

FARMINGTON RIVER REGIONAL SCHOOL DISTRICT

Invitation for Quotes

for

SCHOOL BUSINESS MANAGEMENT SERVICES (FY24)

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FARMINGTON RIVER REGIONAL SCHOOL DISTRICT

Invitation for Quotes

for

School Business Management Services (Anticipated July 1, 2023- June 30, 2024)

I. GENERAL INFORMATION AND QUOTE SUBMISSION REQUIREMENTS

A. Quotes delivery, award, and addenda information

1. All quotes must be delivered to the Farmington River Regional School District, ATTN: Eric Jesner, 555 North Main Road, PO Box 679, Otis MA 01253 or electronically ejesner@frrsd.org
2. Quotes will be accepted up until 2:00 PM April 28, 2023.
3. The contract will be awarded within thirty days after the quote opening.
4. The Farmington River Regional School District may cancel this request for quotes, or reject in whole or in part any and all quotes, if the District determines that cancellation or rejection serves the best interests of the District. All quote prices submitted in response to this request for quotes must remain firm for forty-five (45) days following the quote opening.
5. If, at the time of the scheduled quote opening, the Farmington River Regional School District Central Office is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the quote opening will be postponed until 2:00 p.m. on the next normal business day. Quotes will be accepted until that date and time.
6. All quoters must submit the following:
 - a. Quote for services, in paper or electronic copy
 - b. Envelope or electronic copy should be labeled **“QUOTE – SCHOOL BUSINESS MANAGEMENT SERVICES (FY24)”**
 - c. Quotes must include a quote pricing sheet. Reference form is optional.
 - d. Quotes must be signed by authorized individual(s)

II. SCOPE OF SERVICES

A. Description

1. Farmington River Regional School District, in accordance with M.G.L. Ch. 30B, is looking for school business management services. This includes: (1) budget development, preparation, and presentation to school committee and towns; (2) all aspects of financial management and reporting; (3) Grants and other supplemental funding sources management; (4) the completion of all required financial reports; and (5) assist the superintendent, administration, and school committee in managing the school resources and providing accurate reporting; (6) coordinate with AP/PR Specialist to ensure accurate warrant process.
2. Quoters must be able to provide monthly financial reports to those with budget authority and the school committee, including information on grants and supplemental funding sources as requested. These reports must be available to the school district within 10 days after the last day on the month.
3. Quoters must be familiar with VADAR for reporting and sharing information in a format to be determined by the Superintendent and in conjunction with the quote award winner.
 - a. Examples are monthly reports for budgets, grants, revolving accounts, and modified reports such as are customarily provided to the School Committee;
 - b. Quoters must have appropriate security and confidentiality systems in place and adhere to confidentiality laws for student and employee data at all times;
4. The awarded vendor will be expected to have a representative scheduled School Committee meetings as agreed upon between the Superintendent and the awarded vendor.
5. The awarded vendor will be expected to have a representative on-site two days per week, or virtual work mutually agreed upon between the Superintendent and the vendor.
6. The awarded vendor must be able to provide appropriate guidance to the School Committee and the Superintendent with regard to any unanticipated changes in the FY24 Budget process and any and all financial decisions.
7. The awarded vendor will be expected to provide appropriate guidance to the School Committee and Superintendent with regard to 30B procurement regulations.

B. Contract Terms, Renewal Options, and Pricing

1. The contract will run from award date until June 30, 2024, or as renewed by the School Committee.

2. Pricing will be based on the total contract price in the first year.
 - a. Additional services, above and beyond the services enumerated in IIA, Quoters will be required to provide an hourly rate.
 - b. See Quote Pricing sheet in Section VI.

III. QUALITY REQUIREMENTS

A. Purchase Quality Requirements

1. Quoters must provide all of the items described in **Section II: Scope of Services**.

B. Quote Submission Requirements

1. Quoters must comply with all the quote submission requirements listed in **Section I**.
2. Quoters must have a minimum of two years of experience with VADAR. Preference given to Quoters with a strong history of financial software (VADAR) transition.

- C.** The School Department will award the quote to the lowest responsive and responsible submission, subject to reference checks and qualifications.

IV. REFERENCE FORM

Quoter: _____

Quote Title: SCHOOL BUSINESS MANAGEMENT SERVICES

Quoter must provide references for:

References must have knowledge of the quoter's ability to perform school business management services. References must have worked with or employed the quoter in the past two years.

- Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

- Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

- Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Attach additional sheets if necessary

V. RULE FOR AWARD

The contract will be awarded to the responsive and responsible quoter who meets our quality requirements and offers the lowest price. The Farmington River Regional School District reserves the right to determine quality requirements according to the criteria indicated. The lowest price will be based on the total base price for all required services in the term of the contract.

VI. QUOTE PRICING SHEET

NOTE: FOR FISCAL YEAR 2024 (JULY 1, 2023 TO JUNE 30, 2024) PLEASE QUOTE A MONTHLY PRICE:

TOTAL CONTRACT PRICE:

TOTAL HOURLY RATE ADDITIONAL PROJECTS: \$ _____ / HR