

RFP # 2025-01

Financial Operations for Timpanogos Academy Charter School

A copy of the RFP may be submitted to Timpanogos Academy in a sealed and clearly marked envelope with the RFP # to the **Timpanogos Academy Front Desk at: 70 SOUTH 100 EAST, LINDON, UTAH 84042.**

Proposals will also be accepted by email: Send proposals to Errol Porter, eporter@timpacademy.org

Proposals will be accepted by the OWNER until **2:00 PM** (local time) on **Wednesday, May 7, 2025.**

Proposals must be received and logged in prior to the date and time indicated. **NO LATE PROPOSALS WILL BE ACCEPTED.**

For Information Contact:
Errol Porter, School Principal
Email: eporter@timpacademy.org
Phone: 801-785-4979

INTRODUCTION

Timpanogos Academy desires to retain the services of a Professional Financial Firm to assist with the financial operations of Timpanogos Academy Charter School.

BACKGROUND

Timpanogos Academy opened its doors for students in the Fall of 2002. Enrollment has been approximately between 475 and 500 students consistently since that time. There are currently 36 salaried and 30 hourly employees. Salaried employees over ¾ time are eligible for healthcare and retirement benefits. Up to this point Timpanogos Academy has elected to take care of the financial needs in-house utilizing a payroll service and is looking to outsource these financial operations.

SCOPE OF WORK

The scope of services for this project will include at a minimum the following:

1. Accounts Payable
2. Accounts Receivable
3. Budgeting
4. financial analysis/compliance
5. All payroll operations

6. Restricted fund management
7. Assisting with Utah Grants and other state and federal funds
8. Weekly contact with your school
9. Conduct business meetings with your School Director
10. Conduct a monthly meeting with your finance committee
11. Present the financials at your school's monthly board meeting

SCHEDULE

Please submit BID proposal to eposter@timpacademy.org before 2pm on **Wednesday, May 7, 2025.**

Selection will be made at the regularly scheduled school board meeting, Thursday, May 8, 2025.

STATEMENT OF QUALIFICATIONS

Firms interested in being considered for the project must submit a "Statement of Qualifications" (SOQ) which will include at a minimum:

- Name of the Firm.
- Office location.
- Description of the firm's general background and capabilities.
- Understanding of the project.
- Specific examples of the firm's experience that relate to the project.
- The location of the offices where the work will be performed should be specified. Of particular relevance are the locations of the project manager and other key members of the team.
- Proof of insurance (Not included in page count). The insurance requirements are included as an appendix to this request for qualifications.

Grading Criteria

Qualifications- 50%

Experience- 25%

Cost- 25%