



**REQUEST FOR PROPOSAL (RFP)**  
**Financial Management and Payroll Services**  
**Bultum Academy**

Bultum Academy (“the school”) is seeking proposals from qualified firms to provide comprehensive financial management and payroll services. The selected vendor will support the school’s mission by ensuring accurate financial reporting, regulatory compliance, and efficient payroll administration.

**About Bultum Academy**

Bultum Academy is a dynamic and innovative charter school dedicated to fostering a love for learning and empowering students to achieve educational excellence. We provide unique learning environment that prioritizes inclusivity, student-centered learning, and high academic standards. Our mission is to equip students with the skills and knowledge they need to thrive in a rapidly changing world by offering personalized and engaging educational experiences. We envision a community where every student, regardless of background, is empowered to reach their full potential, become lifelong learners, and contribute meaningfully to society. We are committed to creating a nurturing environment that inspires curiosity, creativity, and critical thinking, preparing our students for success in college, careers, and beyond while being fiscally responsible and accountable to the community.

**Scope of Services**

The selected firm will provide the following services:

**A. Financial Management**

- General ledger maintenance
- Budget development and monitoring
- Monthly, quarterly, and annual financial reporting
- Cash flow management and forecasting
- Accounts payable and receivable oversight
- Bank reconciliations
- Preparation for annual audits and coordination with external auditors
- Grant tracking and reporting compliance
- Financial statement preparation in accordance with GAAP
- SMART Finance/Payroll/HR/ER Software

**B. Payroll Services**

- Processing of bi-weekly payroll
- Tax withholdings and filings (federal, state, and local)
- Benefits deductions and reporting

- Year-end reporting (W-2s, 1099s, etc.)
- Unemployment and Paid Leave Reporting

### **C. Compliance & Advisory**

- Ensure compliance with state charter school financial regulations
- Assist with internal controls and best practices
- Provide financial insights and recommendations to leadership
- Support board reporting and presentations as needed

### **Vendor Qualifications**

Proposals should demonstrate:

- Experience working with charter schools, public schools, or nonprofit organizations
- Knowledge of state and federal education funding requirements
- Proven expertise in financial management and payroll processing
- Familiarity with relevant accounting software and payroll systems
- Strong internal controls and data security practices
- Ability to provide timely and accurate reporting

### **Proposal Requirements**

Vendors must include the following in their submission:

- 1. Company Overview**
  - Background, size, and structure
  - Relevant experience and client portfolio
  - 3 references (Company Name, Contact Person and Contact Phone Number).
- 2. Approach & Methodology**
  - Description of how services will be delivered. Daily, weekly, monthly supports.
  - Business Hours of Operations and how Customer can reach team members after hours
  - Technology platforms used
  - Communication and reporting processes
- 3. Staffing Plan**
  - Key personnel assigned to the account
  - Qualifications and experience
- 4. Pricing Structure**
  - Detailed fee schedule (monthly, annual, or per-service basis)
  - Any additional or optional cost
  - Billing methodology

5. **New Business Transition.** Please provide your process to make a smooth transition between finance providers. Provide a reference for a recent transition.

**Timeline:**

- RFP Issued:
- Questions Due:
- Proposals Due:
- Vendor Selection:
- Contract Start Date: **July 1 , 2026**

**Proposals will be evaluated based on:**

- Relevant experience and qualifications
- Quality and clarity of proposed approach
- Cost-effectiveness
- Responsiveness to RFP requirements
- References and past performance

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Proposals must be submitted electronically via e-mail to:

**Arif Bakar**

arifbakar@bultumacademy.org

Subject line: ***RFP – Financial & Payroll Services Proposal***

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**Terms and Conditions**

- Bultum Academy reserves the right to reject any or all proposals.
- The School may request additional information or conduct interviews with selected vendors.
- All submitted materials become the property of the School
- The selected vendor will be required to enter into a formal service agreement

**Contact Information**

For questions regarding this RFP, please e-mail:

**Arif Bakar**

arifbakar@bultumacademy.org

Subject line: ***RFP – Financial & Payroll Services Proposal Questions***