



MILES AHEAD CHARTER SCHOOL

REQUEST FOR PROPOSALS

*Financial Services Provider**Outsourced Chief Financial Officer and Comprehensive Financial Management Services*

Procurement Milestone	Date
RFP issued	October 1, 2026
Proposals due	October 30, 2026 Email Kolt.Bloxson@milesaheadcharter.org no later than 3:00pm for on time submission.
Anticipated award	December 1, 2026
Anticipated service commencement	July 1, 2027 (FY2028 planning assumption)

Issued by Miles Ahead Charter School ("MACS")

1. Purpose and Background

Miles Ahead Charter School ("MACS") invites qualified firms to submit proposals to serve as its Financial Services Provider. MACS seeks an experienced outsourced financial leadership partner capable of providing Chief Financial Officer-level guidance together with accurate, timely, compliant, and transparent day-to-day financial operations.

The selected provider will partner with the Executive Director, Board of Directors, Finance Committee, school leadership, employees, auditors, authorizer, and governmental agencies. The engagement is intended to support sound stewardship of public funds, Georgia charter-school compliance, reliable decision-making, strong internal controls, and continuity of operations.

1.1 Procurement Objectives

- Secure a named, accountable CFO and qualified support team with direct Georgia charter-school experience.
- Establish dependable accounting, payroll, grants, purchasing, compliance, and reporting processes.
- Provide decision-useful monthly reporting and forward-looking financial advice to leadership and the Board.
- Create measurable service expectations and a disciplined transition from the incumbent provider.
- Protect MACS records, systems, funds, confidential information, and institutional knowledge.
- Serve as a strategic partner with regard to state and federal reporting including FTE, CPI, and SPED documentation.

1.2 Nature of the Engagement

This is a request for professional financial management services, not solely bookkeeping or transaction processing. The selected provider will be expected to exercise appropriate professional judgment, raise material risks promptly, coordinate across workstreams, and maintain clear accountability for deliverables.

1.3 School Information and Proposal Assumptions

Vendors shall identify every operating, enrollment, staffing, system, transaction-volume, meeting-frequency, or grant assumption used to develop staffing and pricing. MACS may provide additional information through written addenda or during due diligence. Vendors must not condition core compliance obligations on unstated assumptions.

2. Procurement Schedule and Instructions

Event	Date / Requirement
RFP issuance	October 1, 2026
Deadline for written questions	October 15, 2026, 3:00 p.m. EST
MACS responses / addenda	October 22, 2026
Proposal deadline	October 30, 2026, 3:00 p.m. EST
Interviews / demonstrations	November 2026, if requested
Anticipated notice of award	December 1, 2026
Contract negotiation and approval	December 2026-January 2027, subject to Board action
Transition planning	Beginning on notice to proceed; detailed schedule to be negotiated
Anticipated service start	July 1, 2027 (FY2028 planning assumption)

2.1 Communications and Addenda

All communications concerning this RFP shall be directed to the procurement contact identified on the cover page of this RFP. Vendors shall not contact individual Board members or other MACS personnel regarding the solicitation except as authorized. Only a written addendum issued by MACS may modify this RFP.

2.2 Proposal Validity and Costs

Proposals shall remain valid for at least 120 days after the proposal deadline. Vendors bear all costs of proposal preparation, interviews, demonstrations, due diligence, and negotiations. MACS will not reimburse such costs.

2.3 Contract Term

Planning assumption: an initial one-year term covering FY2028, anticipated July 1, 2027 through June 30, 2028, with up to four one-year renewal options by mutual written agreement and Board approval. MACS may negotiate a pre-start transition phase. The final term, renewals, and fee escalation limits will be stated in the executed agreement.

3. Scope of Services

The provider shall furnish the personnel, supervision, systems expertise, documentation, and coordination necessary to perform the following services. Proposals must address each category, identify the responsible role, state delivery cadence, and disclose exclusions or dependencies.

3.1 CFO and Strategic Financial Leadership

- Assign a named lead CFO who meets applicable Georgia requirements and serves as MACS's primary financial executive and escalation point. Minimum qualification under Section 15(d) of the MACS Charter contract includes either (a) a baccalaureate or higher degree in business, accounting, or finance from an accredited college or university and a minimum of four (4) years' experience in a field related to business or finance; or (b) Documented experience of ten (10) or more years in the field of business and financial management.
- Advise the Executive Director and Board on financial strategy, sustainability, cash management, enrollment and staffing implications, reserves, financing, and material commitments.
- Maintain an annual finance calendar covering budget, audit, grants, state reporting, payroll, retirement, tax, Board reporting, and renewal milestones.
- Attend regular Board and Finance Committee meetings and additional meetings reasonably requested; present clearly and answer questions.
- Provide timely written notice of material financial risks, irregularities, suspected fraud, control deficiencies, compliance concerns, missed deadlines, or significant budget variances.

3.2 Accounting and General Ledger

- Maintain books in accordance with generally accepted accounting principles, the Georgia Department of Education's Financial Management for Georgia Local Units of Administration manual and chart of accounts, as applicable to MACS, fund accounting principles, and MACS policies.
- Post and review cash receipts, disbursements, journal entries, accruals, allocations, receivables, payables, prepaid items, fixed assets, debt, and restricted funds.
- Complete monthly close, reconcile all bank and balance-sheet accounts, maintain supporting schedules, and resolve reconciling items promptly.
- Maintain orderly, audit-ready electronic documentation and an appropriate approval trail for every transaction.
- Prepare year-end close, adjusting entries, roll-forwards, and supporting schedules.

3.3 Budgeting and Forecasting

- Lead development of the annual operating and capital budgets in coordination with leadership and the Board.
- Prepare multi-year projections, monthly forecasts, cash-flow forecasts, enrollment scenarios, staffing models, and sensitivity analyses.
- Monitor budget compliance and explain material variances with recommended corrective action.
- Support budget amendments and ensure Board approvals and reporting are properly documented.
- Prepare budget materials for adoption and amendment at Board meetings conducted in compliance with the Georgia Open Meetings Act, O.C.G.A. § 50-14-1 et seq., and support MACS's compliance with applicable Georgia budget-transparency requirements, including posting of the annual operating budget as required by O.C.G.A. § 20-2-167.1.

3. Scope of Services (continued)

3.4 Payroll, Benefits, and Retirement

- Administer or coordinate accurate, timely payroll, deductions, taxes, garnishments, leave inputs, and payroll funding based on authorized data.
- Reconcile payroll registers to the general ledger and investigate discrepancies.
- Coordinate benefits billing and deductions and support employee onboarding/offboarding financial processes.
- Prepare and submit required TRS/PSERS reports and payments and support related reconciliations and inquiries.
- Support W-2, 1099, payroll-tax, and other required filings; correct provider-attributable errors promptly.

3.5 Accounts Payable, Purchasing, and Procurement

- Maintain vendor records and secure vendor-setup controls, including tax documentation and independent verification of sensitive banking changes.
- Process properly approved invoices, purchase orders, reimbursements, credit-card activity, and electronic payments in accordance with MACS policy.
- Monitor commitments, aging, duplicate payments, sales-tax treatment, and payment deadlines.
- Support competitive purchasing, bid documentation, thresholds, debarment checks where applicable, and procurement-file completeness.
- Preserve segregation of duties; the provider shall not both originate and finally approve a disbursement.

3.6 Federal Programs and Grants

- Establish grant budgets and accounting structures; track awards, restrictions, periods of performance, match, indirect costs, and allowable costs.
- Support reimbursement requests, drawdowns, budget amendments, reporting, closeout, and documentation required by granting agencies.
- Assist MACS with Uniform Guidance compliance, time-and-effort or personnel documentation where applicable, procurement, equipment records, subrecipient/contractor considerations, and audit support.
- Maintain a grant-status dashboard showing award, budget, expenditures, encumbrances, remaining balance, deadlines, and risks.

3.7 GaDOE, SCSC, and State Reporting

- Prepare, validate, and submit required financial reports to the Georgia Department of Education, State Charter Schools Commission, and other governmental bodies by applicable deadlines.
- Support chart-of-accounts mapping, financial data collections, charter financial performance reporting, and responses to agency questions.
- Monitor changes in applicable reporting requirements and advise MACS of needed process or system changes.
- Serve as a strategic partner in the preparation, validation, and timely submission of FTE, CPI, and special education (SPED) data collections and reports, including those required by O.C.G.A. § 20-2-160, so that reported data are accurate, complete, and supported by documentation and MACS receives all funding to which it is lawfully entitled.

3. Scope of Services (continued)

3.8 Board and Finance Committee Reporting

- Prepare a complete monthly reporting package in the format and timing approved by MACS.
- Provide an executive narrative highlighting results, drivers, risks, decisions required, and recommended actions.
- Attend meetings prepared to explain financial statements, forecasts, grants, audit status, and compliance matters in accessible language.
- Maintain action items and respond promptly to reasonable follow-up requests from authorized MACS representatives.

3.9 Audit and Tax Support

- Coordinate the annual independent audit calendar, prepared-by-client schedules, confirmations, supporting documents, and management responses.
- Support the annual financial audit required by O.C.G.A. § 20-2-2065(b)(7), conducted by the state auditor or an independent certified public accountant licensed in Georgia. The provider and its affiliates shall not serve as MACS's auditor.
- Provide audit-ready records and timely responses to auditors without impairing auditor independence.
- Support preparation of required federal and state tax or informational filings, including Form 990 if applicable, and coordinate with tax specialists.
- Track findings, management-letter comments, and corrective actions through documented resolution.

3.10 Internal Controls and Risk Management

- Document and periodically assess controls over cash receipts, disbursements, procurement, payroll, journal entries, reconciliations, credit/debit cards, electronic payments, vendor setup, grants, and system access.
- Recommend segregation-of-duties arrangements suitable for MACS staffing and provider roles; identify unavoidable conflicts and compensating controls.
- Maintain approval matrices, access lists, control checklists, exception logs, and evidence of supervisory review.
- Promptly escalate suspected fraud, misappropriation, material errors, legal or grant noncompliance, cybersecurity events affecting financial data, and control failures.
- Support business continuity, fraud-risk awareness, and corrective-action monitoring.

3.11 Systems and Data Management

- Operate and support MACS-approved accounting, payroll, expense, purchasing, banking, grants, and reporting systems.
- Maintain role-based access, multifactor authentication where available, least-privilege permissions, secure file transfer, change logs, backups, and documented recovery procedures.
- Provide interoperable exports and reconciled data; avoid proprietary lock-in that prevents MACS from retrieving complete records.
- Maintain current process documentation, data dictionaries where useful, system inventories, credentials-transfer procedures, and reporting templates.

4. Monthly Reporting Package and Service Standards

4.1 Required Monthly Package

Unless MACS approves otherwise, the provider shall deliver a reviewed monthly package sufficiently in advance of each Finance Committee and Board meeting. The vendor shall propose a specific delivery calendar and identify information MACS must supply.

Required Component	Minimum Content
Executive summary	Financial position, operating results, key drivers, risks, decisions, and corrective actions.
Balance sheet	Current and comparative balances; explanation of material changes and unusual items.
Statement of activities	Month and year-to-date actuals with prior-year or other relevant comparison.
Budget-to-actual	Month and year-to-date by meaningful category, with dollar/percentage variance and narrative.
Cash and liquidity	Bank balances, unrestricted/restricted cash, near-term needs, and at least a rolling 12-week cash forecast.
Forecast	Updated year-end forecast and material changes from prior forecast.
Accounts payable / receivable	Aging, overdue or disputed items, significant commitments, and collection/payment risks.
Payroll and staffing	Payroll reconciliation, material staffing-cost changes, benefit/retirement status, and exceptions.
Grants	Award, budget, expense, encumbrance, balance, deadlines, compliance items, and reimbursement status.
Compliance / indicators	GaDOE/SCSC deadlines, applicable financial performance or covenant indicators, and exceptions.
Controls and audit	Reconciliation status, control exceptions, audit/corrective-action status, and unresolved items.
Action log	Owner, due date, status, and required decision for each material open item.

4.2 Minimum Service Levels and Key Performance Indicators

Measure	Target / Standard	Evidence
Monthly close	Completed within 10 business days after month-end, unless MACS approves another timetable.	Close checklist and dated review.
Bank reconciliations	All accounts monthly; completed and reviewed within 10 business days.	Reconciliations and reviewer sign-off.
Board package	Final package at least 5 business days before the scheduled meeting.	Delivery timestamp and completeness check.
Payroll	100% submitted by deadline; corrections caused by provider error initiated within 1 business day.	Payroll register and exception log.
Required filings	100% timely, accurate submissions; no provider-attributable penalties.	Submission confirmations.
Invoice processing	Properly approved invoices entered within 3 business days and paid under approved terms.	AP workflow timestamps.
Critical risk escalation	Within 1 business day of discovery; immediate notice for suspected fraud or active data incident.	Written notice and incident log.
Routine response	Acknowledge within 1 business day; substantive response within 2 business days.	Service log.
Audit support	100% of agreed PBC items delivered by auditor timetable.	PBC tracker.
Data quality	Material errors corrected promptly; recurring root causes documented and remediated.	Correction and action log.

5. Transition, Implementation, and Governance

The proposal shall include a practical 30/60/90-day plan, named owners, dependencies, risks, and acceptance criteria. The selected provider must coordinate respectfully with MACS and the incumbent provider, protect continuity of payroll and reporting, and maintain a written transition tracker.

Phase	Required Outcomes
Days 1-30: Stabilize and discover	Kickoff and governance; inventory systems, accounts, contracts, grants, calendars, reports, credentials, open audit items, payroll/benefit/retirement processes, AP/AR, cash, records, and access; confirm upcoming critical deadlines; establish secure data-transfer and issue escalation.
Days 31-60: Validate and assume	Validate trial balance and opening balances; complete/verify reconciliations; test payroll and payment workflows; confirm chart of accounts, grant mapping, user access, approval matrix, reporting templates, forecast assumptions, filing calendars, and business-continuity procedures.
Days 61-90: Operate and optimize	Complete first full close and reporting cycle; deliver baseline forecast and controls assessment; resolve priority discrepancies; finalize procedure manuals and dashboards; present transition results, residual risks, and improvement roadmap to leadership/Finance Committee.

5.1 Transition Deliverables

- Detailed project plan with responsible parties, dates, dependencies, status, and acceptance criteria.
- Opening-balance and reconciliation validation memo.
- Financial systems/access inventory and approved access matrix.
- Annual compliance and reporting calendar.
- Process narratives and control matrix for key cycles.
- Issue, decision, and risk logs with escalation protocol.
- First monthly package and forecast, accompanied by a transition closeout report.

5.2 Ongoing Governance

MACS anticipates regular operating meetings with the Executive Director or designee, monthly Finance Committee/Board support, quarterly service-level review, and an annual performance and renewal assessment. The provider shall maintain a single accountable relationship lead and a backup contact.

6. Minimum and Preferred Qualifications

6.1 Firm Qualifications

- Demonstrated experience providing outsourced CFO and comprehensive financial management services to Georgia public charter schools.
- Knowledge of Georgia charter-school financial requirements, GaDOE reporting, SCSC expectations, Georgia chart of accounts, TRS/PSERS, and applicable federal grant requirements.
- At least five years of relevant K-12 public-sector financial services experience preferred.
- Sufficient staffing depth, quality-control processes, secure technology, and continuity plans to meet all obligations.
- Successful experience preparing schools for annual audits and resolving findings or control issues.
- No material disciplinary, debarment, litigation, insolvency, data-security, or regulatory history that would impair performance, unless fully disclosed and acceptably explained.

6.2 Required Experience Profile

Vendor Disclosure	Response Required
Georgia charter schools currently served	Number, names if authorized, engagement type, and years served.
Georgia state-chartered schools currently served	Number, names if authorized, and scope.
Georgia K-12 experience	Years, relevant services, and representative results.
GaDOE / SCSC reporting	Specific filings, performance frameworks, issue-resolution experience.
TRS / PSERS	Services performed, volume, and quality-control approach.
Federal programs / Uniform Guidance	Programs supported, drawdown/reporting experience, and audit outcomes.
Annual audits	Number supported in last three years; material findings attributable to vendor, if any.
Systems	Platforms supported and relevant certifications/partnerships.

6.3 Named CFO and Team

The proposal must identify the individual who will serve as MACS's CFO, the engagement manager, and key specialists. MACS will evaluate the actual proposed personnel, not only the firm. Substitution of key personnel after award requires advance written approval, except emergencies, and replacements must have equal or better qualifications.

- Résumé, licenses/certifications, education, Georgia school-finance experience, and current client workload.
- Specific role, percentage or hours of availability, location, meeting availability, and backup coverage.
- Organizational chart and responsibility matrix for every scope category.
- At least one interview with the proposed CFO and key team members, if requested.

7. Required Vendor Response Format

Use the following order and section numbering. Keep the narrative concise, cross-reference supporting appendices, and clearly identify exceptions. Omission of requested information may reduce the score or render a proposal nonresponsive.

Section	Required Content
1. Cover letter	Legal name, address, contact, authorized signature, proposal validity, and acknowledgment of addenda.
2. Executive summary	Understanding of MACS, value proposition, principal risks, and differentiators.
3. Firm profile and qualifications	Ownership, history, locations, staffing, Georgia charter-school experience, quality assurance, and disclosures.
4. Proposed CFO and team	Names, résumés, roles, capacity, availability, backup, and organization chart.
5. Technical approach	Response to each scope category; tools, cadence, workflows, reviews, dependencies, and deliverables.
6. Monthly reporting sample	De-identified representative package and explanation of customization.
7. Service standards	Acceptance of each KPI or a clearly identified alternative with rationale.
8. Transition plan	30/60/90-day plan, timeline, responsibilities, risks, data migration, and acceptance criteria.
9. Systems and security	Architecture, access, encryption, incident response, backup/recovery, retention, and data return/deletion.
10. References	Completed reference forms for at least three comparable clients, preferably Georgia charter schools.
11. Pricing	Completed pricing schedule with assumptions, exclusions, escalation, expenses, and optional services.
12. Contract exceptions	Specific exceptions to RFP or proposed contract terms; silence means general acceptance.
13. Conflicts and disclosures	Completed certifications and all required legal, financial, subcontractor, security, and relationship disclosures.
14. Appendices	Work samples, licenses, insurance evidence, reports, and other relevant supporting materials.

7.1 Submission Certification

By submission, the vendor certifies that its proposal is accurate and complete; the signer is authorized; pricing includes all stated services except identified exclusions; no improper contact, collusion, gratuity, or conflict has influenced the proposal; and the vendor can perform as proposed.

8. Pricing Schedule and References

8.1 Pricing Form

Vendors shall complete all fields. Prices should be firm for the initial term unless an adjustment mechanism is expressly stated. Identify taxes, travel, software, pass-through costs, minimums, volume assumptions, and all items not included in the base fee.

Pricing Item	FY2028 / Amount	Basis, Assumptions, and Inclusions
Annual fixed fee	\$_____	
Equivalent monthly fee	\$_____	
Implementation / onboarding	\$_____	One-time; identify milestones.
CFO / strategic leadership	\$_____	Included in base? Yes / No
Accounting / general ledger	\$_____	Included in base? Yes / No
Payroll / benefits / retirement	\$_____	State employee/period assumptions.
AP / purchasing / procurement	\$_____	State transaction assumptions.
Federal grants management	\$_____	State grant assumptions.
GaDOE / SCSC reporting	\$_____	Included in base? Yes / No
Board / committee support	\$_____	State meetings included.
Audit / tax support	\$_____	State included hours/deliverables.
Systems / licenses / integrations	\$_____	List each product and user limit.
Optional services	\$_____	Describe.
Out-of-scope hourly rates	\$_____	List by role.
Travel / reimbursables	\$_____	State cap and preapproval terms.
Renewal escalation	_____%	Method and maximum.

Total evaluated price for initial term: \$_____

8.2 Reference Form (repeat for each reference)

Field	Vendor Response
Client / organization	
Charter / authorizer type	
Contact name, title, email, phone	
Dates of service	
Scope and approximate annual fee	
Named team members also proposed for MACS	
Relevant outcomes / audit history	
Permission to contact	Yes / No

9. Contractual and Risk Requirements

9.1 Data Security, Confidentiality, and Records Ownership

- All MACS data, records, work papers prepared specifically for MACS, credentials, configurations, reports, and transaction histories remain MACS property, subject to the provider's pre-existing tools and lawful professional record-retention obligations.
- Provider shall use MACS information only to perform the agreement; apply reasonable administrative, technical, and physical safeguards; restrict access by role; and ensure personnel confidentiality obligations.
- Sensitive data shall be encrypted in transit and at rest where commercially reasonable; multifactor authentication shall be used where supported.
- Provider shall notify MACS immediately, and no later than 24 hours after confirmation, of a suspected or actual incident affecting MACS data or systems; cooperate in containment, investigation, notification, remediation, and documentation.
- Upon request or termination, provider shall promptly deliver complete, usable records in standard formats and securely return or destroy remaining copies as directed and legally permitted.
- Provider acknowledges that records it prepares, receives, or maintains in performing services for MACS may be public records subject to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq., including O.C.G.A. § 50-18-70(b)(2). Provider shall retain such records in accordance with applicable Georgia records-retention requirements, produce them to MACS in a timely fashion such that MACS can meet the response deadlines of O.C.G.A. § 50-18-71, and refer any request it receives directly to MACS.
- To the extent provider accesses personally identifiable information from student education records (including FTE, CPI, and special education data), provider shall act as a school official with a legitimate educational interest under FERPA (20 U.S.C. § 1232g; 34 C.F.R. § 99.31(a)(1)), comply with the Georgia Student Data Privacy, Accessibility, and Transparency Act, O.C.G.A. § 20-2-660 et seq., to the extent applicable, and not use or redisclose such information except as necessary to perform the agreement.

9.2 Insurance

Before work begins and throughout the term, the provider shall maintain insurance appropriate to the services, with carriers and limits acceptable to MACS. Anticipated coverages include commercial general liability, workers' compensation and employers' liability, professional/errors-and-omissions liability, cyber/privacy liability, automobile liability if applicable, and crime/fidelity coverage. Final limits, additional-insured status, notices, and evidence requirements will be negotiated and reviewed by MACS counsel and its insurance advisor.

9.3 Subcontractors and Key Personnel

Disclose every proposed subcontractor, affiliate, hosting provider materially involved in service delivery, and the work each will perform. No material subcontracting or replacement of key personnel is permitted without MACS's prior written approval. The prime provider remains fully responsible for all work, security, compliance, and payment obligations.

9.4 Termination and Exit Assistance

The final agreement is expected to permit termination for cause, including uncured breach, material compliance failure, loss of required qualification, insolvency, fraud, or security failure; and termination for convenience upon negotiated written notice. Provider shall support an orderly transition, preserve continuity, cooperate with MACS and any successor, deliver current reconciled records and credentials, and provide reasonably requested knowledge transfer. Fees and duration for exit assistance must be stated in the proposal.

9.5 Compliance and Contract Terms

The provider shall comply with applicable federal, Georgia, and local laws; MACS policies provided to it; grant requirements; confidentiality obligations; records-retention requirements; and nondiscrimination standards. Final terms may address indemnification to the extent legally permissible, warranties, limitation of liability, Georgia governing law and venue, audit rights, background checks where appropriate, non-assignment, and order of precedence. Provider personnel who will have substantial contact with students or unescorted access to MACS facilities shall be subject to fingerprint and criminal background checks consistent with O.C.G.A. § 20-2-211.1 and MACS policy. If and to the extent required by O.C.G.A. § 13-10-90 et seq., provider shall execute the contractor affidavit required by O.C.G.A. § 13-10-91 and comply with its E-Verify obligations throughout the term.

10. Conflicts, Disclosures, and Public Records

10.1 Conflicts and Required Disclosures

The vendor shall disclose in writing any actual, potential, or perceived conflict involving MACS, its Board, employees, affiliates, authorizer, auditors, legal counsel, financial institutions, or other vendors. Disclosures shall include the nature of the relationship, persons involved, financial interest, and proposed mitigation. MACS will evaluate disclosures under its conflict-of-interest policy and applicable Georgia law, including O.C.G.A. § 20-2-2084(e) and the conflicting-interest-transaction provisions of the Georgia Nonprofit Corporation Code, O.C.G.A. § 14-3-860 et seq.

- Any familial, employment, ownership, referral, compensation, gift, or business relationship with a MACS Board member or employee.
- Any service to a party whose interests may materially conflict with MACS.
- Pending or recent litigation, regulatory action, professional discipline, debarment, bankruptcy, significant audit finding, or contract termination relevant to performance.
- Any security incident during the prior five years reasonably relevant to the proposed services, including impact and remediation.
- Any contingent fee, commission, referral arrangement, or third-party compensation associated with the proposal.

Vendor certification: The undersigned certifies that all conflicts and required disclosures have been fully stated below or attached.

Disclosure / Relationship	Persons or Entities	Mitigation / Status

Authorized name/title: _____ Signature: _____ Date: _____

10.2 Reservation of Rights

MACS reserves the right, to the extent permitted by law and consistent with fair procurement practices, to amend or cancel this RFP; reject any or all proposals; waive minor informalities; seek clarification; verify information and references; request interviews, demonstrations, best-and-final offers, or additional documentation; negotiate with one or more vendors; award all or part of the scope; decline to award; and select the proposal determined to provide the best overall value. Publication of this RFP creates no contractual obligation. Any award is contingent on successful negotiations, required approvals, funding, and execution of a written agreement.

10.3 Georgia Open Records Act

Proposals and related materials submitted to MACS may be subject to public disclosure under the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. A vendor claiming that any portion of its proposal constitutes a trade secret must, at the time of submission, clearly mark each such portion and submit an affidavit declaring and describing the trade-secret information as required by O.C.G.A. § 50-18-72(a)(34). MACS is not responsible for disclosure of information not properly designated or for any disclosure required by law.

11. Evaluation and Award

A designated evaluation committee will review responsive proposals using the published criteria below. MACS may conduct reference checks, interviews, demonstrations, and due diligence. Scores may be adjusted only through a documented process applied consistently. The highest numerical score does not create an automatic entitlement to award; MACS will make the final best-value determination and obtain required Board approval. Consistent with O.C.G.A. § 20-2-2084(d)(2), MACS will give preference to similarly qualified businesses incorporated under the laws of Georgia that maintain an established place of business in Georgia; vendors seeking this preference shall so state and provide supporting documentation in Section 3 of the response.

Evaluation Criterion	Points
Georgia charter-school financial experience and firm qualifications	20
Qualifications, capacity, and interview of named CFO/team	15
Understanding of MACS requirements and risks	15
Technical approach and service delivery model	15
Financial reporting, compliance, grants, controls, and systems expertise	15
Transition plan and measurable service standards	10
References and past performance	5
Cost and overall value	5
TOTAL	100

11.1 Scoring Guidance

Rating	Descriptor	General Interpretation
5	Exceptional	Materially exceeds requirements; highly specific, credible, low-risk approach with strong evidence.
4	Strong	Fully meets requirements and offers meaningful strengths with limited risk.
3	Acceptable	Meets requirements; approach is adequate but offers limited added value or detail.
2	Weak	Partially meets requirements; notable gaps, ambiguity, or execution risk.
1	Poor	Material deficiencies; limited evidence or significant risk.
0	Unacceptable / omitted	Does not address the requirement or is fundamentally unacceptable.

Evaluators should apply the rating consistently within each criterion and convert it proportionally to available points (for example, Rating ÷ 5 × criterion points). Written comments should identify evidence, strengths, weaknesses, risks, and any clarification needed.

11.2 Due Diligence and Award Conditions

- Verification of references, qualifications, insurance, disclosures, financial capacity, and proposed personnel.
- Successful negotiation of scope, service levels, fees, data protection, exit assistance, and other contract terms.
- Board approval, and any other approval required by law, policy, grant, charter, or authorizer requirement.
- No material adverse change in vendor capacity or disclosures before execution.

Appendix A — Board / Evaluation Committee Score Sheet

Proposal Information	Evaluator Entry
Vendor name	
Evaluator name / role	
Date	
Conflict check completed	Yes / No — If no, stop and notify procurement lead.
Reference / due diligence notes attached	Yes / No / Not applicable

Criterion	Max	Score	Evidence / Comments
Georgia charter-school experience and firm qualifications	20		
Named CFO/team qualifications and capacity	15		
Understanding of MACS requirements and risks	15		
Technical approach and service delivery	15		
Reporting, compliance, grants, controls, systems	15		
Transition plan and service standards	10		
References and past performance	5		
Cost and overall value	5		
TOTAL	100		

Evaluator Summary

Area	Notes
Top strengths	
Key weaknesses / risks	
Clarifications or conditions	
Overall recommendation	☐ Advance ☐ Hold for clarification ☐ Do not advance

Evaluator signature: _____ Date: _____

Evaluation records should be factual, professional, and retained in accordance with MACS requirements and applicable law.

Appendix B — Vendor Submission Checklist

- ☐ Signed cover letter and addenda acknowledgment
- ☐ Executive summary
- ☐ Firm profile and Georgia charter-school qualifications
- ☐ Named CFO/team résumés, roles, availability, and organization chart
- ☐ Detailed response to all eleven scope categories
- ☐ De-identified monthly financial reporting sample
- ☐ KPI acceptance or proposed alternatives
- ☐ 30/60/90-day transition plan
- ☐ Systems, data security, business continuity, and incident-response information
- ☐ Completed pricing schedule with all assumptions and exclusions
- ☐ At least three completed references
- ☐ Conflicts, disclosures, litigation/regulatory/security information
- ☐ Subcontractor and key third-party disclosures
- ☐ Insurance evidence or commitment to obtain required coverage
- ☐ Contract exceptions and proposed terms
- ☐ Authorized certification and signature
- ☐ Trade-secret affidavit under O.C.G.A. § 50-18-72(a)(34), if any portion of the proposal is claimed as a trade secret
- ☐ Documentation supporting Georgia business preference under O.C.G.A. § 20-2-2084(d)(2), if claimed
- ☐ E-Verify contractor affidavit under O.C.G.A. § 13-10-91, if required

Appendix C — Submission Instructions

For submission, please make sure that a fully completed proposal is emailed to Kolt Bloxson Pitts at Kolt.Bloxson@milesaheadcharter.org by October 30, 2026 by 3:00 p.m. EST for consideration. Proposals received after that time may be rejected.