



Request for Proposal Protocol

For Charter Schools Authorized by

Education One, LLC

As a charter school authorizer, Education One, LLC. values accountability coupled with collaboration, in order to promote school autonomy and foster a high quality educational environment for all students. Education One monitors schools in three key performance areas, including: 1) academic performance, 2) financial performance, and 3) organizational performance, in order to measure the overall effectiveness of a school's programming. While all three metrics are important, the financial health of an organization is fundamentally key in operating and sustaining a successful school model.

For this reason, and in order to ensure public transparency, Education One requires all schools to follow our Request for Proposal (RFP) Protocol, when making decisions of financial significance. An RFP is a document that a business, non-profit, or government agency creates to outline a specific project, solicit bids from certified vendors, and to identify which vendors might be best qualified to complete a project. Applicable projects may include, (but are not limited to): financial audits, building expansion, food service, etc. Schools should work to obtain multiple Requests for Proposals, when possible.

The [Education One Request for Proposal Audit Letter Template](#) provides charter schools with a model RFP that may be utilized in order to identify an independent auditor or auditing firm in compliance with SBOA requirements or create their own template.

All other Requests for Proposals should include the information detailed in the sections below:

History

Include a brief overview and history of the school/network and management organization, if applicable.

Project Description + Outcomes

Provide a detailed description of the project and list the project goals and/or outcomes you will use to measure the effectiveness of the overall

Services to be Performed

List specific services to be performed, any preferred materials, tools, systems, and/or products you would like to be included in your project, and any additional requirements that would be important for vendors to know.

Additional Questions

Please note any additional questions you would like the respondents to answer or additional details you would like them to provide, related to the project.

Conflict of Interest Statement

Include a conflict of interest disclosure statement regarding any perceived or actual conflict of interest between the vendor and the school, governing board and/or management organization.

Deadline

Provide the submission deadline, contact information, and guidelines to submit proposals.

Finally, in order to ensure public transparency, it is vital that schools share the project proposals in a public forum and with Education One, prior to a board vote and formal selection of a specific proposal. For specific questions related to this protocol, please contact Lindsay Omlor, Executive Director of Charter Schools for Education One at Trine University, at omlorl@trine.edu.