

**Request for Proposal (RFP): Accounting, Financial Reporting and Fiscal Management Services for Everglades Preparatory Academy**

**1. Introduction**

This RFP is for Everglades Preparatory Academy (grades 8-12) located in Pahokee, Fl.

The governing board of Everglades Preparatory Academy is seeking proposals from qualified firms to provide comprehensive back-office accounting, budgeting, financial reporting and fiscal management services. The governing board requires expert accounting and fiscal management to ensure compliance with state and federal regulations relevant to a 501 (c) 3 Florida Charter School, while supporting the school’s educational mission.

[Everglades | Preparatory Academy](#)

**2. Scope of Services** - the selected firm will be responsible for providing the following services:

**2.1 Accounting, Financial Reporting**

1. Accounting for governmental and other local funds
2. Compliance with GASB reporting requirements for fund financial and government-wide financial reporting for Florida charter schools
3. Annual budgeting and forecasting with detailed schedules to support program components.
4. Monthly financial reporting and narrative including actual-to-budget comparisons and year-end forecasts by line item.
5. Proposed budget updates as required
6. Cash flow statements and projections highlighting cash flow requirements to year end
7. Other financial reports required by the school district or financial institutions
8. Bank reconciliation and general ledger maintenance
9. Accounts receivable and payable processing and reporting
10. In person attendance and report presentation at the monthly board meetings.
11. Availability to meet with the school Principal and Consultants to discuss budget amendments and budget preparation, via phone/zoom.
12. Provide reports and assistance to the external financial auditor for audit and 990 report preparation

**2.2 Restricted Funds and Grants Management** - Compliance and grant reporting

1. Identify restricted funds and their expenditures to ensure compliance and timely use of these funds
2. Assistance with district, state, federal grants budgets, expenditures and reimbursements.
3. Support grant applications.

### **2.3 Strategic Financial Planning**

1. Long-term budget forecasting and charter renewal financial projections
2. Support for governing board strategic planning financial
3. Assistance with project financing analysis

### **2.4 Additional Services - Other services recommended by the proposer**

## **3. Qualifications and Experience – The proposer must demonstrate:**

1. Extensive experience in charter school accounting and financial management in Florida
2. In-depth knowledge of governmental fund accounting and restricted fund management
3. Expertise with GASB and Red Book reporting requirements
4. Expertise in charter school compliance and reporting in Florida
5. Expertise in strategic financial support

**3.1 Background Checks:** Vendors must agree to comply with the Jessica Lunsford Act, which requests requiring that any entity holding a contract with a public school and meets the any of the following three criteria must go through Level 2 screen, the cost of which we expect the vendor to cover. The types of individuals who must have the background checks are individuals who are:

- are permitted access on school grounds when students are present or
- have direct contact with students or
- have access to or control of school funds

**3.2 Professional Liability:** The successful bidder shall procure and maintain Professional Liability Insurance for the life of this contract/agreement, plus two years after completion. This insurance shall provide coverage against such liability resulting from this contract. The minimum limits of coverage shall be \$1,000,000.00 with a deductible not to exceed \$25,000. The deductible shall be the responsibility of the insured. Professional liability policies shall hold harmless the school and each officer, agent and employee of the school against all claims, against any of them, for personal injury or wrongful death or property damage arising out of the negligent performance of

professional services or caused by an error, omission or negligent act of the awarded bidder or anyone employed by the awarded bidder.

#### **4. Proposal Requirements**

Proposals should include:

##### **4.1 Company Profile**

1. Brief history and organization structure
2. Qualifications and experience of key personnel

##### **4.2 Service Approach**

1. Detailed description of the services proposed and how they will be provided
2. Proposed timeline for implementation

##### **4.3 References**

1. At least three references from charter school clients in Florida

##### **4.4.1 Pricing Structure**

1. Detailed breakdown of costs for each service area

#### **5. Submission Instructions**

Please submit proposals via email by February 28, 2025 to:

Evelyn Hopkins, Attorney

Glades Academy Charter School

Evelyn.Hopkins@floridacrystals.com

#### **6. Timeline**

- RFP Release Date: February 14, 2025
- Questions Due: February 21, 2025
- Proposal Due Date: February 28, 2025
- Interviews: March 20, 2025-April 11, 2025
- Committee Recommendation to Board of Directors: April 16, 2025
- Selection and Notification: April 18<sup>th</sup>, 2025
- Contract Start Date: May 1<sup>st</sup>, 2025

## **7. Evaluation**

The proposals submitted in response to this RFP will be reviewed and evaluated by a designated committee. The committee will convene in a publicly noticed meeting. The committee members will evaluate the proposals based on their adherence to the requirements outlined in the RFP, including but not limited to qualifications, experience, scope of services, and pricing.

### **Committee Members:**

- Emilia Fanjul, Board Chair Glades Academy Charter Schools, and Everglades Preparatory Academy (Voting Member)
- Tom Sutterfield, Board Member Glades Academy Charter School (Voting Member)
- Angela Pope, Board Member Everglades Preparatory Academy (Voting Member)
- Evelyn Hopkins, Attorney Glades Academy Charter Schools, and Everglades Preparatory Academy (Non-Voting Member)
- Linda Earsley, Principal, Everglades Preparatory Academy (Non-Voting Member)
- Julie Stewart, Assistant Principal, Glades Academy Charter School (Non-Voting Member)

After reviewing all submissions, the committee will rank the proposals according to the established evaluation criteria. The top two highest-ranked proposers will be selected for further consideration.

### **Interview:**

The top two selected proposers will be invited to attend a publicly noticed in person interview with the committee. The purpose of this interview is to allow the committee to ask additional questions and gain a deeper understanding of each proposer's qualifications, approach, and capabilities.

### **Final Recommendation:**

At the conclusion of the in-person interview, the committee will vote to recommend one of the top two proposers to the governing board for final approval. The governing board will make the final decision based on the committee's recommendation.

**8. Right to Reject Proposals -the School reserves the absolute right, at its sole discretion, to:**

1. Reject any and all proposals submitted in response to this RFP
2. Waive any irregularities or informalities in any proposal
3. Accept or reject all or any part of any proposal
4. Postpone or cancel this RFP process
5. Award the contract in the best interest of the School
6. Negotiate with any proposer after proposals are opened if such action is deemed in the best interest of the School

The School shall not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therewith.

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END OF RFP