



New Century School
1380 Energy Lane, Suite 108
St. Paul, MN 55108

Request for Proposals

Financial Management & Accounting Services

Date Issued: 04.20.2026

Due Date: 05.08.2026

I. Overview

New Century School (NCS) is located in St. Paul and Bloomington, MN, and serves about 950 students in Preschool-12th grade. New Century School has been operational for ten years.

II. Purpose

New Century School is soliciting responses from qualified organizations to provide comprehensive charter school financial management and accounting services throughout 2026-2027 year.

III. Anticipated Timeline

- Issuance of this RFP: 04.20.2026
- Deadline for Proposals: 05.08.2026

IV. Scope and Nature of Work

New Century School (NCS) is searching for fully integrated accounting and financial services from an experienced Business Management Firm. The selected organization will have successfully guided new and operational charter schools in Minnesota.

Financial Management Services

- Board Training and Ongoing Development
- Budget Development – Short-Term & Long-Range
- Comprehensive Financial Reporting – Management & Board Reports
- Audit Management
- Contract Review & Management
- Employee Benefit Management
- Comprehensive HR Management – Including Services Systems
- Financial Policies Review

Base Services

- Payroll Management
- Grant Management
- Management of EDRS, SERVS, etc.
- Accounts Payable and Accounts Receivable
- Cash flow projection and monitoring
- Financial reporting as requested by the New Century School board of directors, the authorizer, and MDE

V. Term

The contract potentially resulting from this RFP shall be in effect beginning 07.01.2026 through 06.30.2027.

VI. Intent to Respond

Each organization intending to submit a proposal in response to this RFP is encouraged to submit an "Intent To Respond" via email to admin@newcenturyschool.net, subject Line: Charter School Financial Management Services RF, on or before 5:00 pm, 05.08.2026. The Intent to Respond should include the name of the organization, name of a contact person, and e-mail address of the contact person. Failure to submit an Intent To Respond by the deadline does not preclude an organization from submitting a proposal.

VII. Proposal Requirements

All proposals must be submitted electronically via e-mail using a portable document format (PDF) to: admin@newcenturyschool.net, no later than 05.08.2026 at 5:00 p.m. Acknowledgment of receipt will be issued by NCS by the next business day. Proposals received after the deadline will not be accepted or considered.

Proposals must include the following requirements in order to be considered for this request:

- **Organizational Capacity:** Provide a description of your organization, including relevant services offered, history, and accomplishments.
- **Experience and Effectiveness:** Describe your organization’s experience serving public schools and/or districts including charter schools in Minnesota, including effectiveness of service and contact information for references.
- **Background and Qualifications:** Provide background information and qualifications of any and all personnel who will be involved in performing the services required under this RFP. Include information related to subcontractors, if any will be utilized to perform said services.
- **Description of Services.** Describe the scope of financial management and accounting services that your organization will provide to New Century School in order to ensure its effective operation as a Minnesota charter school.
- **Pricing:** Provide a description of all costs associated with service delivery; disaggregate start-up costs as appropriate if the costs are not included in the fees for the first year of operation. All costs shall include supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work.

VIII. Additional Information

At the discretion of New Century School, organizations may be required to submit additional information and/or evidence to demonstrate their ability to provide the proposed services requested in this RFP.

IX. Selection Criteria

A selection committee will review all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, may be included in the selection process.

Proposals will be evaluated on the following 100-point scale:

- Organizational Capacity 20 points
- Experience & Effectiveness 20 points
- Background & Qualifications 15 points
- Scope of Service 15 points
- Technical Support and Guidance 15 points
- Pricing 15 points

X. Limitation

The issuance of this RFP constitutes only an invitation to submit a proposal to New Century School. It is not to be construed as an official and customary request for bids, but as a means by which New Century School can facilitate the acquisition of information related to contracting services.

Any proposal submitted constitutes a suggestion to negotiate and is not considered a bid. New Century School reserves the right to determine, in its sole and absolute discretion, whether any aspect of the proposal satisfactorily meets the criteria established in this RFP, the right to seek clarification from any organization, and the right to cancel and/or amend, in part or entirely, the RFP. The RFP does not commit New Century School either to award a contract or to pay for any costs incurred in the preparation of a proposal.

Any alleged oral agreements or arrangements made by Proposers with any New Century School appointed or elected official, employee, or volunteer is not binding and, accordingly, will not be considered during the evaluation process, or subsequent awarding of a contract.