

# MICHIGAN TECHNICAL ACADEMY

REQUEST FOR PROPOSAL

BACK OFFICE SUPPORT

OCTOBER 1, 2015

## SUMMARY

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Michigan Technical Academy is accepting proposals for Back Office Support Services at

23750 Elmira Street  
Redford, MI 48239

A detailed list of our current needs will accompany this proposal.

All proposals must be received by Michigan Technical Academy, care of Sharon Jackson, as designee of the Board of Directors, no later than **12:00 P.M. (EST) on October, 16, 2015**. Mrs. Jackson will make a recommendation to the Board of Directors who will award or reject the proposal at their next regularly scheduled meeting. No oral, telephonic, telegraphic or facsimile proposals will be considered. No proposals will be considered after the time of closing date and time.

All proposals must include a signed "Familial Relationship Disclosure" form (enclosed with document).

The Board of Directors reserves the right to accept or reject any or all items in the proposal; to accept or reject any or all proposals; to award the contract in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the low bidder.

All proposals must be addressed to the attention of:

Michigan Technical Academy  
Sharon Jackson  
23750 Elmira Street  
Redford, MI 48239

## GENERAL TERMS AND CONDITIONS

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Award of contract will be based on “best value” considering price, conformance to specifications, past performance, and ability to deliver services. This includes financial and corporate stability of the vendor/supplier. Objective and subjective means will be reviewed to make this judgment.

Each vendor **must provide** and attach a complete description of services to be delivered with pricing. Michigan Technical Academy is exempt from all sales taxes. This contract will be valid for one year with the option to renew.

- 1) Proposals must be originals and have original signatures.
- 2) Michigan Technical Academy reserves the right to accept or reject all or any part of any proposal, waive minor technicalities and award the proposal that appears to best serves the interest of the district.
- 3) Any proposal must be signed by an individual authorized to bind the vendor to be valid. Proposals must be received by the time and date stated or they will not be considered. Proposals received after the announced time and date will be returned unopened.
- 4) Written proposals must be submitted in a sealed envelope marked “Proposal: Back Office Support”. They are to be returned to Sharon Jackson at Michigan Technical Academy, 23750 Elmira Street, Redford, Michigan, 48239, no later than 12:00 PM on October 16, 2015. Late proposals will not be accepted. Any and all questions should be directed to Sharon Jackson at [sjackson@matchbooklearning.com](mailto:sjackson@matchbooklearning.com), (313) 537-9311.
- 5) Verbal commitments will not be honored.
- 6) References of three (3) accounts now being serviced, for which comparable work has been performed, must be furnished. This list shall include Company/School name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection.
- 7) Michigan Technical Academy is not liable for any costs incurred by the vendor prior to the issuance of any agreements, contracts or purchase orders, and will not pay for information solicited or obtained in response to this Proposal. The information obtained will be utilized solely to determine the suitability of the products or services offered. Subsequent procurement, if any, will be in accordance with appropriate rules and regulations.
- 8) All submitted proposals will be reviewed and evaluated by only those officials who have a legitimate interest. Any information within a proposal that a vendor considers to be proprietary should be identified as such in writing. Otherwise, Michigan Technical Academy reserves the right to use any or all ideas presented with a proposal in any reply to this Proposal. Selection or rejection of a vendor’s proposal does not affect this right.
- 9) Vendors may be required to make an oral presentation to Michigan Technical Academy or its evaluators if clarification of a proposal is necessary to make a proper evaluation. A vendor’s original proposal cannot be changed in any aspect as a result of an oral presentation. The oral presentation is only intended to provide an opportunity for vendors to clarify specific portions of

their proposal. Oral presentations will be arranged at the discretion of Michigan Technical Academy and will be by invitation only.

- 10) The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
- 11) If the execution of the work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name, address and EIN of the subcontractor. Michigan Technical Academy will not refuse a proposal based upon the use of subcontractors; however, we retain the right to refuse the sub-contractors you have selected.
- 12) All pricing must be guaranteed for 1 full year from the date of this proposal.
- 13) All proposals must include a signed "Familiar Relationship Disclosure" form (enclosed with document) and an "Affidavit of Compliance with Iran Economic Sanctions Act".

## **SCOPE OF WORK**

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### Cash Management

- Prepare Bank Reconciliation – General Fund (1 Account)

### General Ledger

- Maintain General Ledger
- Prepare Journal Entries

### Payroll

- Prepare Journal Entry to record Payroll Expense (Semi-Monthly)

### Account Reconciliations

- Prepare Key Account Reconciliations (Monthly)

### Financial Reporting

- Prepare Monthly Financial Statements

### Audit Compliance

- Prepare Audit Schedules for 15-16 Fiscal Year
  - Receivables
    - State Aid Receivables (\$7.2M)
    - Federal Receivables (\$2M)
    - Wayne RESA Receivables (\$200K)
    - Food Service Receivable (Special Revenue Fund)
  - Prepaid
  - Accrued Expenses
  - Accrued Payroll
  - Unearned Revenue
  - State Aid Recap

### Employer Taxes

- File Employer Federal and State Tax Returns
  - Form 941 – Employer’s Quarterly Federal Tax Return
  - Form 940 – Employer’s Annual Federal Unemployment (FUTA) Tax Return
  - Form 5080 – State of Michigan Sales, Use an Withholding Tax Quarterly Return
  - SUTA – State Unemployment Taxes Quarterly Return
- Issue 1099’s (20-30)
- File Form 1096
- Issue W-2’s (2)
- Prepare (FER) Final Expenditure Reports
  - 31a – At Risk

- GSRP – Great Start Readiness Program
- School Improvement Grant (SIG)
- Title I
- Title II
- IDEA
- Track Grant Spend
  - Federal (Title I, Title II, SIG, IDEA, ACT 18)
  - State (GSRP, TRIG)

#### CMU Compliance Reporting

- Quarterly Financial Statements (Authorizer Format)

#### Bond Compliance

- Quarterly Financial Statements
- Bond Covenant Calculation

#### Accounts Payable

- Process Invoices
- Cut AP Checks (Monthly)

## **TIMELINE**

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- This RFP is dated October 1, 2015. Proposers may also request a copy be sent via e-mail by contacting Sharon Jackson at [sjackson@matchbooklearning.com](mailto:sjackson@matchbooklearning.com).
- Proposals are due no later than 12:00pm/noon EST, Friday, October 16, 2015.
- Proposals will be evaluated immediately thereafter. During this time we may require interviews at our office. You will be notified if this is requested.
- The name of the candidate firm who has been selected will be decided on or about October 28, 2015.
- All candidates will be notified on or about October 31, 2015.

## **BACKGROUND OF THE ORGANIZATION**

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Michigan Technical Academy is a Public School Academy (PreK-8) with two campuses in the Detroit Area. Its Charter is authorized by Central Michigan University and it is managed by Matchbook Learning, Inc.

There are over 800 Students and the Academy has an Operating Budget of \$10.5M. The Academy's sources of revenue include State Aid, Federal, State and Local Grants.

All of the Accounting is currently handled in-house and we are looking to outsource certain accounting-related responsibilities.

## **QUALIFICATIONS**

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- Provide a company profile, length of time in business and core competencies.
- Describe your experience in providing proposed services.
- Provide current reference information for three former or current clients.
- Briefly describe the Team that will be assigned to the Project. Please also include a brief background summary for each key staff member that will be assigned to the project.
- Briefly describe your firm's project management process.

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**ATTACHMENT A**

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**MICHIGAN TECHNICAL ACADEMY  
BACK OFFICE SUPPORT**

**FAMILIAL RELATIONSHIP DISCLOSURE (SUPPLIES, MATERIALS & EQUIPMENT)**

Any vendor participating in this competitive bid is required to sign a sworn statement disclosing any familial relationship(s) that exists between the owner or any employees of the bidder and any member(s) of the Michigan Technical Academy Board of Directors or the Chief Administrative Officer. *Failure to provide signature will result in bid disqualification.*

**SWORN STATEMENT:**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (vendor/bidder), pursuant to the familial disclosure requirement stated above and provided in the Michigan Technical Academy bid, hereby represent and warrant, *except as provided below*, that **no familial relationships** exist between the owner(s) or any employee of the firm and any member of the Farmington Board of Directors or the Superintendent.

Bidder/Vendor: \_\_\_\_\_

By (officer): \_\_\_\_\_ (signature)

Name: \_\_\_\_\_ (print)

Title: \_\_\_\_\_ (print)

Date: \_\_\_\_\_

*If a familial relationship exists, please list and explain:*

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**ATTACHMENT B**

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**AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

**Michigan Public Act No. 517 of 2012**

The undersigned, the owner or authorized officer of the below-named contractor (the “Contractor”), pursuant to the compliance certification requirement provided in the Michigan Technical Academy’s (the “Academy’s”) Request For Proposals For Instructional Materials (the “RFP”), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an “Iran linked business” at any time during the course of performing any services under the contract.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing of products used to construct or maintain oil or liquefied natural gas pipelines.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for ~~three (3) years from the date it is determined that the person has submitted the false certification.~~

**CONTRACTOR:**

\_\_\_\_\_  
Name of Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_