



MAGNOLIA PUBLIC SCHOOLS

Request for Proposal to Provide CALSTRS Analysis

Due Date:

January 5, 2018

I. Overview & Background

Magnolia Education & Research Foundation ("MERF") doing-business as Magnolia Public Schools ("MPS"), a public charter school in the State of California and headquartered in Los Angeles, California is seeking a firm to review, analyze and adjust salary data for MPS employees previously reported to various county office of education and CALSTRS.

MPS is a network of 10 high-performing public charter schools that serves close to 3,900 students in Los Angeles, Orange, and San Diego Counties. For more than a decade, MPS has delivered high quality education emphasizing science, technology, engineering and math. MPS is regularly recognized as having some of the top performing schools in the nation.

Dr. Caprice Young, a widely recognized public education leader, is MPS' Chief Executive Officer and Superintendent. Dr. Young's highest priorities, since assuming her position with MPS, have been ensuring that MPS' operations are efficient, effective and transparent and able to sustain the quality of education for which MPS is known. Given recent financial challenges and audits MPS has undergone, in order to meet these priorities MPS has committed to confirm that the data reported to LACOE and CALSTRS is accurate and complete and if not, to make sure, adjusted as soon as possible .

II. Scope of Services to be Provided

The scope of services (the "Services") shall include, but not be limited to, the following:

- Download requisite reports from CALSTRS for each MPS employee per month for the time period from fiscal year 2011-12 through fiscal year 2016-17
- Analyze the resulting data to identify errors by comparing payroll registers against the CALSTRS database.
- Determine the correct salary amount per year that should have been reported using reports provided (or by analyzing pay-trends where reports are not available).
- Determine if there are any other earnings such as stipends that were incorrectly reported and require correction.
- Create a tracking tool in Excel that reverses the incorrectly reported earnings using the identical coding that was initially reported.
Note: This process must be done separately by employee by month.
- Calculate the correct earnings to be reported per employee-per month.
- Prepare separate correction reports for each school by year.
- Submit the reversing and corrected data for each month to Hess & Associates, for conversion to LACOE format, then subsequently submit to LACOE for final submission through to CALSTRS.
- Submit the reversing and corrected data for each month to Orange County Office of Education and Santa Clara Office of Education, as necessary.
- Such other tasks as shall be necessary to accomplish the objectives outlined in this RFP.

The MPS Board of Directors, upon recommendation by MPS management, will approve the selected firm (the "Provider") to provide the Services. Further, the Services will be provided under a contract approved by the MPS Board of Directors.

MPS will be responsible for the following tasks in order to facilitate the provision of the Services by the Provider.

- Provide the Provider with a CALSTRS login that allows access to all schools requiring STRS corrections.
- Provide copies of check registers for all periods being corrected including names and social security numbers for all employees.
- Ensure that MPS staff with the most knowledge regarding employee pay and records are available to answer questions that may arise during the analysis of the information provided.
- Approve any and all estimated calculations to be submitted where original payroll data is not available.
- Provide such other support as shall be necessary to facilitate the completion of the Services according to the desired completion date cited herein.

III. Timetable for Selecting a Provider

The proposed timetable for selecting a Provider to provide the requested Services is as follows:

ACTIVITY	DATES
Proposal responses due	January 5, 2018 by no later than 12:00 PM PS
Selection Period Interviews	January 8 - 9, 2018
Interviews Scheduled	January 10-11, 2018
Recommendation and Board Approval	January 18, 2018
Notification to firms	January 19, 2018

IV. Questions and Submission

All questions regarding this RFP should be directed to the following person preferably by e-mail as shown below.

Ms. Nanie Montijo
 Chief Financial Officer
 Magnolia Public Schools
 1250 East 1st Street, Suite 200 Los
 Angeles, CA 9
nmontijo@magnoliapublicschools.org
 Office: (213) 628-3634

All proposals are due *no later than 12:00 p.m. on January 5, 2018*. Please deliver three (3) hard copies and one (1) copy by email to the person indicated above.

V. Proposal Format

Proposals may not exceed 20 pages including any graphics.

Proposals are to include the following content:

A. Executive Summary. Summarize the key elements of your submission including designated agents and those authorized to bind the Provider.

B. Approach to Working with MPS. Clearly articulate how your firm intends to approach this engagement and serve MPS as a partner in your delivery of the Services detailed in this RFP.

C. Vendor Qualifications and Experience.

- (1) State the name, size of the firm, the size of the staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement.
- (2) Provide a summary of the firm's experiences over the past five (5) years in providing directly relevant services.
- (3) Financial statements submitted with this RFP are not subject to disclosure as public records.
- (4) State how your organization protects intellectual property and confidential and sensitive information. Describe what systems are in place to insure that such information is not mishandled or disclosed to any third party.
- (5) Disclose relationships that have been terminated and the circumstances around such terminations.

D. Qualifications and Experience of Key Personnel.

- (1) Identify the person that will be principally responsible for working with MPS and leading this engagement. Elaborate upon the role, responsibilities and communication and presentation skills of this individual.
- (2) Provide professional resumes of key personnel to be directly assigned to the MPS engagement.

- (3) Discuss other commitments of key personnel and how these commitments will affect their availability to MPS.

E. *References.* Provide three (3) references of clients for whom you have provided a similar scope of services over the past three (3) years. Please include full name, position, telephone number and email address and a description of the engagement vis-a-vis MPS.

F. *Insurance Requirements.* MPS will require that the Provider possess certificates of insurance evidencing required coverage and the minimums as indicated below. MPS will require that Provider procure and maintain for the duration of its engagement with MPS insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work by the Provider, its agents, representatives or employees. It is required that broad coverage include the following:

- (1) Commercial General Liability on an occurrence basis for bodily injury and property damage including products completed operations, personal injury and advertising;
- (2) Automobile Liability for bodily injury and property damage;
- (3) Workers Compensation Insurance as required by the State of California with Statutory Limits, and Employer's Liability;
- (4) Professional Liability (Errors & Omissions) Insurance appropriate to Provider's profession of financial services with limits no less than \$2,000,000 per occurrence or claim.
- (5) Given the foregoing requirements, please provide a statement as to the willingness and ability of your firm to provide the required minimums.

G: *Conflicts of Interest.* Please disclose each of the following:

- (1) Any violations of federal, state or local regulations/laws within the past three (3) years regardless of how resolved;
- (2) All threatened, pending or current disputes (including litigations) and the status of said disputes;
- (3) Arrangements with other firms that may pose a potential conflict of interest to the MPS engagement; any arrangements that are likely to be made in order to deliver upon the MPS engagement; and
- (4) If none of the above apply, provide a statement to that effect.

H. **Cost Proposal.** Please present a cost proposal based on the scope of the Services identified in this RFP. Proposals should include all standard costs associated with providing the services described in the Scope of Work.

- (1) Proposals may include a compensation that includes the hourly rate for each individual who would be assigned to MPS, and a cost by category for all major activities.
- (2) Be clear as to any services that might be typically provided with an engagement such as the one outlined in this RFP and which may fall outside your cost proposal. If there are none, ensure that you make a statement to that effect.
- (3) The firm's normal compensation method should be provided.
- (4) Please provide an estimated overall cost for the Services based on the information provided in this RFP including taking into account the desired completion timeframe.

VI. Evaluation of Proposals and Negotiations.

Overall responsiveness and representations made within the response to this RFP, as well as your firm's ability to connect with the MPS team are important factors in the overall evaluation process. Therefore, we will likely short list two firms to be invited for interviews with the MPS selection team. MPS will select a firm that has the highest suitability for the work with MPS and the overall desirable approach. At that point, MPS will negotiate with the firm to determine final pricing and contract.

VII. Award.

MPS reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests.

End of Request for Proposal