

Request for Quotation (RFQ)

Payroll and Staffing Consultant Services for Thea Bowman Leadership Academy

1. Introduction

Thea Bowman Leadership Academy (TBLA) invites qualified payroll and staffing consultants to submit quotations for providing comprehensive payroll, benefits, and grants management services. TBLA is a public charter school dedicated to holistic education, academic excellence, and community engagement.

2. Scope of Work

The selected payroll and staffing consultant will be responsible for the following tasks:

Payroll Management

- Process bi-weekly payroll for all employees, ensuring accuracy and compliance with relevant laws and regulations.
- Maintain payroll records and employee information.
- Handle payroll-related inquiries from employees.
- Ensure timely and accurate filing of payroll taxes and other related reports.

Benefits Administration

- Manage employee benefits programs, including health insurance, retirement plans, and other perks.
- Enroll employees in benefit plans and handle any changes or terminations.
- Provide employees with information and assistance regarding their benefits.
- Ensure compliance with all federal and state regulations regarding employee benefits.

Grants Management

- Oversee grant application processes, ensuring timely submission and compliance with grant requirements.
- Monitor grant expenditures and ensure funds are used appropriately.
- Prepare financial reports for grantors.
- Maintain records of grant-related transactions and documentation.
- Provide guidance on compliance with federal, state, and local grant regulations.

3. Deliverables

- Bi-weekly payroll processing and reports.
- Monthly and annual benefits administration reports.
- Grant expenditure reports.
- Documentation and records for all payroll, benefits, and grant-related activities.

4. Qualifications

- Proven experience in payroll management, benefits administration, and grants management.
- Strong knowledge of federal, state, and local payroll and benefits regulations.
- Expertise in managing grants, particularly in the educational sector.

- Proficiency with payroll and accounting software and tools.
- Excellent analytical and communication skills.
- Relevant certifications (e.g., CPP, SHRM-CP) are preferred.

5. Submission Requirements

Interested consultants should submit the following:

- A cover letter summarizing their qualifications and experience.
- Detailed proposal outlining their approach to the scope of work.
- Resumes of key personnel.
- References from previous clients, preferably in the education sector.
- Cost proposal, including hourly rates and any other fees.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Understanding of the scope of work and approach.
- Cost-effectiveness of the proposal.
- References and past performance.

7. Submission Deadline

All submissions must be received by July 7, 2024. Late submissions will not be considered.

8. Contact Information

For any questions or to submit your proposal, please contact:

Dr. Marlon R. Mitchell
Superintendent
3401 W 5th Avenue
Gary, IN 46402

9. Terms and Conditions

- TBLA reserves the right to reject any or all quotations.
- The selected consultant will be required to sign a contract detailing the terms of engagement.
- All information provided in the proposal will be kept confidential.

Thea Bowman Leadership Academy thanks you for your interest and looks forward to receiving your quotation.