



Request for Proposals

Proposal for the Following Service

FEDERAL GRANTS MANAGEMENT

MC² Charter School is requesting proposals for federal grants management. The proposed service shall be effective for the period beginning July 1, 2023 and ending June 30, 2024.

Sealed proposals shall be submitted to

MC² Charter School
Christopher O'Reilly
Executive Director
Making Community Connections Charter School
310 Marlborough Street #115
Keene, NH 03431

Proposals will be accepted until 2:00 p.m. on **June 9, 2023**. There will be no public opening. Proposals shall be firm up to the expected effective date of July 1, 2023.

Proposals shall be sealed and endorsed with the name of the proposer and plainly marked "Proposal for Service". Proposals are to include the name of the organization or individual who will be responsible for providing the service. The organization or individual must certify they are not debarred, suspended, proposed ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency.

MC² Charter School reserves the right to accept or reject any quote for any reason or no reason and to award the contract on any basis which MC² Charter School, in its sole and absolute discretion, determines to be in the best interest of MC² Charter School.

PROPOSAL FOR SERVICES

FEDERAL GRANTS MANAGEMENT

PROPOSAL SPECIFICATIONS AND CONDITIONS

1. MC² Charter School is requesting pricing for the services listed below for the term of one year.
 - i. Provide guidance to ensure compliance with federal and state rules and regulations.
 - ii. Provide recommendations for adjustments and additions as necessary to internal controls and procedures to ensure compliance with federal and state rules and regulations.
 - iii. Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant reports, monitoring and adjustment of associated budgets, screening and processing requests for expenditures, and ensuring timely application for reimbursement from the state.
 - iv. Serve as a liaison with Executive Director on issues regarding grants
 - v. Advise Executive Director on monitoring processes for interventions and programs funded by grants to ensure compliance with grantor guidelines
 - vi. Assist in evaluating the fiscal administration of grant programs
 - vii. Oversee the preparation and timely submission of grant applications, application amendments, and budget transfers
 - viii. Monitor, input, review, and approve federal grant data in the State Grant Management System
 - ix. Preparation for and participation in audit of federal grant accounts and documentation, as required
 - x. Assist with budget development and preparation and submission of grant applications in the state Grants Management System.
 - xi. Provide guidance on coordination of budgeting across federal grant funds (Title IA, Title IIA, Title IV, CSI funds, ESSER funds)
 - xii. Manage federal-grant related employee and contractor agreements and payroll and prepare financial reports for monthly grant reports.
2. All proposals must be sealed and marked “**Proposal for Services.**” Failure to meet the specification contained herein may be cause for the rejection of a proposal.
3. Each proposal must include the enclosed Proposal form and must contain the full name or names of the parties making the proposal and all persons interested therein.
4. The effective date of the coverage is July 1, 2023.
5. Proposals submitted to or received by MC² Charter School shall impose no liability or obligation upon MC² Charter School, and MC² Charter School reserves the right to request future proposals at its discretion.
6. Please outline available payment options.
7. MC² Charter School reserves the right to reject any or all proposals, to waive any and all informalities, to cure irregularities in any proposal, and to accept the proposal or combination of

proposals that, in its judgment, is the most favorable to MC² Charter School. Proposals that exceed the minimum specifications contained herein will be considered.

8. MC² Charter School reserves the right to award all, part, or none of the services requested in this Request for Proposals. The award of this business will be based on a number of factors, including but not limited to cost. MC² Charter School reserves the right to give full and proper consideration to a vendor's knowledge, experience, reputation, and servicing facilities. Proposals other than the lowest price may be considered or awarded.
9. MC² Charter School will make every attempt to reply to reasonable information requests. Any discrepancies in or omissions from these specifications or questions regarding their meaning should be reported to Christopher O'Reilly, Executive Director, at chris.oreilly@mc2school.org
10. MC² Charter School will not be responsible for any cost related to the development or presentation of any vendor's proposal or for negotiation of any potential contract.

PROPOSAL FOR SERVICES

FEDERAL GRANTS MANAGEMENT

PROPOSAL PRICE: _____

VENDOR INFORMATION

Each vendor must complete the following:

Name: _____

Street: _____

City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

I(we) hereby certify that I(we) are duly authorized and licensed representatives of the above-named organization and are legally permitted to make this proposal and quote for services to MC² Charter School and will enter into an agreement and/or binder for coverage with MC² Charter School, on the effective dates requested, if awarded a contract in writing by **June 27, 2023**.

Signed: _____ Date: _____

Printed Name: _____

Title: _____

Signed (if second signature required):

Signed: _____ Date: _____

Printed Name: _____

Title: _____