

**YOUNG SCHOLARS OF WESTERN
PENNSYLVANIA**
Charter School

School Address:
600 Newport Dr.
Baldwin Township, PA
15234
Phone. 412-668-2064
e-mail: info@yswpcs.org
www.yswpcs.org

06/11/2012

RE: YOUNG SCHOLARS OF WESTERN PA CHARTER SCHOOL- RFP

To Whom It May Concern:

Enclosed is the Young Scholars of Western Pennsylvania Charter School Request for Proposal ("RFP") for Business and Operational Management Services. We have compiled a list of area school management firms and would like to invite your firm to submit a Proposal for our Board's consideration.

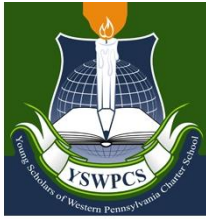
If you are interested, please contact Mr. Ozdogan, CEO of the charter school, to schedule a visit or request additional information. We are scheduling visits immediately and plan to conclude the visits by June 25, 2012. As set forth in the attached RFP, Proposals will be due June 25, 2012.

Thank you for your consideration.

Sincerely,

Melih Demirkan, Chairman
Board of Trustees

Encl: RFP Materials



YOUNG SCHOLARS OF WESTERN PENNSYLVANIA CHARTER SCHOOL

REQUEST FOR PROPOSAL - BUSINESS AND OPERATIONAL MANAGEMENT SERVICES

PURPOSE

The Young Scholars of Western Pennsylvania Charter School (“YSWPCS”) is currently soliciting proposals through a fair and open process for the professional services of a School Management Firm (“SMF”) with qualifications in operating the business affairs and administrative support functions of a charter school. The SMF shall provide professional services for the Business Management, Accounting, Reporting, Human Resources, Administrative, Academic Support Services, School Information Systems, Information Technology (IT) Support, and Professional Development needs of an existing charter school (the “School”).

CHARTER SCHOOL HISTORY

YSWPCS, authorized by the greater Pittsburgh area Baldwin-Whitehall School District, opened its doors to 134 kindergarten through fifth grade students in the 2011/2012 school year, enrolled approximately 180 students for the 2012/2013 school year, and will eventually grow to serve students in kindergarten through eighth grade. YSWPCS is the first multilingual and multicultural elementary school in the greater Pittsburgh area and is committed to providing a proactive environment for language development that fosters a dynamic global learning environment for the intellectual and social growth of its students. This model creates an ideal setting for not only reducing racial and cultural isolation but engendering an authentic appreciation of and respect for individuals and heritages of all races and cultures.

RFP SUBMISSION:

Sealed RFP responses will be received by the YSWPCS no later than Monday, June 25, 2012 by 3:00 P.M. and shall be delivered to:

Alpaslan Ozdogan, CEO
YOUNG SCHOLARS OF WESTERN PA CHARTER SCHOOL
600 Newport Drive
Pittsburgh, PA 15234

More information related to the submission can be found in the “Other Administrative Matters” Section.

SCOPE OF SERVICES:

For the purpose of your proposal, you should assume that your firm will provide at least the services listed below:

1. Develop a school information system for, *inter alia*, student attendance, enrollment, discipline, assessment, grading, communication, curriculum mapping, and data warehousing.
2. Install and utilize purchasing and purchase management software to be in compliance with segregation of duties as per GAAP.
3. Manage accounting, payroll, and benefits matters.
4. Develop budgets and revenue enhancement strategies.
5. Manage compliance reporting (PIMS, Other State and Federal Reporting Requirements).
6. Provide professional development planning and deliverance.
7. Provide and develop administrative services, such as:
 - a. Human resource management;
 - b. Enrollment management; and
 - c. Development of IT standards.
8. Provide and develop student support services, such as:
 - a. Structured intervention and remediation program;
 - b. Academic enrichment and extra-curricular activities policy and procedures; and
 - c. College and career counseling.
9. Manage community outreach services.
10. Develop and administer satisfaction surveys and reports, as well as educational program evaluations and reports.

SUBMISSION REQUIREMENTS:

YOUR PROPOSAL MUST INCLUDE THE FOLLOWING:

1. Name of the firm, address, phone, fax, e-mail address, project contact and individual principally responsible for the project.
2. Organizational Qualifications:
 - a. Describe the firm and its experience in providing the Scope of Services. Identify any relevant accreditations.
 - b. Describe other projects or work completed by the firm that are of similar scope and magnitude to the professional services that are the subject of this RFP.
 - c. The organizational structure of the firm.
3. Individual Qualifications:
 - a. Brief job descriptions of key team members.
 - b. A resume and CV for all personnel expected to work on the project.
 - c. Identify any other consultants you plan to utilize and provide contact information, resumes or CVs, and any organizational information, if applicable, for the consultant.
4. Written description of a project delivery plan including a timeline of implementation and transition of services. Please include information such as the number of anticipated meetings and other considerations related to each service area.
5. Lump sum fee with breakdown per service area.
6. At least One (1) professional reference.
7. Any additional information the SMF believes is relevant to our understanding of their firm's experience, competence, and work product.

OTHER ADMINISTRATIVE MATTERS:

1. Responses are due on Monday, June 25, 2012 by 3 p.m.
2. Six (6) copies of the proposal are required.
3. The YSWCPS Board of Trustees or its assignee will develop a list of firms to be interviewed and advise all respondents of the results by Friday June 27, 2012. In the event your firm is selected, YSWPCS will schedule interviews for the days of June 27-28, 2012.
4. It is YSWCPS' intent to issue a Notice to Proceed by June 30, 2012.
5. Please submit materials or direct inquiries to:

ALPASLAN OZDOGAN, CEO
YOUNG SCHOLARS OF WESTERN PA CHARTER SCHOOL
600 NEWPORT DR. PITTSBURGH PA 15234

Phone: 412-668-2064
Fax: 412-668-2068
E-mail: al.oz@yswpcs.org

6. The successful candidate will enter into an agreement with YSWPCS.

PROPOSAL / AWARD TENTATIVE SCHEDULE

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|----|----------------------|------------------|
| 1. | Issue RFP | June __, 2012 |
| 2. | Proposals Due | June 25, 2012 |
| 3. | Short list selection | June 27, 2012 |
| 4. | Interviews | June 27-28, 2012 |
| 5. | Notice to proceed | June 30, 2012 |