



REQUEST FOR PROPOSALS (RFP)
FINANCIAL MANAGEMENT & ACCOUNTING SERVICES
MINNESOTA TRANSITIONS CHARTER SCHOOL (ISD 4017-07)

1. OVERVIEW

Minnesota Transitions Charter School (MTCS), ISD 4017-07, is a public charter school located in Minnesota serving a diverse student population across multiple programs, including both in-person and online learning environments. MTCS operates in compliance with the Minnesota Department of Education (MDE). MTCS employs 450 employees, has a 95-million-dollar annual budget and has an estimated 7,500 students on an annual basis.

2. PURPOSE

MTCS is soliciting proposals from qualified firms to provide comprehensive financial management, accounting, Finance Director, Accounts Payable, and related services for the 2026–2027 fiscal year. The contract term is July 1, 2026 through June 30, 2027, with up to two one-year renewal options.

3. SCOPE OF WORK

The selected provider will deliver full-service business management support including UFARS compliance, MDE reporting, audit preparation, and financial advisory services.

4. ACCOUNTING & FINANCIAL SERVICES

- Maintain records in accordance with UFARS and GAAP
- Ensure MDE compliance
- Prepare monthly financial reports
- Provide cash flow projections
- Develop both Adopted and Revised budgets yearly (at least one each – sometimes as needed)
- Monitor ADM/MARSS impacts
- Manage fixed assets
- Submit UFARS reports
- Lease Aid (Largest in the state of MN)
- 1099 Forms
- ADSIS Budgeting
- SEDRA Compliance and Reporting
- Approve Vouchers / PO's / Requisitions
- Attend Administrative meetings as assigned by the Superintendent
- Bank Reconciliations
- Budget communication with district Finance Committee and attend all board meetings (12 a year, sometimes more as needed)

- Cash Flow Analysis
- Coordinate bidding procedures
- Coordinate property, liability, and workers compensation insurance
- Coordinate employee benefits with help of HR
- Federal and Local Grant Management
- All GASB Compliance
- Investment strategy
- Journal Entries
- Maintain General Ledger
- MEGS
- Monitor Annual Budget
- Negotiations Costing for all staff
- New Staff Orientation
- Update Financial Policies
- Work with Direct Certification of Free / Reduced Meals

5. AUDIT PREPARATION

- Coordinate audit
- Prepare schedules and documentation
- Reconcile financials
- Assist with MD&A and Form 990

6. TERM

July 1, 2026 – June 30, 2027, with renewal options.

7. TIMELINE

RFP Issued: April 1st, 2026

Proposals Due: April 15th, 2026 by 3:00 PM

Selection Notification: April 24th, 2026

8. SUBMISSION INSTRUCTIONS

Submit proposals electronically to Superintendent Shawn Fondow:
sfondow@emailmtcs.org.

Include qualifications, services, personnel, pricing, and references.

9. EVALUATION CRITERIA

Experience, compliance knowledge, proposal quality, cost, and references.

10. RESERVATION OF RIGHTS

MTCS reserves the right to reject proposals, request additional information, and negotiate terms.

11. Contact for Questions

For questions about this RFP, contact: smarine@emailtcs.org

Thank you for your consideration and we look forward to evaluating your proposal.