



REQUEST FOR PROPOSAL (RFP) FOR FINANCIAL SERVICES FOR JACKSON CHARTER SCHOOL IN ROCKFORD, ILLINOIS

Issued: April 4, 2025

I. INTRODUCTION

Jackson Charter School is committed to maintaining efficient operations within the school. To do so, it is important that all functions of the school are properly managed. The school is seeking experienced firms to oversee and maintain financial operations for the school. In order for your proposal to be considered, it must meet all the deadlines and requirements outlined throughout this request.

Proposals are due no later than April 10, 2025, at 5:00 P.M. CST

There is no obligation on the part of the Jackson Charter School to reimburse those submitting proposals for the costs of preparing their responses to this RFP.

II. SCHOOL DETAILS

Jackson Charter School is public school in the Rockford Public School District 205. The school welcomes students K-5. The school's day-to-day financial operations are currently run by a Finance Manager. In addition, the school has a finance committee and is managed by a Board of Directors – Rockford Charter School Organization. The school is considering outsourcing some or all of finance functions for the School.

III. SCOPE OF SERVICES

The following scope of services is sought for the request for proposals. Please note, if any proposal excludes any portion of the tasks set forth below, please specifically reference which task or tasks are not included in your proposal response:

- Prepare an annual budget which must be approved by the Board of Directors.
- Making the following authorizations within accounting software:
 - journal entries, reconciliation, payroll, expenses, check preparation and deposits
- Maintain and process all cash or checks received by organization.
- Preparation of the deposit for the bank and for entry into accounting software.
- Ensuring that all deposit slips and supporting documentation will be filed in a secure and appropriate file.
- Ensuring that all deposits received are entered by the within 15 days of receipt.
- Ensuring all invoices are processed for payment including a review of the invoice to ensure accuracy, appropriate documentation (including purchase order, if necessary) is included with invoice, goods were received, hours billed and rate of pay are consistent with terms of contract, whether the expense is included in the approved annual budget, and if any down payments or other payments have been made toward the invoice.
- Generate check payments for all invoices.
- Processing of credit card authorization forms and entering credit card payments as an expenditure in accounting software.
- Manage petty cash and prepare authorization forms detailing use of funds.
- Prepare monthly bank reconciliations of bank statements.
- Working with vendors to ensure timely resolution of outstanding checks.
- Complete a personnel action form for each new employee and changes in pay rates.
- Responsible for ensuring that all new employees complete the following documents: Form W-4 Employee Withholding Certificates, I-9 Form and required copies, 401(K) information, Direct Deposit Form, Insurance Application Forms, Personnel Policies, and Contact for Insurance Information.
- Ensure that all payroll deductions are properly recorded.
- Ensure all deductions and pay rates are correct prior to the administration of payroll.
- Preparation of Purchase orders once determined if an expenditure is budgeted and if funds are available.
- Maintain records of approved Purchase Orders and packing slips.
- Comparing Purchase Orders, Invoices, and packing slips to ensure there are no discrepancies.
- Preparation the following reports on a monthly basis for review and for each Board of Director meeting:
 - Budget to Actual, Actual Cash Flow, State of Activity, and Statement of Financial Position.
- Ensure completion of all journal entries, all outstanding checks are resolved, deposits

are entered in detail, petty cash entries are completed, and bank reconciliation is complete.

- Accurately maintain the General Ledger.
- Work with External Auditors to ensure Audits are executed in accordance with fiscal accounting policies.
- Participating in entrance and exit interviews with all auditors/monitors.
- Preparing and keeping all financial records.
- Keep current account of the amount budgeted each year and the sums spent out of each budget showing the unexpended balance for each item.
- Keep accounts showing at all times the fiscal conditions of the organization, including current and anticipated revenues and expenses of all funds and accounts.
- Responsible for cash management.
- Keep and maintain a proper index to all documents and records so that access to such records may be readily obtained.
- Attend all regular and special Board of Directors meetings deemed necessary by the Board of Directors and staff management, unless excused.
- Responsible for employee payroll including payroll deductions, wage garnishments, etc.
- Obtain appropriate authorization and support documentation.
- Communicate concerns, reports, and strategies to the Board, finance committee, and Executive Team in a timely and efficient manner.

IV. REQUIREMENTS FOR APPLICATION

1. Proposed staffing structure for services provided.
2. Outline of any and all Fees for service, both monthly and annually, including additional costs for any software systems used.
3. References must be provided identifying a minimum of three previous clients for contact in which consulting services were performed. Prior work in school settings and specifically with school leaders is preferred but not required.

V. PROPOSAL TIMELINE

The RFP will be posted on April 4, 2025. Consideration for this RFP will close April 10, 2025, at 5:00 p.m.

VI. NOTICE TO APPLICANTS

Jackson Charter School is soliciting competitive proposals for financial services with the qualifications and experience listed throughout this document. Please email or hand-deliver proposals to:

Board Chair, Tamir Bell
tamirbell@gmail.com
Jackson Charter School
315 Summit Street
Rockford, IL 61107

Gianna Dallman
Sosnowski Szeto, LLP
gianna@sosnowskiszeto.com

Proposals are due no later than 5:00 pm on April 10, 2025. Proposals will be evaluated following this due date by the Board with a proposal selected at the April School Board meeting.

VII. QUESTIONS/INQUIRIES

Please direct any questions and inquiries to:

Roxanne M. Sosnowski
Board Attorney – Rockford Charter School Organization
815-900-7272
roxanne@sosnowskiszeto.com

GENERAL TERMS AND CONDITIONS

“School” means Jackson Charter School. “RFP” means a Request for Proposal issued by the School at any time or times. “Bidder” means a person or entity submitting a proposal to the School in response to an RFP; including successful Bidders who may also be referred to as “Contractor”.

1. **PROPOSAL OPENING.** Proposals will be received at the Board Attorney’s Office or via the specified email addresses until the date and time specified for closure. No other proposals will be considered after this date and time unless it is evidenced and determined that the proposal was in the School’s possession prior to the scheduled proposal opening time and date. Late proposals shall be rejected and shall remain unopened. The School does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the proposals. All proposals delivered in person shall be hand delivered to Jackson Charter School, 315 Summit Street, Rockford, IL 61107.

2. **PROPOSAL PREPARATION.** Proposals must be submitted on this form and all information and certifications called for must be furnished. Proposals submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Proposals may be modified or withdrawn prior to the time specified for the opening of the proposals. Proposals shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the proposal. The proposal shall include the legal name of the Bidder, the complete mailing address, a valid email address, and be signed in ink by a person or persons legally authorized to bind the Bidder to a contract. Name of person signing should be typed or printed below the signature.

3. **PROPOSAL ENVELOPES.** Envelopes containing proposals must be sealed and addressed to Jackson Charter School Board Chair Tamir Bell. The name and address of the Bidder must be shown on the envelope. Proposing companies may submit proposals electronically to the email addresses provided above.

4. **ERRORS IN PROPOSALS.** Bidders are cautioned to verify their proposals before submission. Negligence on the part of the Bidder in preparing the proposal confers no right for withdrawal or modification of the proposal after it has been opened. In case of error in the extension of prices in the proposal, the unit prices will govern and bind Bidder.

5. **RESERVED RIGHTS.** The School reserves the right at any time and for any reason to cancel an RFP, accept or reject any or all proposals or any portion thereof, or to accept an alternate offer which meets all terms and conditions of the RFP. The School reserves the right to waive any minor informality or defect in any RFP and proposal. Unless otherwise specified, the School will award

a proposal or reject proposals within 90 days of the date of proposal opening. The School may seek clarification from any Bidder at any time and failure to respond promptly is cause for rejection.

6. INCURRED COSTS. The School will not be liable for any costs incurred by Bidders in responding to an RFP.

7. AWARD. The School will evaluate proposals and will award a contract to the lowest responsive and responsible Bidder whose proposal, conforming to the solicitation and specifications will be most advantageous to the School. Determination of the lowest responsive Bidder conforming to the solicitation shall not be restricted to the price quotation alone, but will include such other factors (where applicable) as (a) adherence to all conditions and requirements of the technical specifications; (b) price; (c) qualifications of the Bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; (g) repurchase or residual value; and (h) other such related items. The School is interested in obtaining the best overall value and reserves the right to make a selection based on its judgment of the proposal that is best suited for the purpose intended. The School may (1) reject any or all proposals, (2) accept other than the lowest Bidder, and (3) waive informalities or minor irregularities in proposals received. The School may accept any item or group of items of an offer, unless the Bidder qualifies the proposal by specific limitations. The School reserves the right to determine the lowest responsive Bidder on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the School. A written award or acceptance of a proposal mailed or otherwise furnished to the successful Bidder within the time for acceptance specified in the proposal shall result in a binding contract without further action by either party provided, the School at its discretion may elect to require a formal written contract in which event the binding contract is not formed until the written contract is signed.

8. PRICING. The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. If at any time after a contract is awarded, the successful Bidder(s) makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Bidder's customers generally, or (2) in the successful Bidder's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price,

or sale of distressed merchandise at a lower price, would not be considered a “general price reduction” under this provision. The successful Bidder shall invoice the School at such reduced prices indicating on the invoice that the reduction is pursuant to the “price reduction” provision of this contract. The successful Bidder, in addition, shall within ten (10) days of any general price reduction, notify the Principal and Board of Directors of such reduction by letter. Failure to do so may result in termination of the contract.

Option year pricing, if any, may include price increases as stated in the proposal specifications.

9. DISCOUNTS. Prices quoted must be net after deducting all trade and quantity discounts.

10. INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS. Bidders shall promptly notify the Jackson Charter School of any ambiguity, inconsistency or error which they may discover upon examination of the RFP documents. Interpretations, corrections and changes to the RFP may only be made by the issuance of an addendum by the School. Each Bidder shall ascertain prior to submitting a prior that all addenda have been received and acknowledged in the offer.

11. DEFAULT. If delivery of acceptable items or rendering of services is not completed by the time promised, the School reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Bidder, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred. The School shall be entitled to recover its attorney fees and expenses in any successful action by the School to enforce this contract.

12. INSPECTION. Materials or equipment purchased are subject to inspection and approval at the School’s destination. The School reserves the right to reject and refuse acceptance of items which are not in accordance with the RFP, instructions, specifications, drawings or data or Bidder’s warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the Bidder promptly after rejection and if not removed within 10-calendar days after notice, such shall be returned via collect shipping.

13. ROYALTIES AND PATENTS. Bidder shall pay all royalties and license fees. Bidder shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the School harmless from loss on account thereof.

14. COMPLIANCE WITH LAWS AND REGULATIONS. Bidder represents and warrants that throughout the term of any contract arising from award of a proposal and any extension thereof, Bidder and all products shall be and shall remain in compliance with all applicable federal, state, and local laws and regulations.

15. TERMINATION FOR CAUSE.

- a) The School may terminate this contract in whole or in part, without liability:
 - if deliveries are not made at the time and in the quantities specified,
 - if the Bidder fails to perform any of the provisions of the RFP, the proposal, and the resulting contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these circumstances does not cure such failure within 30 days or such period of time as the School may direct,
 - if it is determined the successful Bidder knowingly falsified information provided to the School,
 - if it is determined the successful Bidder offered substantial gifts or gratuities to a School official, employee, or agent whether in their official capacity or not,
 - or in the event of a breach or failure of the Contractor to comply with any of the other terms or conditions herein.
- b) The School shall notify the contractor in writing of the specific nature of the breach and shall request that it be cured. If the Contractor does not cure the breach within thirty (30) days of such notice, the School may immediately terminate this contract. To terminate, the School shall give notice to the Contractor in writing, and to the extent specified therein, Contractor shall immediately terminate deliveries under the contract. Termination of the contract shall not preclude the School from pursuing any and all remedies available to it at law or at equity.
- c) Any termination by the School, whether for default or otherwise, shall be without prejudice to any claims for damages or other rights of the School against Contractor.
- d) The School shall have the right to audit all elements of any termination claim and Contractor shall make available to the School on request all books, records, and papers relating thereto. The Contractor shall be paid only for the performance of work up to the date of termination if the School exercises its right to terminate.

16. TERMINATION WITHOUT CAUSE. Unless otherwise specified in the RFP, a contract resulting from award of a proposal may be unilaterally terminated by the School, for any or no reason, upon sixty (60) days written advance notice to the Bidder. Bidder may submit claims for actual work performed up to and including the day of notice of termination with appropriate documentation supporting such claim for materials, labor, or acquired inventory for equitable adjustment and any such material shall become the property of the School upon settlement.

17. ASSIGNMENT. The Bidder may not assign, subcontract, delegate or otherwise transfer this contract or any of its rights or obligations hereunder, nor may it contract with third parties to perform any of its obligations hereunder except as contemplated in this contract, without the School's prior written consent.

18. FORCE MAJEURE. Each Party shall be excused from liability for the failure or delay in performance of any obligation under this Agreement by reason of any event beyond such Party's

reasonable control including but not limited to Acts of God, fire, flood, explosion, earthquake, or other natural forces, civil or military authority, terrorists, war, civil unrest, accident, any strike or labor disturbance, shortage or inability to obtain critical material or supplies, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, or any other event similar to those enumerated above and beyond the Parties' control.

Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the Party has not caused such event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such event and to perform the obligation. School's payment obligations under this Agreement shall be tolled for the duration of such force majeure and in proportion to the extent that Contractor's performance is delayed, suspended, or otherwise affected. If a Party's non-performance under this section extends for thirty (30) days or longer, the Party affected by such non-performance may terminate this Agreement by providing written notice thereof to the other Party.

19. PROPOSAL CERTIFICATION. The Bidder's signature on a proposal certifies: (a) The proposal is genuine and not made in the interest of, or on the behalf of, any undisclosed persons, firms or corporation and is not submitted in conformity with any agreement or rules of any group association, or organization. (b) Bidder has not directly or indirectly induced or solicited any other Bidder to enter a false or sham proposal. (c) Bidder has not solicited or induced any person, firm or group to refrain from bidding. (d) Bidder has not sought by collusion or otherwise to obtain for self-interest any advantage over any other Bidder or the Owner. The Bidder's signature on the Proposal Form certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items and/or services, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of the RFP shall not be cause to alter any resulting contract, request additional compensation, or relieve Bidder from obligation to perform under this contract.

20. MODIFICATIONS. This contract can be modified only by written bi-lateral modification signed by the parties or duly authorized agents.

21. ADDENDA. If it becomes necessary to revise any part of the RFP, a written addendum will be issued by the School and posted on the School webpage and may also be posted with Bonfire. If the School issues written addenda, such addenda shall become part of the contract documents. A Bidder who fails to review an addendum and who has previously submitted an offer, shall not be relieved from any obligation in the proposal submitted.

22. BINDING EFFECT. The terms, conditions, provisions, and undertakings of any contract formed by award of a proposal shall be binding upon and inure to the benefit of each of the parties thereto and their respective successors and assigns.

23. **EQUAL OPPORTUNITY EMPLOYER.** Jackson Charter School is an Equal Opportunity Employer and encourages proposals or proposals from any company or individual regardless of race, gender, national origin, religion or age.

24. **INSURANCE REQUIREMENTS.** All Respondents/Contractors shall have a Certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below and deliver to the School only upon award of an RFP such qualifying certificate or certificates of insurance. Coverage shall be placed with a responsible company licensed to do business in the State of Illinois, and with a minimum insurance rating of A: VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing to the School thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the Contractor in full force and effect during the life of the Contract, and until such time as all work has been approved and accepted by the School. The Contractor is responsible for all insurance deductibles and Self-Insured Retentions. During the term of the Contract, Contractor shall maintain insurance at or above the limits specified, and each such policy shall include the School as an additional insured. Such policies shall cover any loss or liability that may be incurred by the School, its board members, administrators, employees, staff members, agents, attorneys, and all other representatives, resulting from Contractor's maintenance, operation, or use of a Vehicle in performing transportation services pursuant to the attached Contract, or from Contractor's performance of any other duty under the Contract. Contractor shall furnish all such policies, with proper certification, to the School upon execution of the Contract. All such policies shall contain a cancellation clause requiring the insurer for each respective policy to notify the School at least thirty (30) days in advance of the expiration of that policy or any decreases in the scope of its coverage below the requirements of this Section or the attached specifications. In the event of such expiration or decrease, the School may withhold money due and owing to Contractor, or which may become due and owing to Contractor, in an amount sufficient to obtain insurance to the levels required by this Section, and may then apply those funds for that purpose. All deductibles required by all such policies shall be paid by Contractor, and the School shall have no obligation to pay them.

The insurance required by this section shall meet the minimum limits established in Section 12-707.01 of the Illinois Vehicle Code, 625 ILCS 5/12-707.01, including a minimum of personal injury liability insurance in the amount of \$1,000,000 for any one person in any one accident, and subject to the limit for one person, \$5,000,000 for two or more persons injured by reason of the operation of the vehicle in any one accident.

The cost of all policies required by this Section shall be reflected in the prices stated on the Proposal Form, and Contractor shall not be entitled to receive from the School any additional compensation for any such insurance costs. At all times during the term of the contract, the

Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

Insurance Type	Minimum Acceptable Limits of Liability
Workers Compensation	Statutory
Employers Liability	
A. Each Accident	\$1,000,000
B. Each Employee-disease	\$1,000,000
C. Policy Aggregate-disease	\$1,000,000
Commercial General Liability **	
A. Per Occurrence	\$1,000,000
B. General Aggregate	
1. General Aggregate – Property	\$5,000,000
2. General Aggregate – Per Project	\$3,000,000
3. General Aggregate – Products/Completed	\$3,000,000
Comprehensive Auto Liability	\$5,000,000 bodily injury and property damaged combined
Uninsured Motorist Coverage	\$150,000 per person, \$500,000 aggregate
Fire Legal Liability (any one fire)	\$100,000
General Umbrella Excess Liability	\$3,000,000 - \$5,000,000*
Business Auto Liability**	\$1,000,000

*Minimum \$3,000,000.00; maximum \$5,000,000.00 as prescribed in the proposal documents

**An Additional Insured Endorsement as well as endorsements for Waiver of Subrogation and Insurance is Primary and Non-Contributory to additional insured insurance coverage in addition to a Certificate of Insurance

****Garage Liability (combines standard GL & Auto Liability) Garage Keepers Liability

If any policy or coverage is written as “claims made” then coverage must be maintained for 4 years after project completion.

Notwithstanding the existence of required insurance, Contractor agrees it is responsible for injury and damage to persons and property including such damages as may exceed the limits set forth above, resulting from its own negligence and the negligence of its owners, employees, agents and representatives and further for the negligence of others under Contractor’s direction and control when arising from or in any way related to the bid and resulting contract and Contractor’s performance of its contract obligations.

The School and its officers and employees shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and RFP. Certificates can be mailed to Jackson Charter School, 315 Summit Street, Rockford, IL 61107.