



# Opportunities For Learning Public Charter Schools

## Opportunities For Learning-Duarte, INC. REQUEST FOR QUOTE

### BACK OFFICE SERVICES

**Posted: February 23, 2024**  
**DUE DATE Extended: April 5, 2024**

To whom it may concern,

Opportunities For Learning-Duarte, Inc. (“OFL-Duarte”) is requesting quotes for Back Office Services.

OFL-Duarte is a year-round independent study public charter school serving approximately 550 students in person and virtually through our resource center in Duarte. Our goal is to provide an individualized educational environment to students who have not been successful or satisfied with their experience in traditional schools. The school serves students 7th to 12th grade, providing a High School Diploma to those who meet the requirements. OFL-Duarte is seeking services to assist in our charter school operations, and we encourage all interested vendors to submit a quote. This Request for Quote document is available on OFL-Duarte’s website: <https://ofl-d.org/notices/rfp/>

A copy of the proposed scope of work is attached. Interested vendors are not required to submit a quote covering the entire scope of work. OFL-Duarte will accept quotes covering all or any portion of the services. Please ensure your quote clearly indicates which services are included in the quote. OFL-Duarte reserves the right to negotiate the final terms and conditions of the contract, including the scope of work.

If you would like to submit supporting documentation with your quote (e.g., customer references, statement of qualifications, company history, alternative fee structures, etc.), please feel free to do so. All quotes should be placed on your company’s letterhead and include a bid or price estimate. Please submit your quote by the due date above to:

**Jeff Moreno**  
**Assistant Principal of Instructional Operations**  
[jpmoreno@oflschools.org](mailto:jpmoreno@oflschools.org)

OFL-Duarte staff will review all quotes and make a recommendation to the Board of Directors. It is anticipated that OFL-Duarte will award the contract in May, and the term of any resulting contract is anticipated to begin on July 1, 2022.

If you have any questions, or if you’d like to schedule an optional tour of our school facilities, please contact Jeff Moreno using the contact information above. We very much look forward to reviewing your quote.

Sincerely,

Opportunities For Learning-Duarte, Inc.

## Scope of Work

- I. Human Resources - For about 50 employees mostly salaried, some hourly
  - A. Benefits
  - B. Employee Help Desk Support
  - C. HRIS System Maintenance
  - D. Compensation Analysis
  - E. Employee Events
  - F. Leave of Absence Administration
  - G. Employee Relations and Investigations
  - H. Human Resource Policy and Compliance (EE Handbook)
  - I. Risk Management
  - J. Employee Onboarding
  - K. Pre-Employment Screening
  - L. Credential Administration
  - M. Retirement Plan Administration
  - N. HR Compliance and Audits
  - O. HR Training and Compliance
  - P. Performance Review support
  - Q. Field Onsite HR Support
  - R. Safety Coordination and Training
  - S. HR Administration
- II. Accounting
  - A. Reporting
    - 1. Internal Reporting
    - 2. Annual Budgeting
    - 3. Monthly Reforecasting
    - 4. Monthly Cash Forecasting
    - 5. Revenue Calculation and Understanding of Revenue Funding Formula
    - 6. Interim External Reporting
  - B. Communication
    - 1. Monthly Finance Meetings
    - 2. Financial Updates to the Board of Directors
  - C. Auditing
    - 1. Annual Financial Updates
    - 2. Annual Compliance Audits
    - 3. Cash Management
    - 4. Accounts Receivable
    - 5. Financial Controls
  - D. Other Services
    - 1. Ad Hoc Analysis upon request

2. Taxes
3. Facilitating Training of accounting staff
4. Grant Funds Management
5. Expense Reports
6. Assistance with funding, budgeting, strategy, fiscal control, or other operational/financial questions or issues

### III. Payroll

- A. Bi-Weekly Payroll Processing
  1. Timekeeping
  2. Payroll Deductions
  3. Compensation Changes
- B. Off-Cycle Payroll Processing
  1. Termination Checks
  2. Bonus/Incentive Payment
- C. Paycheck Handling
  1. Delivery
  2. Uncashed Items
  3. Stop Payments
- D. Time Off Processing Request, Balance, Accrual Rate
- E. Employee Contributions Posting/Funding
  1. 401(k), 403(b)
- F. Annual Compliance Audit
  1. 401(k), 403(b)
  2. Worker's Compensation
  3. Payroll
- G. Annual W-2 Processing
- H. Quarterly and Annual Tax Filings
- I. Verification of Employment
- J. Ad Hoc Analysis upon request
- K. Ad Hoc Reporting upon request
- L. Payroll System Maintenance and buildout as needed (e.g., Workday)
- M. Record-keeping

### IV. Business Management

- A. Budget
  1. Facilitate the forecasting process
  2. Provide accurate analysis of the school budget, identifying trends and potential over/under-spends and provide detailed reports to Principals, Directors, and Executive Leadership on a regularly scheduled basis
  3. Interpret financial regulations and provide advice to school leadership on the effective use of financial systems and procedures

4. Inform and monitor the cash flow of the schools in consideration of creditor and debtor policies and procedures, and advise management in their oversight of working cash balances, short-term investments, borrowings, and debt payback

V. Board Relations

- A. Acts as a liaison between board members and school staff related to board meetings and meeting materials
- B. Attend all board meetings and provide administrative support as requested by the board members or school staff
- C. Responsible for generating agendas, compiling and creating board package materials for each meeting, and ensuring the board package materials are timely received by board members and school staff
- D. Organize and maintain corporate documents and records and provide copies to school staff upon request
- E. Maintain the regular board meeting calendar, assist with scheduling any necessary special board meetings, and help coordinate the attendance of board members and support staff
- F. Assist in reviewing, evaluating, and preparing various documents as needed for conformation and consistency
- G. Coordinate travel arrangements, itineraries, meetings, and events for the board members or support staff, as needed
- H. Work with various departments to pull legal, financial, and other documents for meetings
- I. Follow up on board meeting action and questions
- J. Obtain any necessary signatures on documents approved at board meetings