

Request for Qualifications (RFQ)

[#1-RFQ-OHIO-2022](#) Ohio School Treasurer

Closing Date:
12:00PM CST
Thursday, February 3, 2022

IDEA Greater Cincinnati, Inc. (herein referred to as IDEA or the organization) is seeking Statement of Qualifications from qualified Respondents or individuals in response to this Request for Qualifications (RFQ) for an IDEA Greater Cincinnati, Inc. School Treasurer. The qualified Respondent must be able to execute duties and provide services with the utmost diligence, cooperation and ethical behavior in addition to being knowledgeable of industry standards as it relates to treasury services for public schools. The chosen Respondent should also demonstrate high levels of trust, competence and integrity.

IDEA reserves the right to revise and amend the qualifications prior to the date set for the receipt of respondent, prior to submitting the Statement of Qualifications, to contact IDEA to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Statement of Qualifications.

Please contact Mia Harris, Assistant Director of Procurement

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PART I – GENERAL INFORMATION AND INSTRUCTIONS

The qualified Respondent chosen to
below:

- a) Serve as an Advisor providing sound financial guidance to
- b) Communicate with and communicate financial status,
- c) Monitor policies and the analysis of financial results and the achieving goals,
- d) Propose options to responds to IDEA's advancing fiscal
- e) Ensure IDEA stakeholders implementing sound fiscal practices
- f) Ensure location is ensuring cash, budgetary, debt service
- g) Demonstrate and use accounting practices, auditing pro
- h) Communicate and external stakeholders,
- i) Uphold and comply with professional ethics including but not limited to Licensure Code of Professional Conduct for Ohio educators (LCPCOE), Ohio Ethics Laws, and ID-TJO.A GrD (e o

- 5) Have the capacity to perform the duties of the position, including attendance (virtually and/or in person) at Board meetings
- 6) Demonstrate the ability to adapt to fiscal management systems and rules and procedures of the operator

Statement of Qualifications Submission Requirements

Statement of Qualifications should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of the RFQ. Emphasis should be concentrated on the treasurer's ability to ensure IDEA Greater Cincinnati, Inc.'s compliance when conducting any fiscal matter.

To be considered, the Statement of Qualifications must be prepared according to the following specifications:

- a. Statement of

- f. All supplemental information required by the RFQ must be included with the Statement of Qualifications. Failure to provide complete and accurate information may disqualify the respondent from consideration.
- g. All costs incurred in the preparation and submission of the RFQ response shall be borne solely by the Respondent. Where Respondents may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, or participate in any interview process as related to this RFQ, all costs shall be borne by the Respondent.
- h. Any Statement of Qualifications submitted in response to this RFQ will be irrevocable upon the closing time and remain open for acceptance for 120 days from the closing date whether or not another RFQ has been accepted.
- i. Submission of a Statement of Qualifications shall be construed to mean that the Respondent agrees to carry out all conditions set forth in this document. Any proposed variation from the specifications, terms, and conditions shall be clearly identified. Please provide details of any noncompliance with stated conditions. If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.
- j. IDEA reserves the right to select any offer it determines provides the best value, regardless of price.
- k. IDEA may accept multiple offers for the same services. There may not be exclusivity with any selected Respondent.

l. **Request For Qualifications Timeline**

| | |
|--|-----------------------------------|
| RFQ Issue Date: | December 17, 2021 |
| Respondent Question Cut-Off Date: | January 10, 2022 at 3:00PM (CST) |
| Addendum Issue Date: | January 17, 2022 |
| Statement of Qualifications Due Date & Time: | February 3, 2022 at 12:00PM (CST) |
| Evaluation Period | |

RFQ Clarification

Questions must be submitted via email to **Mia Harris, Assistant Director of Procurement** at mia.harris@IDEApublicschools.org. The email subject line should read: **Questions - #1-RFQ-OHIO-2022 – Ohio School Treasurer.**

Selection of Respondent (s)

IDEA may award this RFQ to multiple Respondents or to the Respondent IDEA determines, in its sole discretion, provides the best value to IDEA, based upon the evaluation of Statement of Qualifications. Thus, the result will be determined by the applicable criteria as listed under Evaluation Criteria referenced in this RFQ. Once the Statement of Qualifications is received the qualifications will be evaluated by IDEA and then interviews will be conducted with selected respondents.

Administrative Procedure for Bidder Complaints

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to IDEA by written to the following address:

**IDEA Public Schools Headquarters
Attn. Purchasing Department
2115 West Pike Blvd
Weslaco, TX 78596
956-377-8000**

PART II – STATEMENT OF QUALIFICATIONS RESPONSE

Statement of Qualifications must be submitted by sending a hard copy to:

**IDEA Public Schools Headquarters, Attn. Purchasing Dept.
2115 West Pike Blvd
Weslaco, TX 78596
(956) 377-8000**

Statement of Qualifications must be in a sealed envelope marked with the RFQ Number and Title and include:

1. One (1) clearly identified hard copy ORIGINAL of the Statement of Qualifications response.
2. One (1) clearly identified PAPER COPIES of the Statement of Qualifications.
3. One (1) copies of the Statement of Qualifications on FLASH DRIVES, marked with the Respondent's name.

The respondent's Statement of Qualifications itself shall be organized as identified in Part One (1), Statement of Qualifications Submission Requirements.

PART III – REFERENCES

The Proposer shall submit a minimum of three (3) verifiable references. It is desired that if the Proposer has performed this type of service previously, those references be listed. It is recommended that the Proposer provide references that are similar or as closely related to this unique agreement, if possible. Each reference provided shall include:

- Reference's Name
- Contact Person
- Address, City, State, and Zip
- Contact Person Phone Number
- Brief Project Scope and Time Frame

**Enter references in Attachment E*

PART IV – REQUIREMENTS

A. STATEMENT OF QUALIFICATIONS OPENING

Statement of Qualifications Opening is scheduled for **February 3, 2022 at 12 pm (CST)**. A formal "opening" will not be held. Trade secrets and confidential information contained in Statement of Qualifications shall not generally be open for public inspection, but IDEA's records are a matter of public record.

B. WHO IS ELIGIBLE TO RESPOND

Respondents who can meet the requirements for quality and other terms of this RFQ package, and who are not debarred and/or suspended from conducting business with IDEA, federal and state funded agencies are invited to respond. A prospective respondent, by submitting a Statement of Qualifications, represents to IDEA that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under this RFQ
- Is able to comply with the required scope of the RFQ
- Have a satisfactory record of integrity to ethics
- Be otherwise qualified and eligible to receive an award

Attachment A – Title Page

A Statement of Qualifications Submitted in Response to

IDEA

Request for Statement of Qualifications #1-RFQ-OHIO-2022 SCHOOL TREASURER

Submitted By:

(Full Legal Name of Respondent)

On:

(Date of Submission)

Attachment B – Respondent Certification

I, the undersigned, submit this Statement of Qualifications and have read the specifications, which are a part of this RFQ. My signature also certifies that I am authorized to submit this Statement of Qualifications, sign as a representative for Vendor, and carry out services solicited in this RFQ.

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Respondent Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

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Attachment D – Debarment or Suspension Certificate

IDEA is prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose owners

Attachment E – Reference Sheet

| | | | | | | | | | | | | | | | |
|------------------|--|--|--|--------------------------------|--|----------------|--|------------------------|--|------|--|--|--|--|--|
| CONTACT PERSON | | | | COMPANY NAME OR CONTACT PERSON | | | | COMPANY NAME OR PERSON | | | | | | | |
| STATE | | | | ZIP | | STREET ADDRESS | | | | CITY | | | | | |
| TELEPHONE NUMBER | | | | | | | | CONTACT PERSON | | | | | | | |
| [Redacted] | | | | | | | | | | | | | | | |
| [Redacted] | | | | | | | | | | | | | | | |

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