



**BROOKLYN LAB**  
**CHARTER SCHOOL**

**Request for Proposal**  
**Financial Services RFP**  
**Brooklyn Laboratory Charter Schools**

**Invitation**

Brooklyn Laboratory Charter School is soliciting proposals from organizations for Financial Support Services. Our process is aimed at conducting a fair and extensive evaluation based on criteria listed herein to provide complete and clean facilities for our students.

Interested and qualified candidates are invited to submit proposals which will be accepted until Tuesday, July 5, 2018. Proposals should be addressed to:

Eric Tucker  
Brooklyn Laboratory Charter Schools  
240 Jay Street, Brooklyn, NY 11201  
eric@brooklynlaboratoryschool.org

All bids should be submitted via email.

**RFP Schedule**

Activity	Date
RFP Distribution	6/18/2018
RFP Responses Due	7/5/2018
Proposal Review	7/6/2018
Conduct Interviews with Selected Finalists	TBD
Select Bid	7/16/2018
Relationship Effective Date	8/1/2018

**Background of Brooklyn Laboratory Charter Schools**

Brooklyn Laboratory Charter Schools ("Brooklyn Lab") is an open enrollment public charter school located in downtown Brooklyn. The mission of Brooklyn Laboratory Charter School prepares students with academic foundation, digital literacy and leadership skills necessary to excel in college and professional life as they grow as ethical leaders. Brooklyn Lab opened in fall of 2014 in the heart of downtown Brooklyn for its inaugural 6th grade. Next year it will welcome 6th - 10th grade classes.

This contract is to service at one location 40 Flatbush Avenue Extension Brooklyn Ny 11201 with in person services needed two days a week.

**Proposal Guidelines**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until July 5, 2018 at 5PM EST. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal and submitted via email. Documents submitted in any other format other than pdf will not be accepted.



If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Brooklyn Lab legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **Budget**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC).

NOTE: All costs and fees must be clearly described in each proposal.

### **Bidder Qualifications**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in school financial services, as well as your firm's certifications, insurance, and/or licenses
- Description of experience in supporting complex regulatory and compliance and billing processes including Title fund, IDEA funds, ERATE, per pupil billing, Charter School programming funds
- Description of experience in working with and supporting long term financial modeling and strategic financial planning
- Description of experience working with and leading Board financial reporting for monthly and quarterly financials including examples of reports
- Description of experience in working with and supporting compliance with commercial loan covenants, payments, structures and other commercial loan task management
- List of how many full time, part time, and contractor staff in your organization and Executive profiles
- Examples of at least 3 or more clients that you have worked with, preferably demonstrating experience in working in the charter sector
- Experience in Quickbooks online
- Anticipated resources you will assign to this project (total number, role, title, experience)

### **Scope of Services**

Brooklyn Laboratory Charter School is looking for service provider that can provide Financial Consulting Services. This includes, but is not limited to:

- Accounting functions consistent with GAAP standard and using Quickbooks Online
- The ability to conduct compliance reviews of school finance operations; identifies issues, indicates findings, and provides recommendations.
- Works with Executive Offices to develop and/or amend policies and procedures to align with Chancellor's Regulations, NYSED regulations and other internal policy documents.
- Reviews data to assess risk and determine where system or policy changes are necessary.
- Prepares financial and compliance reports using data collection, analysis and interpretation, as well as narrative summaries.
- Serves as a liaison to the Board of Trustees and Board Finance Committee



- Reconcile accounts in a timely manner consistent with GAAP procedures
- Identifies compliance related risk; makes appropriate policy recommendations where necessary.
- Develops and maintains operational work plans for the implementation of finance work related to organizational and grant compliance activities, including progress report activities.
- Assists as a resource to stakeholders, demonstrating proficiency in all areas monitored by NYSED.
- Provides technical assistance and one-to-one training as required.

**PROPOSAL SUBMITTAL OPTIONS** in order to be considered for purposes of evaluation and contract award, submit your proposal using the following option:

Submit via email a single pdf document of the complete proposal, including all other documents required to be submitted with the proposal, to [eric@brooklynlaboratoryschool.org](mailto:eric@brooklynlaboratoryschool.org) . Clearly note Financial Services in the subject line.

Proposals sent by fax will not be accepted.

Proposals sent by mail or other mailing/courier service are not recommended as this may cause your proposal to miss the deadline noted below. No responsibility or liability will be attached to any employee for the premature opening or failure to open any proposal not marked according to this instruction or proposals sent by mail/courier service and received after the deadline. No responsibility or liability will be attached to any employee should a proposal sent via email not be received by deadline due to size or any other issue that impedes its arrival to the specified email address on time.

Bids will be ranked by the following criteria: 1) cost 2) reference experience with the vendor 3) personnel and capacity of the firm.

**SUBMITTAL DEADLINE.** Proposals must be received by July 5, 2018, at 5:00 PM EST.