 5:00 pm. Proposals should be in PDF format. **All Cost information provided by the offeror must be contained in a separate pdf file and clearly identified as cost information.**
- D. The subject line of the emailed proposal must include "Request for Proposal – Custom Class Business and Financial Services."
- E. Proposals must be signed by the offeror.



SECTION V

SPECIFICATIONS

SCOPE OF SERVICES:

Accounting Requirements:

Accounts Payable

1. Process invoices
2. Coding and Classing
3. W9, 1099 & 1096
4. Reimbursements of Approved Expenses for Employees
5. Reimbursements of Approved Educational Expenses for Student's Families.
6. Bond & Loan Payments
7. Authorize and process bills
8. Maintain Bill.com (or similar service)
9. Maintain vendor files
10. Store invoices for audit review

Accounts Receivable

11. State funding recording
12. Monitor restricted funds
13. Sales tax reimbursement
14. Grant funds oversight
15. Deposits

General Ledger (QuickBooks Enterprise)

16. Reconcile receivables & payables
17. Journal entries
18. Year-end close
19. Maintain chart of accounts required by USBE

Banking

20. Monitor and record bond trust account transactions
21. Bank reconciliations
22. Review for fraud or misuse
23. Manage banking relationships
24. Debit card and signature cards & account maintenance



Audit

25. Advise on Auditor selection
26. Engage auditor & review contracts
27. Provide all source docs, contracts, etc., during an audit
28. Review final auditor reports
29. Auditor trial balance review
30. Annual adjusting journal entries to full accrual
31. Audit upload and dissemination

PAYROLL REQUIREMENTS:

Payroll

1. Employee portal
2. Paychecks and Direct Deposit
3. Personal employee payroll records
4. Interface with QuickBooks (or similar service)
5. Process payroll

Taxes

6. Federal Quarterly & Annual withholdings
7. EFTPS
8. State Income tax withholding
9. W-2, W-4 AND W-3
10. E-verify processing
11. I-9

Benefits

12. Benefits liabilities monitoring & reconciliation
13. 401K contributions, reporting & testing
14. Administer health, Cafeteria Plan, HRA, etc
15. Employee benefits changes
16. Renewal of plan documents
17. Employee benefits meeting

HR

18. Employment verification
19. Garnishments
20. WCF claims
21. Employee handbook assistance
22. FMLA, FLSA, COBRA, HIPAA, ADA & ERISA
23. Advisements and templates



COMPLIANCE REQUIREMENTS:

1. Utah Grants support and submissions
2. AFR/APR
3. Utah Money Management Report
4. Food Program support & assistance
5. Workers Comp reports & audits
6. Quarterly and annual transparency upload
7. Special programs
8. DOL/DWS audits
9. Fee Audit
10. RFP Audit
11. Class size reduction data requests
12. At-Risk audits
13. Title I rollover
14. UPEFS-- principal certified
15. Land Trust compliance
16. Intergenerational poverty grant
17. STEM grants
18. Classified FTE survey
19. Form 5500 (IRS-401K information return)
20. SAMS & DUNS
21. DMI Assistance (Title I)
22. IRS Form 990 (annual information return)
23. And more...

EXPERIENCE AND QUALIFICATIONS

Requirements:

1. Quality References/history of delivering successful services.
2. Have a current business license and insurance.
3. At least 5 years of experience in business services.
4. At least 5 years of experience in serving charter schools.



COST AND CONTRACT

Requirements:

1. Able to begin providing services as needed in May 2025.
2. Cost is provided based on numbers of full time students or the equivalent of full time students, and may include price breaks at certain thresholds of full time students served. There should also be base cost regardless of full time student numbers (this will be the only cost during our preoperational year when we have 5 or fewer employees and no students)
3. The offeror will make a statement that their contract will be for a 5 year term, with an option for renewal each year as determined by Custom Class. The offeror will also state that the contract will include any other applicable clauses for contract termination on behalf of Custom Class as required by state law, board rule, and statute regarding charter schools.



SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

- A. "Scope of Services" **(75 points)**; ability to fulfill the requirements listed in Section V.
- B. "Experience and Qualifications" of the offeror **(75 points)**; ability to provide references, business license, and insurance, and years of experience.

Criteria Related to Cost*

- A. This criterion is based on the "Cost and Contract" requirements proposed in Section V above **(100 Points)**; ability to meet the timelines, provide base pricing, and pricing based on full time students served, and the willingness to offer the appropriate terms, conditions, and

Total points available based on Evaluation Criteria: **250 points.**

*NOTE: Cost is evaluated and scored independent from other criteria.