



Request for Qualifications (RFQ)

#1-RFQ-OHIO-2022 Ohio School Treasurer

**Closing Date:
12:00PM CST
Thursday, February 3, 2022**

IDEA Greater Cincinnati, Inc. (herein referred to as IDEA or the organization) is seeking Statement of Qualifications from qualified Respondents or individuals in response to this Request for Qualifications (RFQ) for an IDEA Greater Cincinnati, Inc. School Treasurer. The qualified Respondent must be able to execute duties and provide services with the utmost diligence, cooperation and ethical behavior in addition to being knowledgeable of industry standards as it relates to treasury services for public schools. The chosen Respondent should also demonstrate high levels of trust, competence and integrity.

IDEA reserves the right to revise and amend the qualifications prior to the date set for the receipt of the Statement of Qualifications. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in the RFQ in writing. Revisions or amendments, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFQ. It is the responsibility of each respondent, prior to submitting the Statement of Qualifications, to contact IDEA to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Statement of Qualifications.

Please contact Mia Harris, Assistant Director of Procurement at mia.harris@ideapublicschools.org to submit questions or comments concerning this solicitation, or to determine if addenda were issued and, if so, to obtain applicable addenda. The e-mail subject line should read: Questions - #1-RFQ-OHIO-2022 – Ohio School Treasurer.

Contact:
Mia Harris
Assistant Director of Procurement
Mia.harris@IDEApublicschools.org
210-400-3933

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PART I – GENERAL INFORMATION AND INSTRUCTIONS

General Information

IDEA prepares students from underserved communities for success in college and citizenship. We are a growing network of 137 high-performing charter schools serving approximately 78,000 students located throughout the Austin, El Paso, Houston, Permian Basin, Rio Grande Valley, San Antonio & Tarrant County in Texas, as well as locations in Louisiana and Florida. IDEA is planning to expand to Cincinnati, OH in 2022. Although IDEA's growth is rapid, it is also well planned and carefully calculated. Schools begin with minimal grade levels, adding facilities as students advance and eventually reaching full scale as a Pre-K-12 campus.

The mission of IDEA is College for All. IDEA serves primarily low-income students in underserved areas of both rural and urban communities. Over 80% of IDEA students are considered low income and one of every three students is the first in their family to go to college. Since our first graduating class in 2007, 100% of our seniors have been accepted and matriculated to a college or university every year for fourteen consecutive years. Thanks to a rigorous path to college that begins in Pre-K, IDEA students attend selective universities throughout the country, win national awards and scholarships, and complete college at a rate six times the national average for low-income students. In preparation for the schools opening, IDEA Greater Cincinnati, Inc. is seeking a qualified Respondent to provide treasury services that can continue to ensure the excellent fiscal health for this location from its opening day as well as make the appropriate adjustments to support the expected rapid growth of this location.

Scope of Services

IDEA Greater Cincinnati, Inc. is seeking Statement of Qualifications from Respondents qualified and experienced in providing exemplary treasury services that will be essential to the fiscal health of IDEA Greater Cincinnati, Inc. Respondents should be able to meet and uphold the following five (5) standards set for school treasurers' operating in the state of Ohio:

- 1) Leadership,
- 2) Financial Management,
- 3) Facilities, Property and Capital Asset Management,
- 4) Communication and Collaboration, and
- 5) Professionalism.

The qualified Respondent chosen to provide treasury services aligned with the scope below:

- a) Serve as an Advisor to IDEA Greater Cincinnati, Inc. Board providing sound financial guidance to aide in the decision-making process,
- b) Communicate with all IDEA stakeholders that publicize and communicate financial status,
- c) Monitor policies and procedures centered upon sound fiscal practices and the analysis of financial resources that align with IDEA's strategic plan for achieving goals,
- d) Propose options to assist with IDEA's continued growth that responds to IDEA's advancing fiscal existence,
- e) Ensure IDEA stakeholders are appropriately establishing and implementing sound fiscal practices,
- f) Ensure location is effectively managing financial accounts including cash, budgetary, debt service, revenue, state and local funds,
- g) Demonstrate and use knowledge to ensure accuracy of standard accounting practices, auditing procedures, and accurate financial reporting,
- h) Communicate and collaborate effectively with internal and external stakeholders,
- i) Uphold and comply with professional ethics including but not limited to Licensure Code of Professional Conduct for Ohio educators (LCPCOE), Ohio Ethics Laws, and IDEA Greater Cincinnati,
- j) Advise and act in compliance with all applicable local, state and federal laws and regulations in addition to IDEA District policies and procedures,
- k) Prepare corrective action plans and guide the implementation of these plans in response to audits if necessary
- l) Apply IDEA policies, procedures, and legal requirements for budget adoption,
- m) Remain current with technology applications and software programs.

Treasurer Qualifications

Respondents to this RFQ should meet the following qualifications:

- 1) Knowledge of standards for and applicable laws and rules for community schools and school treasurers/fiscal officers for the state of Ohio
- 2) Hold a valid, current Ohio School Treasurer License and be in service standing with the Ohio Department of Education's Office for Professional Conduct (i.e., no pending complaints or sanctions)
- 3) Demonstrate experience serving as a School Treasurer (or community school fiscal officer) or Business Manager in the state of Ohio
- 4) Have familiarity and experience with state and federal audit procedures

- 5) Have the capacity to perform the duties of the position, including attendance (virtually and/or in person) at Board meetings
- 6) Demonstrate the ability to adapt to fiscal management systems and rules and procedures of the operator

Statement of Qualifications Submission Requirements

Statement of Qualifications should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of the RFQ. Emphasis should be concentrated on the treasurer's ability to ensure IDEA Greater Cincinnati, Inc.'s compliance when conducting any fiscal matter.

To be considered, the Statement of Qualifications must be prepared according to the following specifications:

- a. Statement of Qualifications should include the following information and content.

Cover Letter

Table of Contents

- I. Respondent(s)/Individual Profile
- II. Relevant Respondent(s) Licenses & Certifications
- III. Approach to Services and Methodology
- IV. References
- V. Resumes of Respondent(s)
- VI. Required Forms

- b. Statement of Qualifications shall be submitted via mail to IDEA Public Schools Headquarters, Attn: Purchasing Department, 2115 W Pike Blvd, Weslaco, TX 78596.
- c. To be eligible for consideration Statement of Qualifications should be received by mail to the IDEA Public Schools
- d. Headquarters no later than **12:00 PM CST on February 3, 2022** along with the requisite signature pages and completed certification forms.

All Statement of Qualifications must be received by the deadline. Statement of Qualifications submitted after the opening time and date will **not** be accepted. Fax or email Statement of Qualifications will **not** be accepted.

- e. **Statement of Qualifications Guarantee:** Statement of Qualifications shall be honored for 120 days after due date.

- f. All supplemental information required by the RFQ must be included with the Statement of Qualifications. Failure to provide complete and accurate information may disqualify the respondent from consideration.
- g. All costs incurred in the preparation and submission of the RFQ response shall be borne solely by the Respondent. Where Respondents may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, or participate in any interview process as related to this RFQ, all costs shall be borne by the Respondent.
- h. Any Statement of Qualifications submitted in response to this RFQ will be irrevocable upon the closing time and remain open for acceptance for 120 days from the closing date whether or not another RFQ has been accepted.
- i. Submission of a Statement of Qualifications shall be construed to mean that the Respondent agrees to carry out all conditions set forth in this document. Any proposed variation from the specifications, terms, and conditions shall be clearly identified. Please provide details of any noncompliance with stated conditions. If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.
- j. IDEA reserves the right to select any offer it determines provides the best value, regardless of price.
- k. IDEA may accept multiple offers for the same services. There may not be exclusivity with any selected Respondent.

l. **Request For Qualifications Timeline**

RFQ Issue Date:	December 17, 2021
Respondent Question Cut-Off Date:	January 10, 2022 at 3:00PM (CST)
Addendum Issue Date:	January 17, 2022
Statement of Qualifications Due Date & Time:	February 3, 2022 at 12:00PM (CST)
Evaluation Period	February 7-18, 2022
Board Meeting	March 11, 2022

Required Forms (Certifications and Representations)

Respondent shall execute the stated required forms included with this Request for Qualifications.

RFQ Clarification

Questions must be submitted via email to **Mia Harris, Assistant Director of Procurement** at mia.harris@IDEApublicschools.org. The email subject line should read: **Questions - #1-RFQ-OHIO-2022 – Ohio School Treasurer**. Questions submitted by respondents and answers prepared by IDEA, along with Addenda to this RFQ, if applicable, will be posted on IDEA's website.

Oral answers provided by IDEA, or its agents shall not be binding. No modification or amendment to this RFQ shall be valid unless it is set forth in writing, via a signed addendum or amendment from IDEA.

Proposer Responsibility

IDEA expects Respondents to be thoroughly familiar with all requirements of this RFQ. Respondent's failure or omission to examine any relevant form, article, site, or document will not relieve Respondent from any obligation regarding this RFQ. By submitting a Statement of Qualifications, Respondent is presumed to concur with all terms, conditions, and specifications of this RFQ. Any exception must be clearly defined and referenced to the proper paragraph in this RFQ. Objections considered by IDEA as excessive or affecting vital terms may reduce or eliminate respondent's prospects for award.

Completeness

Statement of Qualifications will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of a Statement of Qualifications is allowed based on proof of mechanical error; however, Respondent may be removed from approved Respondent list.

False/Misleading Statements

Statement of Qualifications which contain false or misleading statements, or which provide references which do not support an attribute or capability of the proposed system or service, may be rejected. If, in the opinion of IDEA, such information was intended to mislead IDEA in its evaluation of the Statement of Qualifications and the attribute, condition, or capability as a requirement of the RFQ, the Statement of Qualifications shall be rejected.

Statement of Qualifications Signatures

The Statement of Qualifications must be signed by an individual with proper authority to obligate the Respondent. The signature should indicate the title or position that the individual holds in the partner (if applicable).

Selection of Respondent (s)

IDEA may award this RFQ to multiple Respondents or to the Respondent IDEA determines, in its sole discretion, provides the best value to IDEA, based upon the evaluation of Statement of Qualifications. Thus, the result will be determined by the applicable criteria as listed under Evaluation Criteria referenced in this RFQ. Once the Statement of Qualifications is received the qualifications will be evaluated by IDEA and then interviews will be conducted with selected respondents.

Administrative Procedure for Bidder Complaints

Members of the public having complaints regarding the IDEA’s purchasing procedures or operations may present their complaints or concerns to IDEA by written to the following address:

**IDEA Public Schools Headquarters
Attn. Purchasing Department
2115 West Pike Blvd
Weslaco, TX 78596
956-377-8000**

PART II – STATEMENT OF QUALIFICATIONS RESPONSE

Statement of Qualifications must be submitted by sending a hard copy to:

IDEA Public Schools Headquarters, Attn. Purchasing Dept.
2115 West Pike Blvd
Weslaco, TX 78596
(956) 377-8000

Statement of Qualifications must be in a sealed envelope marked with the RFQ Number and Title and include:

1. One (1) clearly identified hard copy ORIGINAL of the Statement of Qualifications response.
2. One (1) clearly identified PAPER COPIES of the Statement of Qualifications.
3. One (1) copies of the Statement of Qualifications on FLASH DRIVES, marked with the Respondent’s name.

The respondent's Statement of Qualifications itself shall be organized as identified in Part One (1), Statement of Qualifications Submission Requirements.

PART III – REFERENCES

The Proposer shall submit a minimum of three (3) verifiable references. It is desired that if the Proposer has performed this type of service previously, those references be listed. It is recommended that the Proposer provide references that are similar or as closely related to this unique agreement, if possible. Each reference provided shall include:

- Reference's Name
- Contact Person
- Address, City, State, and Zip
- Contact Person Phone Number
- Brief Project Scope and Time Frame

**Enter references in Attachment E*

PART IV – REQUIREMENTS

A. STATEMENT OF QUALIFICATIONS OPENING

Statement of Qualifications Opening is scheduled for **February 3, 2022 at 12 pm (CST)**. A formal "opening" will not be held. Trade secrets and confidential information contained in Statement of Qualifications shall not generally be open for public inspection, but IDEA's records are a matter of public record.

B. WHO IS ELIGIBLE TO RESPOND

Respondents who can meet the requirements for quality and other terms of this RFQ package, and who are not debarred and/or suspended from conducting business with IDEA, federal and state funded agencies are invited to respond. A prospective respondent, by submitting a Statement of Qualifications, represents to IDEA that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under this RFQ
- Is able to comply with the required scope of the RFQ
- Have a satisfactory record of integrity to ethics
- Be otherwise qualified and eligible to receive an award

- Be in service standing with the applicable national or state associations

PART V – EVALUATION

IDEA will evaluate each Respondent’s Statement of Qualifications(s) in the areas listed in this solicitation. The committee evaluating the Statement of Qualifications submitted in response to this RFQ may conduct interviews in order to allow Respondents to clarify or elaborate on their Statement of Qualifications. Upon completion of interviews or discussions, Respondents may be requested to revise any or all portions of their Statement of Qualifications.

20 Points	The quality and comprehensiveness of the Statement of Qualifications designed to address the Scope of Service
30 Points	Respondent Background and Experience
20 Point	Licenses & Certifications
30 Points	Knowledge of Treasury Standards

PART VI – REQUIRED ATTACHMENTS

The attachments listed below are required and should be included with the Statement of Qualifications, along with any other forms included in this RFQ. All forms requiring signature must be signed as indicated.

1. **Attachment A** – Title Page
2. **Attachment B** – Respondent Certification
3. **Attachment C** – -Certification Regarding Lobbying
4. **Attachment D** – -Debarment or Suspension Certification
5. **Attachment E** - References

Attachment A – Title Page

A Statement of Qualifications Submitted in Response to

IDEA

Request for Statement of Qualifications #1-RFQ-OHIO-2022 SCHOOL TREASURER

Submitted By:

(Full Legal Name of Respondent)

On:

(Date of Submission)

Attachment B – Respondent Certification

I, the undersigned, submit this Statement of Qualifications and have read the specifications, which are a part of this RFQ. My signature also certifies that I am authorized to submit this Statement of Qualifications, sign as a representative for Vendor, and carry out services solicited in this RFQ.

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Respondent Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

Attachment C – Certification Regarding Lobbying

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Respondent Name

Signature of Authorized Respondent

Date

Printed Name and Title of Authorized Representative

Attachment D – Debarment or Suspension Certificate

IDEA is prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Respondent must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By submitting signing contract and this certificate, Respondent certifies that no suspension or debarment is in place, which would otherwise preclude Respondent or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

Respondent Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment E – Reference Sheet

Please list a minimum of three references of agencies (governments, chartered nonpublic schools, community schools or school districts) that have used your products. We would prefer some of the references to be new customers in the last year, and Ohio agencies are preferred:

COMPANY NAME OR CONTACT PERSON

STREET ADDRESS	CITY	STATE	ZIP
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CONTACT PERSON	TELEPHONE NUMBER
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PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

COMPANY NAME OR CONTACT PERSON

STREET ADDRESS	CITY	STATE	ZIP
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CONTACT PERSON	TELEPHONE NUMBER
----------------	------------------

PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

COMPANY NAME OR CONTACT PERSON

STREET ADDRESS CITY STATE ZIP

CONTACT PERSON TELEPHONE NUMBER

PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

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END OF IDEA RFQ