

We are seeking proposals from qualified firms for Financial and Payroll Management Services. We are a charter school in North St. Paul, MN. The School currently has 30 staff, utilizing Smart for payroll and accounting.

Purpose

The School is soliciting responses from qualified organizations to provide comprehensive charter school financial management services (including payroll) beginning July 1, 2026. The School would consider a multi-year contract.

Anticipated Timeline

- Issuance of RFP, 04/20/2026
- Deadline for Proposal Submissions, 04/28/2026, 5:00 p.m.
- Proposal Review by 05/04/2026
- Request for Additional Information and Onsite or Virtual Interviews, Week of 05/05/2026
- Final Decision (subject to Board Approval) by 05/13/2026

Questions may be submitted during the question period to the dkranz@nmfamn.org and csmieja@nmfamn.org

Scope and Nature of Work

The School is searching for fully integrated accounting, financial, and payroll services from an experienced Business Management Firm. The selected organization will have successfully guided both new and existing charter schools in Minnesota. We would like a comprehensive proposal reflecting the services listed below and the experiences of your firm in the following:

Financial and Business Management Services

- Board Training and Ongoing Development
- Budget Development – Short-Term & Long-Range
- Comprehensive Financial Reporting – Management & Board Reports
- Management of annual audit and 990 preparation support
- Financial Policies Support
- Coordination of financial reports and compliance to MDE including Title, Special Education, and general funding
- Payroll Management, W-2, ACA Reporting
- Grant Management
- Management of MEGS, SEDRA, etc.
- Accounts Payable and Accounts Receivable
- Financial reporting monthly as requested by the board of directors, the authorizer, and MDE

Term

The contract potentially resulting from this RFP shall be in effect 07/01/2026 and may continue through 06/30/2029 (3-year term). The renewal of this contract is not guaranteed and is at the discretion of the School Board.

Proposal Requirements

All proposals must be submitted electronically via e-mail using a portable document format (PDF) and should not be more than 10 pages, excluding references and sample financial statements to:

dkranz@nmfamn.org and csmieja@nmfamn.org

Proposals received after the deadline will not be accepted or considered.

Proposals must include the following requirements to be considered for this request:

- **Pricing:** Provide a description of all costs associated with service delivery. All costs shall include supervision, labor, materials, tools, equipment, supplies, postage, services, insurance, transportation, and other incidental requirements necessary to perform the work.
- **Organizational Structure:** Please outline how your organization is structured to service your clients. How many team members are assigned to each school? How many clients (on average) is each individual or team assigned to?
- **Use of Technology:** Please provide a couple of examples of how your firm has incorporated technology to improve efficiencies or processes in the last several years.
- **Background and Qualifications:** Provide background information and educational qualifications of personnel who will be involved in performing the services required under this RFP.
- **Description of Services:** Unless otherwise noted, it is assumed the above services are included.
 - Are there services that your firm typically performs for charter schools that are considered outside the scope of the typical contract that are not included above? Onsite Meetings? Finance and Board Meetings? Additional grants?
 - Sample financial statements for another entity
- **References:** Provide contact information for at least three references- phone/email is fine.

Additional Information

Interested firms are encouraged to provide any additional information not otherwise requested that may aid the School in awarding this professional service contract.

Selection Criteria

A selection committee will review all proposals. The submitted information, pricing and references will be included in the selection process