REQUEST FOR PROPOSAL (RFP)
Financial Management and Payroll Services
Escuela Éxitos Charter School

Escuela Éxitos Charter School ("the School") is seeking proposals from qualified firms to provide comprehensive financial management and payroll services. The selected vendor will support the school's mission by ensuring accurate financial reporting, regulatory compliance, and efficient payroll administration.

About Escuela Éxitos Charter School

Escuela Éxitos Charter School is a Spanish Immersion public charter school committed to academic excellence, operational transparency, and responsible stewardship of public funds. The School serves a diverse student population and operates with a focus on accountability and community engagement.

Scope of Services

The selected firm will provide the following services:

A. Financial Management

- General ledger maintenance
- Budget development and monitoring
- Monthly, quarterly, and annual financial reporting
- Cash flow management and forecasting
- Accounts payable and receivable oversight
- Bank reconciliations
- Preparation for annual audits and coordination with external auditors
- Grant tracking and reporting compliance
- Financial statement preparation in accordance with GAAP
- SMART Finance/Payroll/HR/ER Software

B. Payroll Services

- Processing of bi-weekly payroll
- Tax withholdings and filings (federal, state, and local)
- Benefits deductions and reporting
- Year-end reporting (W-2s, 1099s, etc.)
- Unemployment and Paid Leave Reporting

C. Compliance & Advisory

- Ensure compliance with state charter school financial regulations
- Assist with internal controls and best practices
- Provide financial insights and recommendations to leadership
- Support board reporting and presentations as needed

Vendor Qualifications

Proposals should demonstrate:

- Experience working with charter schools, public schools, or nonprofit organizations
- Knowledge of state and federal education funding requirements
- Proven expertise in financial management and payroll processing
- Familiarity with relevant accounting software and payroll systems
- Strong internal controls and data security practices
- Ability to provide timely and accurate reporting

Proposal Requirements

Vendors must include the following in their submission:

1. **Company Overview**
    - Background, size, and structure
    - Relevant experience and client portfolio
    - 3 references (Company Name, Contact Person and Contact Phone Number).

2. **Approach & Methodology**
    - Description of how services will be delivered. Daily, weekly, monthly supports.
    - Business Hours of Operations and how Customer can reach team members after hours
    - Technology platforms used
    - Communication and reporting processes

3. **Staffing Plan**
    - Key personnel assigned to the account
    - Qualifications and experience

4. **Pricing Structure**
    - Detailed fee schedule (monthly, annual, or per-service basis)
    - Any additional or optional cost
    - Billing methodology

5. **New Business Transition**. Please provide your process to making a smooth transition between finance providers. Provide a reference of a recent transition.

Timeline:

- RFP Issued: **April 10th, 2026**
- Questions Due: **April 23st, 2026 (Answered by April 30th)**
- Proposals Due: **May 10, 2026 - 3:00 PM**
- Vendor Selection: **May 18th, 2026- Board Meeting**
- Contract Start Date: **July 1, 2026**

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Quality and clarity of proposed approach
- Cost-effectiveness
- Responsiveness to RFP requirements
- References and past performance

Proposals must be submitted electronically via e-mail in PDF format by May 10th at 3:00 PM to:

Luis Vanegas
Escuela Éxitos Charter School
lvanegas@exitosed.org

Subject line**:** ***RFP – Financial & Payroll Services Proposal***

Terms and Conditions

- Escuela Éxitos Charter School reserves the right to reject any or all proposals.
- The School may request additional information or conduct interviews with selected vendors.
- All submitted materials become the property of the School
- The selected vendor will be required to enter into a formal service agreement

Contact Information

For questions regarding this RFP, please e-mail by April 23, 2026 at 3:00 PM:

Luis Vanegas
Escuela Éxitos, Executive Director
lvanegas@exitosed.org

Subject line**:** ***RFP – Financial & Payroll Services Proposal Questions***

We appreciate your interest in supporting Escuela Éxitos Charter School and look forward to your proposal.