



GoodLife Agency

Request for Proposals (RFP)

Notice is hereby given that the GoodLife Agency is requesting competitive proposals until December 15, 2022, at 5:00 P.M. EST, for the following professional services:

Budget Management, Accounting, and Technical Support Services

Overview

The GoodLife Agency's leadership team is responsible for long-range planning for the educational delivery, support, and training for instructional and non-instructional staff of the participating districts in the grant, as well as the day-to-day administration of various state and federally funded educational programs geared towards the performance improvement, including but not limited to the administration, of these programs.

Purpose

The purpose of the TSL grant is to assist state, local educational agencies (LEAs), and nonprofit organizations to develop, implement, improve, or expand comprehensive Performance-Based Compensation Systems (PBCS) or Human Capital Management Systems (HCMS) for teachers, principals, and other school leaders (educators) (especially for educators in high-Need Schools who raise student growth and academic achievement and close the achievement gap between high-and low-performing students). In addition, a portion of TSL funds may be used to study the effectiveness, fairness, quality, consistency, and reliability of PBCS or HCMS for educators.

Scope of Work

The Budget Management, Accounting, and Technical Support Services providers will work closely with the GoodLife Agency administration, which is the project lead for the consortium of schools in the project plan. The GoodLife Agency is seeking Budget Management, Accounting, and Technical Support Services from firms or individuals with a proven track record in the following areas and previous experience should include:

- Work in the K-12 educational arena with charter and public-school districts across the nation.
- Previous personal and/or professional experience working with high-need, low-income communities or public education communities that serve comprehensive public and charter schools.
- Thorough knowledge of the federal grant and EDGAR compliance and ability to interpret policy, procedures, and data.
- Ability to use computer technology in administrative and educational settings.

- Excellent organizational ability.
- Demonstrated oral and written communication skills, problem-solving and consensus-building expertise, and excellent human relations skills.
- Ability to delegate responsibilities effectively.
- Methods, materials, and techniques employed in the administration of a staff development program.
- Knowledge of research methods and sources of information related to education.
- Current principles and practices of accounting, supervision, and evaluations.
- Knowledge of the latest research, trends, and developments in all areas of education finance, specifically programs related to curriculum, instruction, assessment, and professional development.
- Knowledge of educational finance and accounting standards and associated knowledge of K-12 schools.
- Ability to collaborate with partner agencies to facilitate the practical cost/accounting purchasing guidelines of participating districts.
- Ensure and support compliance and monitoring of the TSL grant.
- Support district-wide communication by identifying and creating written materials to reflect the purpose of LEAP and GLA best practices.
- Report progress toward goals, objectives, and initiatives to a wide variety of audiences, including to the partner district's Board of Trustees.
- Facilitate communication and collaboration with principals, support services leaders, outside institutions, governing agencies, staff, advisory boards, GLA, and LEAP initiatives.
- Collaborate with multiple LEAP and partner school offices and departments and external partner organizations toward alignment of project standards and reporting practices.
- Bachelor's Degree and previous experience in grants financial management, finance, accounting, economics, and/or auditing.

Fee Schedule

The proposed fee schedule should be all-inclusive and presented with costs based on an hourly basis. Applicants must provide a detailed price breakdown including fees for the following staff, if applicable: A) Senior staff; B) Professional staff, C) Clerical staff, and D) Consultants. All costs should be based on the projected hours of work provided. The awarded contractor will invoice monthly and be paid within 30 days of the invoice.

Award

The GoodLife Agency plans to notify and award the contract by January 1, 2023. The GoodLife Agency will then mutually discuss and refine the scope of

work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted by December 10, 2022, at 5:00 pm in writing via email to: hello@leaptsl.com

Statement of Non-Commitment

Issuance of this RFP does not obligate The GoodLife Agency to award a contract or to pay any costs incurred in the preparation of proposals responding to this RFP.

Respondent Requirements

All Respondents should submit the following:

1. Individual or Firm Information:
 - a. The individual's or firm's legal name, address, and contact information.
 - b. Principal(s) of the firm.
 - c. Specific individuals that are responsible for the management of the services, including their experience and qualifications.
2. Examples of grant sources from which the applicant has successfully obtained contracts (provide specific examples of grant programs, government agencies, or foundations, amounts, and purposes of grants).
3. Clear demonstration of applicant's knowledge and experience, with demographic data of that experience.
4. Proposed Fee Schedule.
5. A minimum of three (3) professional references from clients for whom the applicant has successfully performed similar work.
6. Proposals must be submitted by 5:00 p.m. on Thursday, December 15, 2022, as an Adobe PDF file to hello@leaptsl.com
7. The total proposal should be no longer than 10 standard letter-sized pages, Times New Roman font, size 11 or 12.

Proposals not meeting the criteria outlined in the RFP will not be considered.