



CAPITAL VILLAGE

Public Charter Schools

REQUEST FOR PROPOSALS

Finance and Accounting Services

Capital Village Public Charter School

Deadline: June 23rd, 2020

Introduction/Overview of Project

Capital Village PCS is a District of Columbia public charter middle school opening in August 2020 with 90 students and authorization to serve up to 175 students at full enrollment in grades 5-8. Capital Village is focused on the interests, needs and ambitions of each individual learner, so that all learners can grow. As an intentionally small community focused on the whole child, Capital Village PCS will create personalized learning spaces where all students, regardless of background or circumstance, are propelled toward greatness in college, career, and life. More information about Capital Village PCS can be found at www.capitalvillageschools.org.

We are seeking finance and accounting services during our first year of operation year not to exceed \$48,000.

Objective

Capital Village Public Charter School seeks Finance & Accounting Services for our first year of operation, fiscal year 2021 (July 1, 2020 to June 30, 2021).

Requirements

We desire support in the following areas:

- **Budgeting**
Prepare annual and multi-year budgets in consultation with school staff.
- **Bookkeeping and Accounting Close**
Enter all transactions into accounting software and perform monthly accounting close. Accounting close includes reconciliation of state and federal revenue receipts.
- **Financial Statements, Analysis, and Board Support**
Produce monthly financial statements and supplemental material for management and Board use. Supplemental material includes updated budget and cash-flow forecast as well as explanatory narrative. Participate in monthly Board or Finance Committee meeting.
- **Audit and 990 Support**
Support the auditor during fieldwork and in preparing the School's annual 990 tax filing to reduce the impact on school staff.
- **Payroll Administration**
Serve as the primary interface between school and payroll processor.



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- **Accounts Payable**

Support clients in the implementation of online accounts payable solution (as needed) and support ongoing management of that solution. For schools using paper-based solution, prepare checks through the accounting system.

- **Federal Grants Management**

Assist with the financial portion of federal grants applications and complete reimbursement requests associated with spending under those grant programs.

Selection Process

We will select a vendor after a holistic evaluation of the proposals received according to several factors, including price efficacy and vendor qualifications. Relevant references may be considered in judging vendor qualifications. Every reasonable effort will be made to compare vendor proposals on a fair and equitable basis. Cost will be a primary factor in bid evaluation, but emphasis will be placed on the overall value proposition of the vendor's proposal, including the vendor's financial stability, size, and relevant experience in delivering comparable services, and relevant experience with charter schools.

Budget

We anticipate being able to spend approximately \$48,000 to a vendor to provide support services in the areas of finance and accounting.

Questions & Contact Information

Please address your questions concerning this RFP to (RFP@CapitalVillageSchools.org). Please note that all questions submitted will be answered and the questions and answers will be sent electronically to all firms that have requested the RFP.

Proposal Deadline & Schedule

Proposals are due no later than June 23, 2020 at 5:00 p.m. with notification of selection no later than June 30, 2020 at 5:00 p.m.