

KIPP Minnesota Public Schools

(Legal Entity — Transitioning to NorthStar Public Schools)
Request for Proposal (RFP)
Financial Management & Accounting Services

RFP Title: KIPP Minnesota Financial Management and Accounting Services

RFP Number: KIPPMN-2027- FINMGMT

Issue Date: Thursday, June 18, 2026

Proposal Due Date: Thursday, July 02, 2026

Submission Contact:

KIPP Minnesota Public Schools

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Subject Line: *KIPPMN-2027 Financial Management Proposal*

Notice of Organizational Name Transition

KIPP Minnesota Public Schools is currently operating under its legal entity name KIPP Minnesota Public Schools. The organization is in the process of completing a legal name change and rebranding to NorthStar Public Schools. During this transition period, all contractual agreements issued under this Request for Proposal (RFP) will remain legally binding under the name KIPP Minnesota Public Schools until the legal transition is completed.

1. Organizational Overview

KIPP Minnesota Public Schools is a public charter school district serving students in Kindergarten through Grade 8 (K-8). The district is committed to providing safe, equitable, and reliable access to education through high-quality transportation services that support student attendance, engagement, and academic success.

KIPP Minnesota currently operates one campus and relies on technology infrastructure, including devices, software platforms, network systems, website services, and E-Rate support, to meet the needs of students, staff, families, and school leadership.

KIPP Minnesota Public Schools seeks a financial management partner who demonstrates technical expertise, responsiveness, accuracy, proactive communication, and a commitment to supporting school leadership and board governance through timely, reliable financial information.

2. Scope of Services

The selected vendor will provide comprehensive financial management and accounting services aligned to Minnesota charter school requirements, Generally Accepted Accounting Principles (GAAP), Uniform Financial Accounting and Reporting Standards (UFARS), applicable Governmental Accounting Standards Board (GASB) requirements, and all relevant Minnesota Department of Education (MDE) reporting requirements.

2.1 Accounting and Financial Management Services

Vendors must provide:

- Develop, maintain, and reconcile the financial records of the school within the framework of UFARS, GAAP, and applicable public school accounting requirements.
- Prepare monthly financial statements and year-to-date budget-to-actual reports for district leadership and the Board of Directors.
- Prepare monthly bank reconciliations for all district bank accounts.
- Prepare and maintain cash flow projections and financial models to support operational planning.
- Assist district leadership and the Board of Directors with annual budget development, budget revisions, and long-range financial planning.
- Review enrollment and Average Daily Membership (ADM) data and support revenue and expenditure projections tied to student counts and program needs.
- Monitor and advise district leadership and the Board regarding potential revenue shortfalls, expenditure trends, and fiscal risks.
- Track and manage fixed assets and depreciation schedules in accordance with applicable GASB requirements.
- Complete year-end financial close procedures and prepare all required schedules and reconciliations.
- Upload the annual UFARS file to the MDE server and support other required MDE financial submissions.

- Communicate with MDE and other agencies as needed to ensure compliance with financial reporting requirements.
- Support internal controls, segregation of duties, purchasing workflows, invoice review, and financial documentation practices.
- Manage accounts payable processes, including invoice review, coding, approval workflows, payment processing, vendor documentation, and related reconciliation.
- Manage accounts receivable processes, including tracking receivables, deposits, revenue coding, collections support, documentation, and reconciliation to the general ledger.
- Manage and reconcile organization-issued credit cards, including review of supporting documentation, coding of expenditures, approval tracking, monthly reconciliation, and compliance with district purchasing and internal control procedures.

2.2 Audit Preparation and Year-End Support

Services must include:

- Coordinate pre-fieldwork and year-end audit preparation with the district's independent auditors.
- Prepare bank confirmations, attorney letters, collateral confirmations, and related audit documentation in coordination with district leadership.
- Prepare year-end state, federal, grant, and tuition receivables as applicable.
- Prepare year-end grant revenue and expenditure reconciliations.
- Reconcile required state reporting outputs with the district's general ledger.
- Prepare fixed asset listings and depreciation schedules in accordance with applicable GASB requirements.
- Prepare, file, or coordinate the filing of required federal financial documents, including quarterly Form 941 and the annual Form 990, in coordination with district leadership, auditors, payroll providers, or other responsible parties as applicable.
- Prepare and maintain supporting schedules, reconciliations, questionnaires, and documentation needed for federal tax, payroll, audit, and nonprofit reporting requirements.
- Calculate year-end accruals, prepaid expenditure schedules, payroll and benefits accruals, and related audit schedules.
- Prepare Food Service Fund schedules and related reporting tie-outs, if applicable.
- Support completion of 990 questionnaires and related materials for year-end tax-exempt filings completed by the auditor.

2.3 Payroll, Benefits, and HR-Related Financial Support

Services must include:

- Manage or support the district's payroll system and payroll processing schedule.
- Prepare payroll on a regular schedule consistent with district requirements.
- Reconcile payroll reports to staffing, FTE, and general ledger records.
- Prepare, file, or coordinate the filing of quarterly Form 941 and other required payroll tax reports, including reconciliation of payroll tax records to the general ledger and payroll system.
- Generate and support annual W-2 reporting and year-end payroll documentation.
- Ensure timely deductions, payments, and reporting for employee benefits.
- Support timely reporting and payments to Minnesota Teachers Retirement Association (TRA), Public Employees Retirement Association (PERA), and other benefit or retirement systems as applicable.
- Coordinate with district HR staff and benefit providers regarding payroll-related financial matters.

2.4 Board and Leadership Support

- Attend Board of Directors meetings and/or finance committee meetings as requested.
- Present financial reports in a clear, accessible format for board members and leadership.
- Provide timely responses to leadership questions regarding budget status, cash flow, compliance, and financial planning.
- Support leadership in preparing financial materials for authorizers, lenders, auditors, grantors, and other stakeholders.
- Provide proactive notice of financial risks, deadlines, compliance requirements, or material changes affecting the district.
- Provide annual finance training for Board members, including review of financial statements, budget oversight responsibilities, internal controls, fiduciary responsibilities, school finance compliance, and key financial indicators.
- Attend finance committee meetings as requested or required by the district.
- Attend Board of Directors meetings upon request, including presentation of financial reports, budget updates, audit-related information, compliance updates, and other fiscal matters as needed.

2.5 Grants, State Aid, and Compliance Support

- Support financial tracking and reporting for federal, state, and local grants.
- Assist with grant expenditure coding, reimbursement requests, budget alignment, and required reconciliations.
- Monitor compliance with applicable fiscal requirements for restricted funds and special programs.
- Support EDRS, SERVS, UFARS, MARSS-related financial coordination, and other Minnesota school finance systems as applicable.
- Maintain documentation needed to support audit, monitoring, authorizer review, and compliance inquiries.
- Prepare budgets for grant applications, grant amendments, reimbursement requests, and required grant reporting.
- Support all Title I fiscal reporting, documentation, budget alignment, reimbursement submissions, and compliance requirements.
- Support CEIs and other federal fiscal management requirements, including reporting, tracking, coding, documentation, and reconciliation as applicable.
- Provide special education fiscal management, including budgeting, expenditure coding, revenue tracking, reimbursement support, compliance monitoring, reporting, and reconciliation of special education revenues and expenditures.
- Support DAC reporting for bond reporting and fiscal management, including preparation of required financial information, reconciliations, documentation, and reporting support.
- Monitor and support compliance with federal, state, and authorizer- and grantor-related fiscal management requirements, as well as bond-related requirements.

3. Pricing Structure

All vendors must submit a detailed pricing schedule that clearly identifies all fees and assumptions. Pricing must be transparent, itemized, and aligned to the proposed scope of services.

Pricing must include, as applicable:

- Monthly base fee for financial management and accounting services.
- Fees for payroll processing and payroll-related support.
- Fees for audit preparation and year-end close support are not included in the base fee.
- Fees for board meeting attendance or finance committee attendance, if billed separately.

- Fees for grant reporting, special projects, or additional compliance support are billed separately.
- Hourly rates by staff role for services outside the standard scope.
- Implementation, onboarding, transition, or data conversion fees.
- Software, platform, licensing, or subscription costs charged to the district.
- Travel, mileage, administrative, or other reimbursable expenses.
- Any escalation clauses, renewal pricing assumptions, or annual fee increases.
- Whether accounts payable and accounts receivable management are included in the monthly base fee or billed separately.
- Whether company credit card management and reconciliation are included in the monthly base fee or billed separately.
- Fees, if any, for annual Board member finance training.
- Fees, if any, for preparation, filing, or coordination of quarterly Form 941 and annual Form 990.
- Fees, if any, for Title I reports, CEIs, special education fiscal management, DAC reporting, bond reporting, and other federal or state fiscal management requirements.
- Fees, if any, for preparation of budgets for grant reporting, grant amendments, reimbursement requests, and grant applications.
- Fees, if any, for attendance at finance committee meetings and Board of Directors meetings.

All pricing must be transparent and clearly itemized.

Vendors must clearly identify which services are included in the proposed base fee and which services may result in additional charges.

4. Transition, Communication, and Reporting Procedures

4.1 Transition and Onboarding

- Proposed transition timeline and onboarding plan.
- Information and documents required from the district to begin services.
- Approach to reviewing prior-year financial records, chart of accounts, payroll systems, bank accounts, grants, and audit materials.
- Plan for continuity of services during transition from any prior provider or internal process.

- Key implementation milestones and responsible parties.

4.2 Communication Protocols

- Primary point of contact and backup contact structure.
- Expected response timelines for routine and urgent requests.
- Monthly reporting schedule and board packet delivery timeline.
- Process for communicating budget variances, cash flow concerns, compliance deadlines, and audit issues.
- Preferred meeting cadence with district leadership and finance committee representatives.

5. Technology, Systems, and Data Security

Vendors must describe the financial systems, software platforms, and reporting tools used to provide services. The proposal must also address data security and confidentiality practices.

- Accounting, payroll, budgeting, accounts payable, and reporting systems used.
- Compatibility with Minnesota school finance reporting systems and UFARS requirements.
- Process for secure document exchange and electronic approvals.
- Internal controls for access to financial, payroll, banking, and employee data.
- Data backup, retention, disaster recovery, and business continuity practices.
- Cybersecurity safeguards, confidentiality practices, and employee access controls.
- Availability of dashboards, standard reports, and customized financial reporting tools.

6. Insurance, Risk Management, and Confidentiality

All vendors must provide documentation verifying appropriate insurance coverage and risk management practices, including:

- General Business Liability Insurance.
- Professional Liability / Errors and Omissions Insurance.
- Cyber Liability Insurance or equivalent data security coverage.
- Workers' Compensation Coverage.
- Fidelity bond, crime coverage, or employee dishonesty coverage, if applicable.
- Indemnification clause stating the vendor will hold KIPP Minnesota Public Schools harmless for incidents, losses, or damages caused by vendor negligence, misconduct, or failure to perform.

- Commitment to maintain confidentiality of student, employee, payroll, banking, and financial information.
- Proof of insurance must accompany proposal submission.

References Required

Provide 2–3 references from school districts of similar size, including:

- District Name
- Contact Name
- Title
- Phone Number
- Email Address

7. Timeline

Event	Date
RFP Posted	June 18, 2026
Proposal Due	July 02, 2026
Vendor Selection	July 17, 2026

8. Evaluation Criteria

Proposals will be reviewed using the criteria below. The school reserves the right to select the proposal that is determined to be in the best interest of the school, which may not necessarily be the lowest-cost proposal.

Category	Criteria	Points
Cost and Overall Value	Transparent pricing, reasonable total cost, clear fee structure, and alignment between proposed cost and services offered.	/15
Minnesota Charter School Financial Experience	Experience supporting Minnesota charter schools, public school finance, UFARS, MDE reporting, board reporting, ADM-based revenue projections, and school-based financial operations.	/25
Scope of Services and Technical Capacity	Ability to provide comprehensive accounting, financial management, payroll support, audit preparation, grant accounting, budgeting, forecasting, and compliance support.	/25

Staffing Model, Responsiveness, and Reliability	Assigned team qualifications, continuity of staffing, communication practices, response times, quality control, escalation procedures, and transition support.	/15
Audit, Compliance, and Internal Controls	Approach to year-end close, audit preparation, internal controls, financial policies, grant compliance, payroll reporting, and risk mitigation.	/10
References and Past Performance	Quality of references, demonstrated reliability, communication, accuracy, and successful service delivery with comparable schools or districts.	/10
Total Score		100