

BID NOTICE

Pima County Community Services,
Employment and Training (CSET)
Pima Vocational High School
REQUEST FOR PROPOSAL (RFP)
RFP Title: Educational Financial Accounting Service
RFP No.: RFP-CSET-PVHS-2018-02
Program Year: 2018-2022
RFP Issue Date: Thursday, January 25, 2018, 10 a.m. Mountain Standard Time (MST)
RFP Available For Pick Up: Pima Vocational High School, 175 W. Irvington, Tucson, AZ 85714
RFP Available Online: <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> and at <http://webcms.pima.gov/government/procurement/>
Proposal Drop Off Location: Pima Vocational High School, ATTN: Michele Ray
Off Location: 175 W. Irvington, Tucson, AZ 85714
Publish Date: Thursday, January 25, 2018, Daily Territorial, <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> and <http://webcms.pima.gov/government/procurement/>
RFP Contact: Michele Ray at 520-724-9737 or michele.ray@pima.gov
QUESTIONS may be sent to michele.ray@pima.gov. All questions and answers will be posted at the above website. The last day that questions will be accepted is Wednesday, February 7, 2018, 3 p.m., MST.
A TECHNICAL ASSISTANCE SESSION will be held for the purpose of clarifying requirements, answering prospective respondent questions and provide any updated information. Any changes to the RFP, as well as all questions and answers, will be posted on the CSET website referenced above. It is the responsibility of prospective respondents to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional, but encouraged.
Technical Assistance Friday, February 2, 2018, 3 p.m., MST
Session: Pima Vocational High School
175 W. Irvington Tucson, AZ 85714
Proposal Deadline: Friday, February 9, 2018, 12 p.m., MST
Opening of Proposals: Friday, February 9, 2018, 12:15 p.m., MST
Contract Recommendations: Friday, March 2, 2018

SOLICITATION

In accordance with Pima County Board of Supervisors Policy ("Selection and Contracting of Professional Services"), Pima Vocational High School (PVHS) within Pima County Community Services, Employment and Training (CSET) is requesting proposals from Respondents who are qualified, responsible, and willing to provide fee for services in compliance with all specifications and requirements contained in the Request for Proposal (RFP). Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. County reserves the right to extend contracts for up to four (4) one-year periods.
PVHS is seeking a qualified vendor to provide charter school accounting, state and federal reporting, and grants management. Vendor will assist the school administration in preparing and reviewing financial reports and budgets year round for compliance to state and federal charter school and grant requirements. Vendor will assist the administration to satisfactorily meet all school accounting, reporting, and audit requirements in an accurate and timely manner. Vendor will ensure financial controls and practices are in place to meet state auditor general's requirements as set forth in the Uniform System of Financial Records for Charter Schools (USFRCS).
Proposals must be submitted in accordance with the RFP instructions. Failure to do so may be cause for the proposal to be rejected as non-responsive.
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