B.3.2 Contracted Services

A. Areas for Contracted Services

Comment [c1]: Add explanation that you will contract for audit service and the criteria for selecting and evaluating the audit firm.

Comment [RG2]:

Comment [RG3]:

Comment [RG4]:

Maricopa Institute of Technology (MIT) will be within the Riverside Elementary School District #2 (RESD2) boundaries and will be leasing a school from the District. RESD2 will be providing contracted services to the charter school via a memorandum of understanding detailing the contracted services and the invoicing process. The following contracted services will be provided by RESD2:

Special Education Services: lead and manage IEP process and compliance, lead 504 process and compliance, ensure compliance with special education laws and regulations, track and administer special education testing for incoming students (RESD2)

Information Technology Services: assistance with establishing and maintaining Maricopa Institute of Technologies information technology systems, including internet, networking, and communications systems, and maintenance of hardware and software. (RESD2)

Transportation Services (RESD2)

Facilities Maintenance—cleaning the facility (RESD2)

Landscaping services—maintaining the landscaping (RESD2)

Human Resources: check compliance with e-verify, I-9, and other personnel policies, manage health benefits, manage retirement benefits, initiate and monitor insurance coverage.

Payroll Assistance: assistance with running the each payroll with mandatory withholdings

401(k) Plan Administration: administering Maricopa Institute of Technology's Safe Harbor 401 (k) plan.

Auditor Services: providing annual financial audit. The audit service includes assisting MIT year round to answer any accounting or compliance questions.

Food Services: providing breakfast and lunch service and compliance with relevant local, state, and federal food service and program guidelines.

Special Education Services: providing speech therapy, physical therapy, occupational therapy, and psychological evaluation services.

Legal Services: assistance with 501(c)(3) application and maintenance, required filings, and compliance with relevant local, state, and federal regulations.

Managing IRS Compliance

Accounting: assistance with bank reconciliations, general ledger review, monthly financial statements, cash flow review and projections, budget preparation, audit preparation, and internal controls.

B. Provider Qualifications

The Riverside Elementary School District #2 (RESD2) is an educational institution of pre-K-8 education established pursuant to the laws of the State of Arizona. RESD2 will be providing Maricopa Institute of Technology with the following services:

Human Resource Services

Special Education Services

Information Technology Services

Transportation Services

Facilities Maintenance

Landscaping services

RESD2 and MIT have a mutual interest in promoting the rigorous college preparation of students, leading to access and success in post-secondary education and careers. The partnership is affordable and meets the needs of MIT.

Payroll

Maricopa Institute of Technology intends to contract with a payroll provider to expedite and build efficacy into the payroll process. The following are the primary qualifications MIT is looking for in determining a contracted payroll provider:

- Mission, Vision, Values-alignment with MIT.
- Experience catering to the needs of students in charter schools.
- Service meets the needs MIT.
- Affordability.
- Positive Referrals from other schools, school leaders, or business leaders.

MIT will contract with a company that provides personalized payroll services at an affordable cost and comes highly recommended by other charter schools.

401(k) Plan Administration

Administering Maricopa Institute of Technology's (MIT) Safe Harbor 401 (k) plan. The following are the primary qualifications MIT is looking for in determining contracted 401(k) plan providers:

- Mission-, vision-, and values-alignment
- Time availability aligned to the needs of MIT
- Years of experience catering to the needs of charter schools.

MIT will contract with a company that provides personalized 401 (K) services at an affordable cost and comes highly recommended by other charter schools.

Auditor Fees

Maricopa Institute of Technology intends to contract with a certified public accountant to provide quality auditing services. The audit service includes assisting MIT year round to answer any accounting or compliance questions we may have. The following are the primary qualifications MIT is looking for in determining a contracted auditor provider:

- Mission, Vision, Values-alignment with MIT
- Experience catering to the needs of charter schools.
- Time availability aligned to the needs of MIT

Accounting

Maricopa Institute of Technology intends to contract with an accounting provider to expedite and build efficacy into the accounting process. The following are the primary qualifications MIT is looking for in determining a contracted payroll provider:

- Mission, Vision, Values-alignment with MIT.
- Experience catering to the needs of students in charter schools.
- Service meets the needs MIT

MIT will contract with a company that provides personalized accounting services at an affordable cost and comes highly recommended by other charter schools.

Legal Services

Maricopa Institute of Technology intends to contract with an attorney to provide legal expertise. The following are the primary qualifications MIT is looking for in determining a contracted legal service provider:

- Mission, Vision, Values-alignment with MIT
- Time availability aligned to the needs of MIT
- Service meets the needs MIT

MIT will contract with a Legal Services provider that provides personalized legal services at an affordable cost and comes highly recommended by the Riverside School District and other charter schools.

Special Education Services

MIT intents to contract and a Special Education Services provider for speech therapy, occupational therapy, physical therapy, and psychological evaluations for special education students. The following are the primary qualifications MIT is looking for in determining contracted special education service providers:

- Mission-, vision-, and values-alignment
- Fingerprint clearance cards for any personnel to be regularly interacting with students.

- Time availability aligned to the needs of MIT
- Certification in the requisite fields.
- Extreme familiarity with the federal and state special education compliance, including reporting requirements.
- Personalized service.
- Positive referrals from other schools or school leaders.
- Affordability.

MIT will contract with a Special Education Services provider that provides personalized services to meet the needs of special needs students at an affordable cost and comes highly recommended by other charter schools.

C. Costs for Services and Sources for Costs

MIT will be supported by the District departments and support services, including curriculum/assessment, business, technology, special education, food service, financial assistance, supplies, technology maintenance, administrative assistance, leadership assistance, transportation, etc. Any related internal/external services providers, who are contracted through RESD2 to provide such services will be invoiced to EEF/MIT with an additional 10% administrative fee.

Information Technology Services (RESD2)

Transportation Assistance—(RESD2)

Facilities Maintenance and custodial assistance—(RESD2)

Landscaping services—(RESD2)

Contracted Services

Payroll
The yearly cost for Payroll services and Human Resources assistance is budgeted to be $100 per month and a cost of $1,200 in year one, with a 3% increase per year, based upon the rate charged by ADP.

Accounting
The monthly costs for accounting services is budgeted to be $60 per hour for ten hours per month in year one, with a 3% increase per year based upon a quote from ADP.

401(k) Plan Administration

Contracted 401 (k) plan administration services were budgeted for 4% per year starting July with a 1% increase per year in Years two and three. This cost assumption was provided for by ADP.

Auditor Fees
Assumes auditor fees of $12,000 per year in Year 2 and Year 3, with a 3% increase each year. This cost was provided by the Riverside School District #2 administration and based on the cost for Dobridge & Co. PC.

Legal services
Legal services were budgeted for $200 per hour for 5 hours per month for a total of $12,000 of legal services in Year 1, decreasing to four hours per month in Years two and Year three, with a 3% increase to the hourly rate each year. The cost was based on estimated number of hours from the Neal Law Firm.

Special Education Services (speech therapy, physical therapy, occupational therapy, and psychological evaluation services)

Costs for special education services are estimated to be $700 per student for one-third of the total school's Special Education Services. The Special Education population was estimated to be approximately 10% of the total school population based on data from Riverside Elementary School District #2.

Food Services-- Food services are estimated to be zero due to reimbursement through participation in the National School Lunch Program and School Breakfast Program. Maricopa Institute of Technology participate in the National School Lunch Program and School Breakfast Program and anticipates food service costs to be reimbursed through participation in that federal program. This is based on feeder Riverside Elementary School District #2 middle school and local schools' high percentage of students qualifying for free or reduced lunch. The following are the primary qualifications for MIT is using to determine contracted food service provider:

- Mission-, vision-, and values-alignment
- Experience catering to the needs of charter schools participating in the National School Lunch Program and School Breakfast Program.
- Abiding by the Arizona Nutrition Standards.
- Personalized service.
- Positive referrals from other schools, school leaders, or business leaders