



Custom Class Charter School
REQUEST FOR PROPOSALS
Administrative and Executive Services

Custom Class Charter School
3083 E 2890 S Cir.
St. George, UT 84790
Phone: 435-680-8046
Email: info@customclass.org
Website: www.customclass.org



SECTION I: Selection Schedule

Notice of RFP: August 4 – 11, 2025 (published on the Custom Class website)

Submission Deadline: Monday, August 11, 2025, by 5:00 pm to info@customclass.org

Proposals must be submitted in compliance with Section IV.

SECTION II: Introduction

A. Purpose and Overview

Custom Class Charter School (“Custom Class”) invites proposals for comprehensive administrative services, specifically for the role of Executive Director and CEO, beginning in August 2025. The school will be in a pre-operational state until August 2026, when direct student services will commence. Custom Class aims to serve approximately 920 students in grades Kindergarten through 12 across Utah by 2028. We are seeking experienced professionals or organizations to provide effective operational management, strategic leadership, and compliance oversight during our pre-operational and operational phases.

B. Award of Contract

The contract will be awarded to the offeror whose proposal is determined most advantageous to Custom Class, based on price and evaluation factors outlined in this RFP.



SECTION III: Proposal Information

A. Submission Compliance

Proposals must adhere strictly to the requirements detailed in Section IV.

B. Proposal Limits

Only one proposal per offeror will be accepted. Offerors may include any specialized or unique services they intend to provide.

C. Evaluation Process

A committee appointed by the Custom Class Governing Board will evaluate proposals. Discussions may be held with offerors to ensure full responsiveness.

D. Reservation of Rights

Issuance of this RFP does not obligate Custom Class to accept any proposals or incur costs. No contractual obligation exists until formally executed by the Governing Board.

E. Proposal Ownership

All submissions become the property of Custom Class.

F. Final Offers

The evaluation committee may request final proposals from qualifying offerors.

SECTION IV: Proposal Requirements

A. Cover Letter Requirements: - Statement of intent to provide outlined services - Legal company name - Complete address - Contact person's name, phone number, and email - Company website - Signature, title, and submission date of authorized representative

B. Proposal Content: Proposals must fully address all specifications listed in Section V.

C. Submission Format and Deadline: Proposals must be submitted electronically in PDF format to info@customclass.org by 5:00 pm, August 11, 2025. Cost details must be clearly identified in a separate PDF file.

D. Email Subject Line: "Request for Proposal – Custom Class Administrative and Executive Services"

E. Signature Requirement: All proposals must bear the signature of the submitting party.



SECTION V: Specifications

Scope of Services

Administrative and Executive Responsibilities include but are not limited to:

1. Acting as Executive Director and CEO
2. Board relations and governance support
3. Strategic planning and vision setting
4. Policy development and implementation
5. Staff recruitment and HR oversight
6. Pre-operational task management
7. State and federal compliance oversight
8. Contract negotiations and vendor management
9. Community engagement and public relations
10. Collaboration with Business Administrator on financial oversight
11. Collaboration with Business Administrator on facility management
12. Student enrollment and recruitment planning
13. Overall educational and administrative leadership

Experience and Qualifications

Required Qualifications:

- Demonstrated track record in administrative and executive leadership
- Minimum of 5 years experience in educational leadership and/or charter school administration
- Strong references and documented history of success

Cost and Contract Terms

Contract Requirements:

- Service initiation date: August 2025
 - Fixed monthly fee clearly outlined
 - Initial term of five years, renewable annually at the discretion of Custom Class
 - Contract must include termination clauses consistent with state law and board policy
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SECTION VI: Evaluation Criteria

Non-Cost Criteria (150 points total)

- **Scope of Services (75 points):** Ability to fulfill responsibilities detailed in Section V
- **Experience and Qualifications (75 points):** References, business license, insurance, and relevant experience

Cost Criteria (100 points total)

- **Fixed Monthly Cost:** Clarity, transparency, and overall cost-effectiveness of fee structure

Total Available Points: 250 points

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