

REQUEST FOR APPLICATIONS (RFA)

**District of Columbia
Office of the Deputy Mayor for Education**



COMMON FINANCIAL REPORTING STANDARDS

RFA Release Date

Friday, December 11, 2020

Pre-proposal Meeting Date

Wednesday, January 6, 2021

Application Submission Deadline

Thursday, January 14, 2021

APPLICATION CHECKLIST
COMMON FINANCIAL REPORTING STANDARDS

- One (1) electronic copy emailed to RFAFinancialStandards@dc.gov (all documents must be combined into one PDF file). If the Applicant fails to submit one (1) electronic copy in one PDF File, the application **will not** be reviewed.
 - Applications received at or after 5:01 p.m. EST, on Thursday, January 14, 2021, will not be reviewed.
 - The electronic application must be in PDF format, combined into one file, and named as follows: [Organization Name - Common Financial Reporting Standards.pdf](#).
 - The applicant should respond to all sections of the Request for Applications (“RFA”) and the application should **contain all** of the requested information and attachments, as described in Section 4 of the RFA. Incomplete RFA submissions will not be reviewed.
- Cover page with the Contact Information for the Applicant.
 - Business Name
 - Key Contact
 - Mailing Address
 - Telephone
 - Email
- Proposal Narrative (not to exceed 10 pages).
- Proposed Budget with Narrative.
- If a 501(c)(3) organization, a valid 501(c)(3) designation letter from the Internal Revenue Service, documenting the organization’s tax exempt status as a non-profit organization, if applicable.
- A DC Clean Hands Certificate from the DC Office of Tax and Revenue showing the Applicant is in good standing, if applicable, current to within 60 days of the applicant submission.
- A Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs showing that the Applicant is in good standing, if applicable, current to within 60 days of the application submission.
- A DC Department of Consumer and Regulatory Affairs Certificate of Incorporation and Basic Business License showing that the Applicant can conduct business in DC.
- Letters of Reference – evidence of effective service from at least two community

organization(s), previous client(s), school(s), funder(s), or other entities familiar with the services provided by the Applicant.

SECTION 1: GENERAL INFORMATION

1.1 Introduction

The creation of the Common Financial Reporting Standards (“Standards”) is required per the District’s Fiscal Year 2021 Budget Support Act of 2020. The Department of Education Establishment Act of 2007, effective June 12, 2007 (D.C. Law 17-9; D.C. Official Code § 38-191), was amended to add:

“(10)(A) By May 31, 2021, establish common financial reporting standards for the non-capital budgets and expenditures of District of Columbia Public Schools and public charter schools. The common financial reporting standards shall:

(i) Include categories for reporting budgets and expenditures for instructional staff, school administrators, instructional supports, educational materials, and non-educational administrative costs;

(ii) Permit meaningful and accurate budget and expenditure comparisons, including comparisons of budgets and expenditures for at-risk students, as defined in § 38-2901(2A), between all public schools and between all local education agencies;

(iii) Ensure full and accurate disclosure of administrative costs for each local education agency; and

(iv) Make it possible to collect comparable data by school campus.

(B) For the purposes of this paragraph, the term:

(i) "Local education agency" means the District of Columbia Public Schools system or any individual or group of public charter schools operating under a single charter.

(ii) "Public schools" includes public charter schools.”

The District of Columbia, by and through the Office of the Deputy Mayor for Education (DME), is soliciting grant applications from organizations to create the standards: The Common Financial Reporting Standards Grant (“Grant”). The Grant is a one-time grant of operating funds not to exceed \$200,000. The funds were allocated by the Council of the District of Columbia pursuant to section 4052(b) of the Fiscal Year 2021 Budget Support Act of 2020 (B23-0760). “To support the establishment of common financial reporting standards required pursuant to subsection (b)(10) of this section, the Deputy Mayor for Education may issue grants not to exceed \$200,000, in Fiscal Year 2021. Grants issued pursuant to this subsection shall be administered pursuant to the requirements set forth in part B of subchapter XII-A of Chapter 3 of Title 1.”

1.2 Grant Award

One grant of up to \$200,000 is available for award through the Grant. The Grant award will be made for a period ending on May 31, 2021, provided that the grantee successfully meets its performance objectives, which will be articulated to grantees via a Performance Agreement that will be executed between the grantee and the DME prior to the disbursement of any grant funds. The report timeline is further described in Section 3.2.

1.3 Eligibility

An Applicant applying for the Grant is subject to the following criteria to be eligible to apply under this RFA:

- A qualified organization providing consulting and/or financial reporting services related to state-level, local-level, and/or LEA-level public education budgets. Applicants must have a demonstrated track record of completing projects similar to what is proposed in response to this RFA.
- Non-profit Applicants must verify their non-profit status by submitting a valid 501(c)(3) designation letter from the Internal Revenue Service, documenting the organization's tax exempt status as a non-profit organization.
- Applicants must submit a recent DC Clean Hands Certificate (current to within 60 days of the application) from the DC Office of Tax and Revenue showing the organization is in good standing. The application for this form can be found at <https://otr.cfo.dc.gov/page/certificate-clean-hands>.
- Applicants must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs ("DCRA"). The Certificate shall be current to within 60 days of the application submission. The Certificate of Good Standing application can be found at <https://corponline.dcr.dc.gov/>.
- Applicants must submit a Certificate of Incorporation and Basic Business License from the DC Department of Consumer and Regulatory Affairs showing that the Applicant can conduct business in DC.
- Each submission to this RFA should include the following:
 - Applicant's primary Point of Contact (POC) and legal address; and
 - Brief organizational description (i.e. corporation, non-profit or charitable institution, partnership, LLC, etc.) and under which state it is operating.

1.4 Permissible Use of Grant Funds

Grantees may only use grant funds for allowable grant project expenditures during the grant award period.

SECTION 2: SCHEDULE

2.1 RFA Release

The release date of the RFA is **Friday, December 11, 2020**. The RFA is available on-line at www.dme.dc.gov.

2.2 Contact Person

Applicants are advised that the authorized contact person for all matters concerning this RFA is:

Kevin Wenzel
Office of the Deputy Mayor for Education
1350 Pennsylvania Ave. NW, Suite 307
Washington, DC 20004
RFAFinancialStandards@dc.gov

Applicants should direct all questions regarding this RFA by email to the contact person listed above.

2.3 Pre-proposal Meeting

A virtual pre-proposal meeting will be held on **Wednesday, January 6, 2021** from 1:00-3:00 p.m. in order to answer questions regarding this RFA. Interested parties must contact Kevin Wenzel (RFAFinancialStandards@dc.gov) in order to RSVP for this meeting by **Monday, January 4, 2021**. If a prospective Applicant would like specific questions related to the RFA to be addressed during the pre-proposal meeting, please submit them to Kevin Wenzel by **Monday, January 4, 2021**. Meeting materials and answers to submitted questions will be posted on the DME website (www.dme.dc.gov) by **Friday, January 8, 2021**.

2.4 Application Deadline

Applications are due on **Thursday, January 14, 2021** by 5:00 pm and must be emailed to Kevin Wenzel at RFAFinancialStandards@dc.gov.

2.5 Updates

Information and updates regarding this RFA will be made available on-line at www.dme.dc.gov.

2.6 Timetable for Evaluation and Award

The District will endeavor to follow the timetable set forth below; however, the activities and timetable represented below are subject to change at the District's sole discretion and without prior notice:

Issuance of RFA:	Friday, December 11, 2020
Pre-proposal meeting:	Wednesday, January 6, 2021
Applications Due:	Thursday, January 14, 2021
Award Issued:	February 1, 2021

SECTION 3: SCOPE OF PROJECT

3.1 Project Scope

The purpose of the grant is to create common financial reporting standards for public schools and public charter schools. The common financial reporting standards shall:

- Include categories for reporting budgets and expenditures for instructional staff, school administrators, instructional supports, educational materials, and non-educational administrative costs;
- Permit meaningful and accurate budget and expenditure comparisons, including comparisons of budgets and expenditures for at-risk students, as defined in § 38-2901(2A), between all public schools and between all local education agencies;
- Ensure full and accurate disclosure of administrative costs for each local education agency; and
- Make it possible to collect comparable data by school campus.

3.2 Project Timeline

As required in the Fiscal Year 2021 Budget Support Act of 2020, the Standards will need to be delivered to the DME on or before Monday, May 31, 2021.

While the final standards must be delivered by the dates detailed above, the DME will continue to monitor the grant recipient through regular, hour-long progress meetings through May 2021. This monitoring period may include further collaborative edits to the drafts as delivered.

SECTION 4: APPLICATION CONTENT

4.1 Description of Application Content

Emailed Combined PDF File – The Applicant has responded to all aspects of the RFA and the emailed combined PDF file contains all the information requested.

The cover of the emailed combined PDF file must clearly display the following: 1) **Application in Response to Common Financial Reporting Standards RFA** and 2) the **Applicant's Name**. The emailed combined PDF file must contain all the following documents in the following order.

- Signed Application Cover Sheet
- Executive Summary
- Table of Contents
- Proposal Narrative
 - Program Description
 - Applicant's Proven Excellence
- Proof of Ability to Create Standards
- Board Governance or Corporate Structure & Key Staff
- Detailed Budget with Narrative and Proposed Uses of the Grant Funds
- Appendices

4.2 Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project.

4.2.1 Executive Summary

The Applicant must use this section to 1) provide a brief background and history of the Organization (not to exceed 10 pages), 2) describe the organization's qualifications for creating common financial reporting standards.

4.2.2 Table of Contents

The Table of Contents should list major sections of the application with a quick reference page index.

4.2.3 Proposal Narrative

The Applicant must demonstrate proof of the quality of its services. Please include the following, in ten pages or less:

- Program Description
 - A detailed description of the organization’s analytic approach(es) to the criteria described in Section 3 of this RFA, including:
 - Proposed activities to meet deliverables.
 - Key partnerships with other organizations that are central to implementing the proposed activities funded by this grant.
 - Description of the final deliverables, reports, or documents to standardize the financial reporting.
- Proven Excellence
 - Mission and history of organization.
 - Qualifications for creating financial reporting standards.
 - Describe success of creating financial reporting standards.
 - Names of a minimum of 2 projects for whom the organization has provided consulting and/or financial reporting services.

4.2.4 Board Governance or Corporate Structure & Key Staff

This section is designed to solicit professional biographies of key staff associated with the proposed project – Board Members or Corporate Structure, and Key Staff. Bios should be of professional quality and provide enough detail (**one or two paragraphs**) for the District to ascertain the project team’s ability to provide high quality services. This section should also include the following:

- An organizational chart or description of key personnel or team members (if a team is proposed) who will be working on the project including a description of their roles and relevant experience;
- Name, address, telephone number, and e-mail address of each team member, including the identity of each principal, partner, or entity that composes such team member;
- Legal status of each key team member, including the state under whose laws the organization/corporation is organized and operating;
- Previous experience for each team member delivering the types of services that such team members will be providing;
- Full disclosure of any conflicts of interest or personal or professional relationship among or between the Applicant and any team members and any person working for, appointed to a position in, or elected to an office of the District of any entity for which there may be conflict. The District, in its sole discretion, reserves the right to determine a conflict of interest or the appearance thereof;
- Applicant must provide a certification from each Applicant team member, see Section 7.2:
 1. Noting any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any team member;

2. Stating that all tax liabilities and other government impositions are current;
3. Stating that there is no ongoing litigation in which the District is a party that relates to any team member or to any other entity or individual having a controlling interest in the team member (or, if such litigation exists, the name and civil action numbers of such litigation and a description of the subject matter of such litigation); and
4. Providing the names of any member, employee, or agent of the team member who, within three (3) years prior to the publication of this RFA, were District employees, consultants, or contractors to the District.

Any third party vendor or consultant that may provide management or any support for the project must also provide the documents listed above.

4.2.5 Proposed Budget and Budget Narrative

The Applicant must submit a proposed budget with a detailed description of the expenditures.

4.2.6 Required Appendices

- Appendix 1 – Certificate of Incorporation
- Appendix 2 – Audited Financial Statements (most current fiscal year)
- Appendix 3 – If a 501(c)(3) organization, a valid 501(c)(3) designation letter from the Internal Revenue Service.
- Appendix 4 – DC Clean Hands Certificate from the DC Office of Tax and Revenue (OTR) current to within 60 days of the application.
- Appendix 5 - Certificate of Good Standing from DC Department of Consumer and Regulatory Affairs (DCRA) current to within 60 days of the application submission.
- Appendix 6 - Certificate of Incorporation and Basic Business License from the DC Department of Consumer and Regulatory Affairs showing that the Applicant can conduct business in DC.
- Appendix 7 – Letters of Endorsement or Recommendation for state-level, local-level, and/or LEA-level education agencies for whom the applicant has provided consulting and/or financial reporting services.
- Appendix 8 – Commitment letters from Key Partners referred to in the Proposal Narrative
- Appendix 9 – Affidavit of No Conflict (Section 7.2 of this RFA)

4.2.7 Additional Appendices

To be provided as deemed necessary by the applicant and/or the DME.

SECTION 5: REVIEW PANEL AND APPLICATION SCORING

5.1 Review Panel

The Standards will be completed through a competitive process. A Review Panel for the grant will be convened to review, score, and rank each Applicant's proposal. The Review Panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their relevant experiences.

All evaluation and award decisions are final, with no review or protest.

5.2 Scoring Rubric/Evaluation Criteria

Please see chart below for evaluation criteria.

Standards Evaluation Criteria <i>(A maximum of 100 points will be awarded.)</i>
The organization meets required qualifications and experience guidelines <i>(45 points max)</i>
The proposal demonstrates the organization's ability to meet the described goals and objectives of the project <i>(45 points max)</i>
The budget outlines a strong financial plan to maximize the use of grant funds <i>(10 points max)</i>

SECTION 6: GENERAL PROVISIONS

6.1 Monitoring & Reporting

Upon award of the Common Financial Reporting Standards Grant, DME will be primarily responsible for monitoring the terms of the Grant Performance Agreement and for reviewing and approving requests for reimbursement (see Section 6.5 on payments below). At any time or times before final payment and five (5) years thereafter, the District may have the Grantee's expenditure statements and source documentation reviewed. DME will monitor the grant recipient through regular, hour-long check-ins from the date the award is issued through May 2021. Check-ins may occur virtually via video conference call. The specific schedule for check-ins and submission of reports will be included in the Grant Performance Agreement, to be agreed upon by DME and Grantee after award.

6.2 Nondiscrimination in the Delivery of Services

In accordance with the D.C. Human Rights Act of 1977, as amended, (D.C. Law 2-38, D.C. Official Code §§ 2-1401.01 et seq.), it shall be an unlawful discriminatory practice for a District government agency or office to limit or refuse to provide any facility, service, program, or benefit to any individual on the basis of an individual's actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, source of income, or place of residence or business. Additionally, all benefits or advantages issued by or on behalf of the government of the District of Columbia pursuant to this RFA and subsequent Common Financial Reporting Standards Grant requires, and is conditioned upon, full compliance with the provisions of the D.C. Human Rights Act and failure or refusal to comply with any provision of the Act is a basis for revocation of such benefit or advantage.

6.3 Document Retention

Recipients and sub-recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of five years from the end date of the program period to ensure that such documentation is available to the DME and/or other authorized entities for review, upon request.

6.4 Audits

At any time or times before final payment and five (5) years thereafter, the District may have the applicant's expenditure statements and source documents audited.

6.5 Payments

Awardees will receive an advanced payment of 50% of total grant amount within 30 days of the executed Performance Agreement. A second payment of 25% for submission of a draft of the deliverables, and a final payment of the remaining 25% for final deliverables. Payment amounts, dates, and report requirements will be specified in the Performance Agreement.

SECTION 7: RESERVATION OF RIGHTS AND MISCELLANEOUS PROVISIONS

7.1 Rights Reserved

The District reserves the right to:

- Cancel or withdraw the RFA at any time prior to or after the submission deadline;
- Issue modifications or clarifications to the RFA prior to the submission deadline;
- Reject any application it deems incomplete or unresponsive to the submission requirements;
- Reject all applications that are submitted under the RFA;
- Modify the deadline for submissions or other actions; and/or
- Reissue the RFA or a modified RFA whether or not any applications have been received in response to the initial RFA issuance.

The District may exercise one or more of these rights, in its sole discretion, as it may deem necessary, appropriate, or beneficial to the District.

7.2 No Conflicts of Interest

In its response to this RFA, the Applicant should represent and warrant the following to the District:

- No person or entity employed by the District or otherwise involved in preparing this RFA on behalf of the District (i) has provided any information to potential Applicants which was not made available to all entities potentially responding to this RFA, (ii) is affiliated with or employed by or has any financial interest in any potential Applicant, (iii) has provided any assistance to potential Applicant in responding to this RFA, or (iv) will benefit financially if any Applicant is selected in response to this RFA.
- The Applicant has not offered or given to any District officer or employee any gratuity or anything of value intended to obtain favorable treatment under this RFA or any other solicitation or other contract, and Applicant has not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Applicant has not and shall not offer, give or agree to give anything of value either to the District or any of its employees, agents, job shoppers, consultants, managers or other person or firm representing the District, or to a member of the immediate family (*i.e.*, a spouse, child, parent, brother or sister) of any of the foregoing. Any such conduct shall be deemed a violation of this RFA. As used herein, "anything of value" shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by this RFA, if any, or any other contract with the District), etc., which might tend to obligate a District employee to Applicant, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity. Such term shall not include work or services rendered pursuant to any other valid District contract.

- The Applicant shall report to the District directly and without undue delay any information concerning conduct which may involve: (a) corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority; or (b) any solicitation of money, goods, requests for future employment or benefit of thing of value, by or on behalf of any government employee, officer or public official, any Applicant employee, officer, agent, subcontractor, or labor official, or other person for any purpose which may be related to the procurement of this RFA by Applicant, or which may affect performance in response to this RFA in any way.

7.3 Change in Applicant Information

If information provided in a submission changes (*e.g.*, change or addition to any of the Applicant's team members or new financial information) the Applicant shall provide updated information in the same format for the appropriate section of the RFA and the District may consider the modified submission.

7.4 Ownership and Use of Submissions

All submissions shall be the property of the District. The District may use any and all ideas in any submission, whether the submission is selected or rejected. No Applicant shall be entitled to compensation or reimbursement of costs in connection with their submission of a response to this RFA.

7.5 Further Efforts

The RFA Review Panel may request that Applicants clarify their submissions and/or submit additional information pertaining to their submissions; the RFA Review Panel may request best and final submissions from any Applicant and/or request an oral presentation from any Applicant.

7.6 Restricted Communications

Upon release of this RFA, potential Applicants shall not communicate with the Review Panel or any District staff about the RFA or issues related to the RFA except as authorized in this RFA.

7.7 Confidentiality

Submissions and all other information submitted in response to this RFA are subject to the District's Freedom of Information Act (D.C. Official Code § 2-531 *et seq.*) ("FOIA"), which generally mandates the disclosure of documents in the possession of the District upon the request of any person, unless the content of the document falls within a specific exemption category. An example of an exemption category is "trade secrets and commercial or financial information obtained from outside the government, to the extent that disclosure would result in substantial harm to the competitive position of the person from whom the information was obtained." If an Applicant provides information that it believes is exempt from mandatory disclosure under FOIA ("exempt information"), the Applicant shall include the following legend on the title page of the submission:

THIS PROPOSAL CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT’S FREEDOM OF INFORMATION ACT

In addition, on each page that contains information that the Applicant believes is exempt from mandatory disclosure under FOIA, the Applicant shall include the following separate legend:

THIS PAGE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT’S FREEDOM OF INFORMATION ACT

On each such page, the Applicant shall also specify the exempt information and shall state the exemption category within which it believes the information falls. The District will generally endeavor not to disclose information which in the opinion of the District is exempt from disclosure. The District may, in its discretion, contact the Applicant to provide notice that their submission materials have been requested and provide the Applicant with the opportunity to further identify exempt information. The District will independently determine whether any information, whether designated by the Applicant or not, is exempt from mandatory disclosure. The District has the ultimate decision as to whether the information is exempt from disclosure. Moreover, exempt information may be disclosed by the District, at its discretion, unless otherwise prohibited by law, and the District shall have no liability related to such disclosure.

7.8 Non-Liability

By participating in the RFA process, the Applicant agrees to hold the District, its officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFA.