

## **RFP for Business Services for The TRIO Wolf Creek Distance Learning Charter School**

The TRIO Wolf Creek Distance Learning Charter School is soliciting bids for the following services in the area of **Business Services** for the 2023-2024 through 2027-2028 school years. For more information about Wolf Creek, please visit our website at [www.triowolfcreek.com](http://www.triowolfcreek.com).

Even if your institution cannot provide all of the services listed, you are encouraged to apply and clearly indicate which services you can provide to the charter school with a price for each item.

Bids for these services will be solicited under an open bidding process.

Electronic bids will be accepted by emailing Tracy Quarnstrom at [tquarnstrom@wolfcreekhs.org](mailto:tquarnstrom@wolfcreekhs.org)

Mailed bids will be accepted by mailing bids to:

**Tracy Quarnstrom – (RFP)**  
**Wolf Creek Online Charter School**  
**29678 Karmel Ave**  
**Chisago City MN 55013**

**Deadline for bid submission is March 30, 2023 at 3 p.m. Bids will be opened in the Wolf Creek Learning Suites for any interested parties.**

If you have questions or need clarifications on bidding, please contact Tracy Quarnstrom via email.

TRIO Wolf Creek Distance Learning Charter School will need the following business services from your organization. **You can either provide a cost for each area or an annual total cost on the last page of this document.** Please note if you will be unable to provide a particular service.

*Please indicate if your organization will provide the specific services listed below; describe how you will perform these services and list the individual who will provide these services. Please provide the name and a resume of the individual who will oversee all business services. Currently TRIO is on the SMART HR and SMART FIN finance system with Region 3 in St. Cloud and on the Synergy student management system.*

1. Provide student management support – provide assistance to clerical position at TRIO with MARSS student entry and enter student data as needed, install and verify accuracy of MARSS upgrades, verify that non-resident reports and enrollment reports are accurate, provide MARSS downloads for test pulls and set test areas, submit MARSS and SERVS data as requested by MDE, maintain TRIO calendars in MARSS for proper reporting of ADMs to MDE and other assistance as needed.
2. Available for consultation and advice on a periodic basis with the Director for a variety of business related matters.
3. Assist in policy development

4. Assist with HR issues and ensure that the payroll specifics are being handled with efficiency for all staff members.
5. Prepare the audit including the MD&A and Form 990 as TRIO has 501(C) 3 status. This includes all payables, receivables, fixed assets, etc. TRIO hires their own independent auditor – Abdo, Eick & Meyer have provided this service in the past.
6. Prepare and review cash flow with Director and Board. Manage the investments for TRIO, balance the general ledger and reconcile the cash (checkbook) monthly. Currently, TRIO funds are invested in the MSDLAF+ program.
7. Prepare preliminary and revised budgets including year to date actuals with input from the Director and the Board Treasurer. You will need to provide all of the revenue calculations including general ed aid, OLL, special education, lease aid, etc and all expenditures calculations for salary, fringe benefits, purchased services, supplies, equipment, etc.
8. Attend all school board meetings, reviewing invoices with the board, presenting the budget to the board, providing financial data to the board, etc. The regular board meetings are usually held on the second Tuesday of the month.
9. Prepare RFPs and solicit quotations for all insurance programs – Property and Liability Insurance, Worker’s compensation, Health, Dental, Life, LTD and STD insurance programs. Review RFPs and make recommendations to the Director and TRIO board. Provide continued follow-up on all programs. File and follow-up on claims with insurance carriers as needed.
10. Assist Director with the Lease Aid calculation and verify that MDE is providing the correct amount.
11. Prepare the annual Budget Publication, review with the Director and board and publish where needed. Periodic updates to the board on budget actuals and projections will also be necessary at least quarterly.
12. Enter and verify all data on the MDE SERVS system or any replacement system they employ in the future as it relates to student enrollment and special education, verify the SERVS and UFARS comparison report and answer any questions from MDE staff. All references to SERVS will mean the current system required for use by MDE for business reporting purposes.
13. Enter and verify all data on SERVS including any Title Applications, ARRA, EJP or other federal programs. You will be responsible for the budget and verifying that all data is accurate on the comparison reports and answering any questions from MDE staff.

14. Perform all accounts payable functions – process invoices for payment including proper UFARS coding, deal with invoice issues and vendors, prepare 1099s, maintain vendor files, run reports as needed for Director and board and mail checks when approved by Board or Director.
  
15. Perform all payroll functions – meet with new TRIO employees, complete payroll paperwork, produce and verify W-2 information, review 403(B) match and prepare contracts, process payrolls including direct deposit, TRA, PERA, federal and state taxes, 403(B), prepare and file Form 941 quarterly and other State required filings, maintain all PTO time for TRIO, complete and submit STARS information on TRIO staff for MDE and track Continuing Education credits through the district’s continuing ed committee and assist with licensure renewals.
  
16. Perform all fringe benefit functions – meet with new TRIO employees regarding health, dental, life , LTD and STD benefits, enroll employees in the various employee insurance programs and make changes as needed throughout the year, review and verify listed insurance invoices and approve for payment, provide COBRA forms and information as needed to terminating employees, provide FLMA information to employees as needed, complete FROI form and follow-up with employee and Director on all work comp injuries, complete and post OSHA Form 300, send in criminal background checks on TRIO employees and review data with Director if needed.

TRIO Wolf Creek has attempted to be as transparent as possible in publishing this RFP, we acknowledge that at times services may exceed this list of services due to changes in the educational environment or school needs. We acknowledge that the service provider and charter school will work together to perform the needed services if this situation arises.

The total annual cost for the items my organization has indicated that can be provided for TRIO is:

\_\_\_\_\_.

Please provide three (3) references including a contact name, telephone number and email address from other entities – charter schools, public schools, private schools, other public institutions or private institutions if you have not previously provided services to TRIO.

**The undersigned hereby declares that his/her proposal is made without improper connection with any other persons making proposals on this same contract and is in all respects fair and without collusion or fraud.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Printed name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_