

REQUEST FOR PROPOSALS (RFP)

RFP – Business Management Services

For Azure Fields Charter High School

This RFP is Being Issued by:

Azure Fields Charter High School, a Utah non-profit corporation (“Azure Fields Charter High School”)

DATE OF RFP ISSUE: Monday, April 14, 2025

- ❖ Closing Date for Submission and Receipt: Tuesday, April 22, 2025 no later than 5:00 p.m. local time. Proposals must be received by this time.
- ❖ Proposals are to be submitted in (4) printed copies to the Contracting Agency. An electronic copy of the proposal should also be sent to Carol Ann Gregory, Azure Fields Charter High School Board Chair, via email at the address below.
- ❖ Contracting Agency: Contact Name: Carol Ann Gregory
 Title: Board Chair
 Address: 1275 W 1600 N
 Suite 100
 Orem, UT 84057
 Telephone: 417-231-6930
 Email: carol.gregory@azurefields.org
 Website: azurefields.org

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1. General

- **Purpose**

The purpose of this proposal is to obtain business management services that will serve the specific needs of Azure Fields Charter High School, a newly approved charter school in Northern Utah County, Utah.

The specific terms outlined in this RFP must be met.

- **Key Dates**

The anticipated contract term is: Beginning April 23, 2025 with an ongoing contract cancellable with 30 days notice. It is expected that the RFP response must be delivered to Carol Ann Gregory no later than April 22, 2025 at 5pm local time.

2. Background

- **History:**

We are opening a Waldorf high school in Utah because we believe that the core principles of Waldorf education (whole child education, developing skills for a practical life, living within a rhythm, and stewardship over nature) are things which resonate with Utah families. We also believe that now is the time to start the journey of a Waldorf high school because the families in the two Utah K-8 Waldorf schools are searching for a high school which meets their educational goals.

Our whole-human approach to education nurtures all parts of the developing person including the head (intellect and ideas), heart (feeling a deep connection to one's self as well as their surrounding community and world), and hands (skills and working forces to accomplish the work of developing a better humanity for the future). This approach prepares our students for a smooth transition of continuing education, career pursuits, and lifelong service.

An integral part of our school is our Work-Study Program where students work with a Work Supervisor Mentor on building real-world job skills.

3. Service Requirements

- **Expectations**

- **BIDDERS**

- It is expected that bidders will hold appropriate and current state licensure to engage in the business of business management and will maintain sufficient Errors and Omissions insurance for the management of Azure Fields Charter High School.
 - It is expected that bidders utilizing subcontractors will ensure that their selected subcontractors are also covered by Errors and Omissions insurance.

- **Bidding Details**

- It is expected that the winning bidder will begin management of the business and financial needs of Azure Fields Charter High School almost immediately after contract award.
 - It is expected that bidders will have knowledge of and comply with Business Management needs of Utah State Charter Schools and have references from at least 3 charter boards.
 - It is expected that the winning bidder will provide Azure Fields Charter High School's Board and with the necessary reporting information, including monthly finance reports on a timely basis throughout the period of the service contract..
 - It is expected that the winning bidder will comply with all applicable State, Federal and USBE reporting requirements.

- **Pricing Proposal**

- All bidders must submit a detailed proposal of contract price, contract terms including cancellation terms.

4. Submission Guidelines

- **Bidder's Profile**

Bidders must identify relevant administrative, management, and financial capabilities as well as technical skills, qualifications and experience necessary and appropriate to meet the objectives of the RFP.

Bidders will provide with their proposals at least three (3) references, including contact information of the charter board for projects of a similar nature, preferably within Utah.

- **Submission Format**

Bidders should submit their proposal in the preferred format:

- Letter of Introduction:
 - Business Management Provider name, contact person, address, telephone number, a brief introduction to the bidding company, signed by person(s) authorized to bind the company to their proposed offer (RFP response). Attach resumes of key persons who would be responsible for this project.
- Proposal Content:
 - Full details of the bidder's proposal:
 - Including: general approach, work plan, proposed schedule, methods, procedures, quality control, supervision, reporting structure and explanations of how all RFP/Project specifications will be achieved.
 - Pricing:
 - Indicate the proposal pricing as requested.
 - Appendices:
 - Attach any information that may be useful or relevant to Azure Fields Charter High School in assessing the application and other information as required by the RFP, including but not limited to:
 - References from similar projects

- Resumes of Management Team and proposed project primary contact person.
- Certification:
 - Proposals should include a signed Certification similar to the following:

“The statements made in this proposal are true and correct representations. If selected, [*bidding company*] shall negotiate in good faith with Azure Fields Charter High School.”

5. RFP Conditions

• Evaluation Criteria

Evaluation criteria used to evaluate proposals include:

- Contractor’s price proposal
- Quality of References
- Ability to customize services to the needs of Azure Fields Charter High School.

• Acceptance of Proposal

- Bids will be reviewed in a public meeting after the due date and time with the name of the bidder announced and recorded in the meeting minutes.
- Bid will be awarded to the firm whose proposal is determined to be the most advantageous to Azure Fields Charter High School after consideration of all criteria. Factors included in that evaluation will be: cost proposal, quality of references on similar and recent projects.
- The winning bidder will receive the award in writing.
- Azure Fields Charter High School reserves the right to reject any or all proposals or to waive any formality or technicality in the best interest of Azure Fields Charter High School.

• Proposal Revisions

Proposal revisions must be received prior to the RFP submission closing date and time.

- **Disclosure**

All documents submitted by bidders shall become the property of the school. Proposal information is considered proprietary and as such shall be treated as confidential by Azure Fields Charter High School to the extent allowed by applicable law