

ENTHEOS ACADEMY

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REQUEST FOR PROPOSALS (RFP)

for:

Charter School Business Services

This RFP is Being Issued by:

Entheos Academy

Date of RFP Issue: 01 May, 2018

- Closing Date for Submission and Receipt: May 15, 2018 by 5:00 p.m. local time.
- Proposal submitted after 5:00 pm on May 15, 2018 will not be considered.
- Proposals are to be submitted via email to **rfp@entheosacademy.org**
 - Contracting Agency: Entheos Academy
 - Contact: Jaren Gibson
 - Title: Board Chair, Entheos Board of Directors
 - Email: Jaren.gibson@entheosacademy.org

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RE: Business Services Request for Proposals

To Whom It May Concern,

Entheos Academy, a K-8 charter school with campuses located in Kearns and Magna, UT, is seeking proposals from qualified firms to provide business services to the school. The services desired are outlined in this RFP.

Proposals must include statements that show intent to provide all services as listed and a monthly or annual fee for all services rendered. Services that are over and above what is covered by your fee should be itemized with associated costs.

All proposals must be submitted via email to rfp@entheosacademy.org, your proposal must be received by the due date, May 15, 2018, 5:00 PM MDT.

Proposals will be reviewed and a decision will be made within 45 days of the due date.

Thank you for your time and consideration,

Jaren Gibson,
Entheos Board Chair
Jaren.gibson@entheosacademy.org

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ACCOUNTING

Accounts Payable

Process invoice
Coding and Classing
W9, 1099 & 1096
Bond & Loan Payments
Authorize and process bills
Maintain Bill.com
Maintain Vendor files
Store invoices for audit review

Accounts Receivable

State funding recording
Monitor restricted funds
Sales tax reimbursement
Grant funds oversight
Deposits

General Ledger (QuickBooks Enterprise)

Reconcile receivables & payables
Journal entries
Year-end close
Maintain chart of accounts required by USBE

Banking

Monitor and record bond trust account transactions
Bank reconciliations
Review for fraud or misuse
Manage banking relationships
Debit cards
Signature cards & account maint.

Audit

Advise on Auditor selection
Engage auditor & review contracts
Provide all source docs, contracts, etc. during audit
Review final auditor reports
Auditor trial balance review
Annual adjusting journal entries to full accrual
Audit upload and dissemination

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PAYROLL

Payroll

Employee portal
Time clock
Paychecks and Direct Deposit
Personal employee payroll records
Interface with QuickBooks
Process payroll

Taxes

Federal Quarterly & Annual withholdings,
EFTPS
State Income tax withholding
W-2, W-4 AND W-3
E-verify processing
I-9

Benefits

Benefits liabilities monitoring &
reconciliation
401K contributions, reporting & testing
Administer health, Cafeteria Plan, HRA, etc
Employee benefits changes
Renewal of plan documents
Employee benefits meeting

HR

Employment verification
Garnishments
WCF claims
Employee handbook assistance
FMLA, FLSA, COBRA, HIPAA, ADA &
ERISA
Advisements and templates

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COMPLIANCE

Utah State

UCA support
Grant support (BTS, OEK, CTE)
AFR/APR
Utah Money Management Report
Date gateway & Title I surveys
Food Program support & assistance
Workers Comp reports & audits
Negotiation report
Quarterly and annual transparency upload
Special programs
Annual year end web survey
DOL/DWS audits
Fee Audit
RFP Audit
Class size reduction data requests
At-Risk audits
Title I rollover
UPEFS-- principal certified
Land trust compliance
Intergenerational poverty grant
STEM grants
Classified FTE survey
And more...

Federal

IRS Form 990 (annual information return)
Form 5500 (IRS-401K information return)
SAMS & DUNS
DMI Assistance (Title I)