



PARADIGM HIGH SCHOOL

11577 South 3600 West, South Jordan, UT 84095
www.paradigmschools.org (p) 801-676-1018 (f) 801-676-1036

Paradigm Charter School

REQUEST FOR PROPOSAL

Charter School Business Services

11577 S 3600W, South Jordan UT 84095



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SECTION I

SELECTION SCHEDULE

Notice of RFP: June 11 – 19, 2025— published on the Paradigm Charter School website – <https://www.paradigmschools.org/>

Submission Deadline: Thursday, June 19, 2025, by 5:00 pm to Noreen Gibbons at ngibbons@paradigmhigh.org: Proposals must be submitted in compliance with Section IV of this RFP.

SECTION II

INTRODUCTION

- A. The Paradigm Charter School is requesting proposals for charter school business services to begin in July of 2025. The Paradigm Charter School serves approximately 400 7-12 graders in South Jordan, Utah. Paradigm has been providing a quality charter school education to students for nearly 20 years and is currently seeking RFPs for business services to ensure we stay financially sound and compliant.
- B. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to Paradigm, taking into consideration the price and the evaluation factors set forth in this RFP.



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SECTION III

PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with Section IV of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Proposals will be evaluated by a committee appointed by the Paradigm School's Governing Board. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals to ensure a complete understanding of and responsiveness to the solicitation requirements.
- D. It is understood that Paradigm's issuance of this RFP does not obligate Paradigm to accept any of the proposals submitted in response to this RFP, nor does it guarantee that Paradigm will, in fact, accept any of the said proposals. Accordingly, no agreement exists between Paradigm and any offeror until a written contract is approved and executed by the Paradigm Charter School governing board.
- E. This RFP does not obligate Paradigm to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All proposals, responses, and supporting documentation shall become the property of Paradigm.
- F. At any time during the evaluation process, the evaluation committee may, with appropriate approval, request best and final offers as provided for in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.



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SECTION IV

PROPOSAL REQUIREMENTS

- A. Proposals must contain a cover letter, which shall include the following:
 - a. A statement of the offeror's intent to provide the services outlined in this proposal
 - b. The legal company name
 - c. Complete company address
 - d. Company contact person's name, phone number, and email address
 - e. Company's website address
 - f. Signature and position/title of the company's authorized representative
 - g. The date of submission
- B. Proposals must address the Proposal Specifications outlined in Section V below.
- C. Proposals must be emailed to Noreen Gibbons at ngibbons@paradigmhigh.org on or before Thursday June 19, by 5:00 pm. Proposals should be in PDF format. **All Cost information provided by the offeror must be contained in a separate pdf file and clearly identified as cost information.**
- D. The subject line of the emailed proposal must include "Request for Proposal – The Paradigm Charter School Business Services."
- E. Proposals must be signed by the offeror.



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SECTION V

SPECIFICATIONS

SCOPE OF SERVICES:

Accounting Requirements:

Accounts Payable

1. Process invoices
2. Coding and Classing
3. W9, 1099 & 1096
4. Bond & Loan Payments
5. Authorize and process bills
6. Maintain Bill.com
7. Maintain vendor files
8. Store invoices for audit review

Accounts Receivable

9. State funding recording
10. Monitor restricted funds
11. Sales tax reimbursement
12. Grant funds oversight
13. Deposits

General Ledger (QuickBooks Enterprise)

14. Reconcile receivables & payables
15. Journal entries
16. Year-end close
17. Maintain chart of accounts required by USBE

Banking

18. Monitor and record bond trust account transactions
19. Bank reconciliations
20. Review for fraud or misuse
21. Manage banking relationships
22. Debit card and signature cards & account maintenance



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Audit

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

PAYROLL REQUIREMENTS:

Payroll

1. Employee portal
2. Paychecks and Direct Deposit
3. Personal employee payroll records
4. Interface with QuickBooks
5. Process payroll

Taxes

6. Federal Quarterly & Annual withholdings
7. EFTPS
8. State Income tax withholding
9. W-2, W-4 AND W-3
10. E-verify processing
11. I-9

Benefits

12. Benefits liabilities monitoring & reconciliation
13. 401K contributions, reporting & testing
14. Administer health, Cafeteria Plan, HRA, etc
15. Employee benefits changes
16. Renewal of plan documents
17. Employee benefits meeting

HR

18. Employment verification
19. Garnishments
20. WCF claims
21. Employee handbook assistance
22. FMLA, FLSA, COBRA, HIPAA, ADA & ERISA
23. Advisements and templates



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COMPLIANCE REQUIREMENTS:

1. Utah Grants support and submissions
2. AFR/APR
3. Utah Money Management Report
4. Food Program support & assistance
5. Workers Comp reports & audits
6. Quarterly and annual transparency upload
7. Special programs
8. DOL/DWS audits
9. Fee Audit
10. RFP Audit
11. Class size reduction data requests
12. At-Risk audits
13. Title I rollover
14. UPEFS-- principal certified
15. Land Trust compliance
16. Intergenerational poverty grant
17. STEM grants
18. Classified FTE survey
19. Form 5500 (IRS-401K information return)
20. SAMS & DUNS
21. DMI Assistance (Title I)
22. IRS Form 990 (annual information return)
23. And more...

EXPERIENCE AND QUALIFICATIONS

Other Requirements:

1. Able to begin providing services as of July 1, 2025.
2. Quality References/history of delivering successful services.
3. Have a current business license and insurance.
4. At least 5 years of experience in business services.
5. At least 5 years of experience in serving charter schools.



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SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

- A. Scope of services **(75 points)**; ability to fulfill the requirements listed in Section V.A.
- B. Experience and qualifications of the offeror **(75 points)**; ability to meet timeline, provide references, business license, and insurance, and years of experience.

Criteria Related to Cost*

- A. This criterion is based on the cost proposed in section V(B)(4) above **(50 Points)**.

Total points available based on Evaluation Criteria: **200 points**.

*NOTE: Cost is evaluated and scored independently.