



5926 Ryan Road, Duluth, MN 55804 · 218.525.0663 · www.northshorecommunityschool.org

Request for Proposal (RFP) for Accounting Services

Issued by: North Shore Community School

Date Issued: 1/27/2025

1. Introduction

North Shore Community School (NSCS) is a rural charter school nestled in the woods near the north shore of Lake Superior, approximately halfway between Duluth and Two Harbors. We are requesting proposals from qualified accounting firms or organizations to provide comprehensive financial management and accounting services.

2. About Us

NSCS serves approximately 390 preschool through 6th grade students. NSCS's mission is to excel in connecting our students' academics and learning with their natural and social environments in a nurturing community setting. This mission is driven by four core values: ***Kids First:*** Students' diversity and needs drive decisions and actions. ***Partnership:*** Together we achieve more than alone. ***Knowledge:*** Skilled in accessing, navigating, and using a broad array of facts and viewpoints from a global perspective. ***Stewardship:*** Care and responsibility for our natural and social environments

3. Scope of Services

The selected provider will deliver the following services:

- **General Accounting:** Preparation of monthly financial statements and general ledger maintenance.
- **Budget Management:** Assistance with annual budget development and monitoring throughout the fiscal year.
- **State Reporting and Compliance:** Submission of required financial reports to the Minnesota Department of Education (MDE) and other regulatory agencies.
- **Audit Support:** Preparation of documentation and assistance during the annual audit process.
- **Finance Committee and Board Reporting:** Preparation of financial reports and participation in finance committee and board meetings as needed.

4. Proposal Requirements

Respondents should include the following in their proposals:

- **Company Profile:** An overview of history, mission, and experience with Minnesota charter schools.
- **Approach and Methodology:** Description of how services will be delivered outlined in the scope.
- **Pricing:** Detailed fee structure, including any additional costs.
- **Contract Terms:** Proposed terms and conditions for a service agreement.

5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Alignment with our school's needs and goals.
- Experience working with Minnesota charter schools.
- Cost-effectiveness and transparency of pricing.
- Demonstrated ability to meet compliance and reporting deadlines.

6. Timeline

- RFP Issued: 1/27/25
- Deadline for Questions: 2/7/25
- Proposal Submission Deadline: 2/14/25
- Selection Notification: 2/28/25

7. Submission Instructions

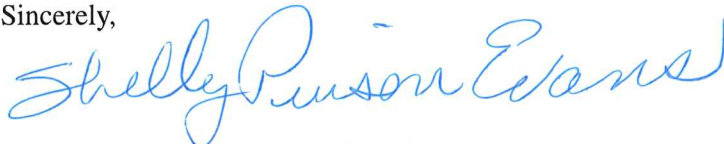
Submit proposals electronically to:
Shelly Pierson Evans, Executive Director
spierson@nscsk6.org
5926 Ryan Rd., Duluth, MN 55084
218-525-0663 ext. 118

8. Contact for Questions

For questions about this RFP, contact:
Nicole Carpenter, Business Manager
ncarpenter@nscsk6.org
218-525-0663 ext. 117

We look forward to reviewing your proposal.

Sincerely,



Shelly Pierson Evans, Executive Director