



Custom Class Charter School

REQUEST FOR PROPOSAL

Ongoing Operations and Financial Services

Custom Class Charter School

3083 E 2890 S Cir.

St. George, UT 84790

Phone: 435-680-8046

Email: info@customclass.org

Website: www.customclass.org

SECTION I: Selection Schedule

Notice of RFP: May 22 - June 5, 2026 (published on the Custom Class website)

Submission Deadline: Monday, June 5, 2026, by 5:00 pm to info@customclass.org

Proposals must be submitted in compliance with Section IV.

SECTION II: Introduction

A. Purpose and Overview

Custom Class Charter School (“Custom Class”) invites proposals for ongoing operations and financial services beginning in July 2026. The school will be in a pre-operational state until August 2026, when direct student services will commence. Custom Class aims to serve approximately 920 students in grades Kindergarten through 12 across Utah by 2028.

We are seeking experienced professionals or organizations to provide effective operational support, facility oversight, internal financial management, and policy-compliant procedures during our pre-operational and operational phases. The selected offeror will work closely with Custom Class leadership, vendors, contractors, and the Governing Board to ensure that facilities are well managed and that financial plans, projections, and internal controls support the school’s mission and long-term stability.

B. Award of Contract

The contract will be awarded to the offeror whose proposal is determined most advantageous to Custom Class, based on price and evaluation factors outlined in this RFP.

SECTION III: Proposal Information

A. Submission Compliance

Proposals must adhere strictly to the requirements detailed in Section IV.

B. Proposal Limits

Only one proposal per offeror will be accepted. Offerors may include any specialized or unique services they intend to provide.

C. Evaluation Process

A committee appointed by the Custom Class Governing Board will evaluate proposals. Discussions may be held with offerors to ensure full responsiveness.

D. Reservation of Rights

Issuance of this RFP does not obligate Custom Class to accept any proposals or incur costs. No contractual obligation exists until formally executed by the Governing Board.

E. Proposal Ownership

All submissions become the property of Custom Class.

F. Final Offers

The evaluation committee may request final proposals from qualifying offerors.

SECTION IV: Proposal Requirements

A. Cover Letter Requirements: - Statement of intent to provide outlined services - Legal company name - Complete address - Contact person's name, phone number, and email - Signature, title, and submission date of authorized representative

B. Proposal Content: Proposals must fully address all specifications listed in Section V.

C. Submission Format and Deadline: Proposals must be submitted electronically in PDF format to info@customclass.org by 5:00 pm, June 5, 2026. Cost details must be clearly identified in a separate PDF file.

D. Email Subject Line: "Request for Proposal – Custom Class Ongoing Operations and Financial Services"

E. Signature Requirement: All proposals must bear the signature of the submitting party.

SECTION V: Specifications

Scope of Services

Ongoing Operations and Financial Services responsibilities include but are not limited to:

1. Oversight and coordination of facility use, scheduling, and operational readiness
2. Coordination of facility maintenance, repairs, service needs, and preventive maintenance planning
3. Support for facility security procedures, access controls, safety expectations, and related vendor coordination
4. Construction oversight, including coordination with contractors, design professionals, vendors, and school leadership
5. Monitoring construction timelines, deliverables, documentation, and project-related communications
6. Development and maintenance of clear financial plans, projections, and operating budgets
7. Cash flow planning and monitoring to ensure adequate funds are available for ongoing operations and school obligations
8. Debt service planning, tracking, and coordination with applicable financing documents and board expectations
9. Implementation and support of internal financial procedures consistent with board policies
10. Procurement support, including requisitions, purchasing, ordering, vendor coordination, and documentation
11. Equipment tagging, inventory tracking, asset documentation, and coordination of procedures for school-owned property
12. Preparation and organization of financial information needed for leadership review and board reporting
13. Coordination with the Business Administrator, Executive Director, Governing Board, and other school representatives as needed
14. Support for operational compliance with applicable board policies, contractual obligations, and internal procedures

Key Performance Indicators

- Facilities are well managed, safe, functional, and ready to support school operations and student services.
- Facility maintenance, security, and construction-related responsibilities are clearly tracked and completed in a timely manner.
- Financial plans and projections are clear, current, and useful for leadership and board decision-making.
- Cash flow is positive, monitored and maintained at levels that support ongoing operations, debt service, and planned obligations.
- Procurement, requisitions, ordering, equipment tagging, and asset tracking are completed consistently and in compliance with board policies.
- Internal financial procedures are clearly documented, implemented, and followed.

Experience and Qualifications

Required Qualifications:

- Demonstrated track record in operational management, facility oversight, and/or financial administration
- Experience supporting schools, charter schools, nonprofit organizations, public entities, or other regulated organizations preferred
- Knowledge of budgeting, cash flow management, procurement procedures, internal controls, and financial reporting expectations
- Experience coordinating facilities, vendors, maintenance, security procedures, construction projects, or capital improvement projects
- Strong references and documented history of reliability, responsiveness, and compliance-oriented service

Cost and Contract Terms

Contract Requirements:

- Service initiation date: July 2026
- Fixed monthly fee clearly outlined
- Initial term of one year, renewable annually at the discretion of Custom Class for up to 5 years.
- Contract must include termination clauses consistent with state law and board policy including failure to perform services or meet key performance indicators.

SECTION VI: Evaluation Criteria

Non-Cost Criteria (150 points total)

- Scope of Services (75 points): Ability to fulfill responsibilities detailed in Section V, including facility use, maintenance, security, construction oversight, financial procedures, procurement, cash flow planning, debt service coordination, and asset tracking
- Experience and Qualifications (75 points): Relevant experience, demonstrated capacity, responsiveness, and history of success.

Cost Criteria (100 points total)

- Fixed Monthly Cost: Clarity, transparency, and overall cost-effectiveness of fee structure

Total Available Points: 250 points

*NOTE: Cost is evaluated and scored independent from other criteria.