

Lehigh Valley Dual Language Charter School
English and Spanish

Request for Proposal (RFP)

Contract Period July 1, 2021 until June 30, 2023

Charter School Business Service Agreement

April 27, 2021

675 East Broad Street

Bethlehem, Pennsylvania 18018

610-419-3120

www.LVDLCS.org

Ms. Perez – Chief Executive Officer and Chief Financial Officer

1. Intent and Background

The Lehigh Valley Dual Language Charter School (“LVDLCS”) has successfully operated a Kindergarten to 8th grade charter school since July 1, 2010. The school was authorized by the Bethlehem Area School District and is scheduled for reauthorization in June of 2023. The school is Middle States Accredited until June 2025. The school employs 55 professional and support staff members who provide dual language educational programming for 450 students predominately from the Bethlehem and Allentown School Districts.

The LVDLCS seeks proposals from experienced Charter School Business Service providers.

2. Qualification Requirements

- LVDLCS seeks a Business Service Management team that has at least ten (10) years of experience providing business management services to Pennsylvania based charter schools.
- LVDLCS seeks a Business Service Management team that provides their services to at least fifteen (15) Pennsylvania based charter schools.
- LVDLCS seeks a Business Service Management team that provides up to date changes in charter school financing obligations and reporting requirements.
- LVDLCS seeks a Business Service Management team that participates in workshops, seminars, and conferences supported by the Pennsylvania Coalition of Public Charter Schools.
- Business Service Management team shall be insured with \$2,000,000 Errors and Omissions and \$2,000,000 General Liability Coverage.

3. Scope of Services

- Maintain the accounting records to comply with the chart of accounts required by the Pennsylvania Department of Education (“PDE”).
- Manage the billing and accounts receivable process to ensure the

school receives all revenues and entitlements for which it is eligible.

- Prepare the PDE annual financial report, GASB 34 and other financial reports required by School Code.
- Record account transactions and reconciliation of accounts monthly.
- Prepare monthly financial reports to the Board which include a Balance sheet, Budget to Actual Income Statement, Cash Forecast, and monthly listing of the disbursements for Board Review.
- Prepare the Public-School Employees Retirement System (“PSERS”) monthly and quarterly reporting.
- Assist the charter school with any financial reports pertaining to 403(B) accounts.
- Assist with all programs’ financial reporting.
- Prepare audit work papers for the fiscal year end and work with auditors to complete engagement.
- Prepare, from school estimates, a budget to the PDE.
- Assist with ESSER, ESSER II and ESSER III financial reporting.
- Manage the accounts payable process and ensure that all bills are paid in a timely manner.
- Attend the Charter School Board Meetings on a quarterly basis.
- Prepare all state and federally mandated financial reports including the PDE form 418 and 419 (Rental Reimbursement), federal grants reporting (from school provided information), and federal 990 filings.
- Other services as requested that are within the scope of the services as provided.

4. Process

- LVDLCS shall receive monthly invoices for services rendered reflecting 1/12 of the fixed annual contract price.
- Invoices shall be submitted to the CEO eperez@lvdcls.org and Denie Montes dmontes@lvdcls.org for processing.
- Bids may be submitted by email or in paper form.

5. Timeframe

The LVDLCS must receive all proposals by the interested parties via US mail or other postal service providers in sealed envelopes by Tuesday, May 11, 2021 by 4:00 p.m.

6. Proposal

Proposals should address all of the qualification requirements listed in this request and a fee schedule for two (2) years. The Proposal shall be evaluated by the CEO, the Principal, and the Treasurer of the Board of Trustees. The proposal may include any other information the submitting team believes is relevant. The LVDLCS administrative team will open the proposals in a public meeting on Tuesday, May 11, 2021 at 4:00 pm. It will review and rate each proposal based on the qualification requirements and make a recommendation to the LVDLCS Board of Trustees on its regularly scheduled board meeting on Tuesday, May 25, 2021 at 6:00 p.m. at the school.

Notes:

All inquiries about this proposal may be directed to Ms. Elsie Perez, CEO/COO at eperez@lvdcls.org or by calling the school at 610-419-3120.

Any questions about the RFP must be submitted to Ms. Elsie Perez at eperez@lvdcls.org. Questions submitted shall be answered by the close of business not more than 72 hours after receipt of the question. Questions shall not be answered if received after May 7, 2021 at 5:00 p.m.