



# MINNESOTA EXCELLENCE IN LEARNING ACADEMY

9060 Zanzibar Lane North, Maple Grove, MN 55311 - 763-205-4396

❖ TRACI MOORE ❖ SUPERINTENDENT ❖ PAULA CRIEGO ❖ PRINCIPAL ❖ JOSSJAN MORALES ❖ BUSINESS MANAGER

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## MINNESOTA EXCELLENCE IN LEARNING ACADEMY REQUEST FOR PROPOSAL (RFP)

Minnesota Excellence in Learning Academy (MELA)

9060 Zanzibar Lane N.

Maple Grove, MN 55311

Hennepin County

Phone: 763-205-4396

Individual With Authority/Superintendent:

Business Manager:

State ID: 4230-07

FEIN: 46-4017902

Congressional District: 3

Senate: 37 House: 37A

FAX: 763-710-4123

Traci Moore

Jossjan Morales

*MELA's mission is to support each child in becoming an engaged and curious learner, a confident self-advocate, and a creative problem-solver by setting high expectations and nurturing a positive culture that honors diversity, collaboration, and optimism.*

Enrollment: 240    Staff: 35    Admin: 2    Teachers: 18

SPED: 15%    EL: 12%    FRP: 84%    Homeless: 10%

BLK: 79%    Other Nationalities: 17%    WHT: 4%

**RFP Title: Managed Financial Accounting Services, Managed Payroll Services, Managed Technology Services, Special Education Director, Special Education Contracted Services, HR Services**

RFP Category: Finance, HR, Technology, SPED

Posting Date: June 11, 2025

Closing Date: June 18, 2025 (4:30 pm)

Proposal submissions should be sent to email address: [tmoore@melaschool.org](mailto:tmoore@melaschool.org)

Proposals will only be accepted through email.

Questions can be directed to: Traci Moore

[tmoore@melaschool.org](mailto:tmoore@melaschool.org)

**RFP INFORMATION: Managed Financial Accounting Services, Managed Payroll Services, Managed Technology Services, Special Education Director, Special Education Contracted Services, HR Services**

**Contract Time Period:** Services for the period of July 1, 2025-June 30, 2026.

\*Please note: MELA is open to multi-year contracts that include a discount or locked in rate.

**Service Description:**

- Please see individual services descriptions on linked RFP documents
  - [Financial Management](#)
  - [Payroll Management](#)
  - [Technology](#)
  - SPED Director & Hourly SPED Contracted Services
    - Director: 80 hrs- individual providing service must have prior experience with MDE SPED audits
    - School Psychologist: Hourly as needed
    - ASD Support: Hourly as needed
    - Additional Direct and Related Services: Hourly as needed primarily evaluation support, also ECSE
  - HR Hourly Consulting

**Scope of Services & Other information to be included in the proposal:**

- Indicate in the proposal if you are able to provide all services as noted in the “Services Description” section above or if there are any deviations (inclusion/exclusions) and the specifics of the deviations.
- Describe your structure in providing services, client staff ratio, and level of individual expertise providing services. If known, indicate who will provide the various services or explain your firm’s capacity to provide services to MELA.
- Include any other charges that may be invoiced to MELA in addition to the annual fixed cost for services (i.e., mileage, postage, copies, etc.).
- Relevant past performance/experience
- Experience of bidder’s staff

**Submission Guidelines & Requirements**

The following submission guidelines & requirements apply to this RFP:

- ***Only qualified individuals or firms with prior experience in charter school financial management services should submit proposals in response to this RFP.***

- If you have a standard set of terms and conditions or contract language, please submit them with your proposal.
- All terms and conditions will be subject to negotiation.
- A price proposal must be provided. This price proposal should indicate the overall annual fixed price for the services as well as all additional itemized costs. It should reference the amount of estimated time associated with the cost if there are hourly rates of any kind, including any internal limits on employees time associated with a contract.
- Proposals must be signed by a representative that is authorized to provide the vendor's response and enter into contractual agreements.
- Proposals must remain valid for a period of 60 days.

### Scoring Criteria

| Factor           | Description                      | Maximum Points |
|------------------|----------------------------------|----------------|
| Cost             | Cost of Eligible Services        | 35             |
| Complete         | Completeness/Quality of Proposal | 20             |
| Prior Experience | Familiarity with School          | 30             |
| Experience       | Expertise/Recommendations        | 15             |
|                  |                                  | 100            |

### Rights of the Board of Directors:

- The Board of Directors reserves the right to accept or reject any or all proposals.
- The fee may be negotiated with the finalist. A cost of services is required as part of the submission. During the final selection process, the school may discuss a firm scope of work that will meet the school's service needs within the funds available.
- The school reserves the right to modify this RFP.