B.3.2 CONTRACTED SERVICES

This section will identify all areas which may require ongoing outside expertise.

Focus Education Services (FES) will establish a quality network of Contracted Service Providers to support Focus High School's mission to provide motivated students the opportunity to achieve academic excellence and develop life skills in a technology-rich, career-focused, and safe learning environment taught by caring and knowledgeable educators. Contracted service providers include the following:

- Legal Services: assistance with 501(c)(3) application and maintenance, required filings, and compliance with relevant local, state, and federal regulations.
- Finance
    - Payroll: assistance with running the payroll for each pay period, including mandatory withholdings.
    - Accounting: assistance with bank reconciliations, general ledger review, monthly financial statements, cash flow review and projections, budget preparation, audit preparation, and internal controls.
    - 401(k) Plan Administration.
- Special Education Services: providing speech therapy, physical therapy, occupational therapy, and psychological evaluation services.
- Information Technology Services: assistance with establishing and maintaining Focus High technology systems, including internet, networking, and communications systems, and maintenance of hardware and software.
- Student Accountability Information System (SAIS)
- Janitorial Services: cleaning the Focus High facility.

Legal

Focus High intends to contract with an attorney to provide legal expertise. The following are the primary qualifications Focus High will evaluate in an attorney or law firm:

- Mission, vision, and values-alignment with Focus High
- Accessibility - Time availability should align to the needs of Focus High
- Member in good standing with the Arizona Bar Association
- Several years of experience catering to the needs of charter schools
- Personalized service
- Positive referrals from other schools, school leaders, or business leaders
- Affordability

Based upon these qualifications, Focus High intends to contract with Attorney Robert Sewell of Miles Davis, PLC. Miles Davis, PLC possesses expertise in Real Estate Law, Business Law, Construction

Law, Financing & Finance Law Mergers, 501(c)(3) entities, etc. In addition, Mr. Sewell practices real estate, school law, and business law.

Based on prior charter service offerings and a personal consultation which included a quote, FES has budgeted $6,000 per year for legal services which should be viable and adequate according to FHS' projected enrollment numbers and target population found in section A.2.

Finance

Payroll

In order to expedite and create efficiency in the payroll process Focus intends to contract with a payroll provider. The following are the primary qualifications Focus is looking for in a payroll service provider:

- Mission, vision, and values-alignment with Focus High
- Several years of experience catering to the needs of charter schools
- Personalized service
- Positive referrals from other schools, school leaders, or business leaders
- Affordability

Based upon these qualifications, Focus High intends to contract with Consilium, LLC for contracted payroll services. Consilium is a school finance group that offers an array of competitively priced services including payroll, accounting, grants management, and record compliance services for charter schools and comes highly recommended.

Accounting

Focus High intends to contract accounting services to provide financial management expertise. The following are the primary qualifications Focus High plans to consider:

- Mission, vision, and values-alignment with Focus High
- Several years of experience catering to the needs of charter schools
- Personalized service
- Positive referrals from other schools, school leaders, or business leaders
- Affordability

Based upon these qualifications, Focus High intends to contract with Consilium, LLC for contracted payroll services. Consilium is a school finance group that offers an array of competitively priced services including payroll, accounting, grants management, and record compliance services for charter schools and comes highly recommended.

Joel Brice of Consilium LLC will likely be retained for assistance with financial management. Mr. Brice has worked with charter schools for several years and has an excellent reputation. Mr. Brice specializes in accounting, bookkeeping, payroll, and tax services for charter schools.

The estimated annual cost to contract Payroll and Accounting services with Consilium will be $12,000 in year 1, $24,000 in year 2, and $48,000 in year three.

Special Education

Focus High intends to contract with a Special Education service provider to provide human resource and special education services to students with special needs. Services include: speech therapy, occupational therapy, physical therapy, and psychological evaluations for special education qualification. The primary responsibilities of the contracted Special Education provider are to provide and maintain services that will support a highly-effective program of instruction for students receiving special education services. A contracted service provider should maintain compliance with applicable federal and state laws, competently evaluate and diagnose students requiring special education services, and deliver SPED services to eligible students in a timely and affordable manner.

The following are the primary qualifications Focus High is looking for in determining contracted special education service providers:

- Mission, vision, and values-alignment with Focus High
- Fingerprint clearance cards for any personnel to be regularly interacting with students
- Time availability aligned to the needs of Focus High
- Certification in the requisite fields such as valid teacher certification with special education and SEI endorsements as necessary
- Several years of experience catering to the needs of charter schools
- Extreme familiarity with the federal and state special education compliance, including reporting requirements
- Personalized service
- Positive referrals from other schools or school leaders
- Affordability

Based on these qualifications, Focus intends to contract with Cenpatico for all special education services. Cenpatico is an Arizona special education service provider who comes highly recommended. Cenpatico offers all requisite services.

Based on market estimates for Focus High's target population and prior Cenpatico quotes, the estimated cost to contract full-service SPED services is 11% of Focus' annual equalization revenue. This amounts to $76,558 in year 1; $223,714 in year 2; and $362,133 in year 3. Accordingly, FHS will allocate 11% of all year 1 revenue toward contracted special education services and then make necessary adjustments for subsequent years as needed.

IT Services

Information Technology Services

Focus High intends to contract IT and IT related support services such as network design and support, encryption and security services, desktop support (including hardware and software maintenance), and

virtualization to provide necessary IT services. The following are the primary qualifications Focus High plans to consider in an IT service provider:

- Mission, vision, and values-alignment with Focus High
- Time availability aligned to the needs of Focus High (Must be available on demand)
- Personalized service
- Positive referrals from other schools, school leaders, or business leaders
- Affordability

Based on these qualifications, Focus intends to contract with AdobeTech Network Solutions for all IT-related services. AdobeTech has technicians certified by Microsoft (MCSE, MCSA, MCP), Cisco (CCNA), CompTIA (A+, Network+, Security+), HP, Xerox, and Intel.

Estimated costs for contracted IT services in year 1 are $48,000, $96,000 in year 2, and $144,000 in year 3.

Student Accountability (SAIS) and Assessment Coordination

During the first three (3) years of operations, Focus High intends to contract Human Resource services in the form of Office Management to assist with student accountability measures and to meet the data, compliance, and records management needs of Focus High. The rationale for contracting these services is to ensure that FES upholds and maintains a high and consistent standard of achievement in regards to compliance and accountability measures. The following are the primary qualifications Focus High plans to consider in a SAIS, Assessment Coordinator, and Records Management provider:

- Mission, vision, and values-alignment with Focus High
- Several years of experience catering to the needs of charter schools in the context of SAIS & Student Data Compliance Services, State & Federal Compliance Management, Assessment Coordination, and Business and Charter School Management
- Personalized service
- Positive referrals from other schools, school leaders, or business leaders
- Affordability

Based upon these qualifications, Focus High intends to contract with Consilium, LLC for contracted SAIS, Assessment Coordination, and Records Management services in the form of an onsite business manager (also referred to as “Registrar” and “Secretary” throughout this application and in the operational budget). Consilium comes highly recommended and works with many top performing AZ charter schools to provide Business Management and compliance services such as SAIS & Student Data Compliance Services, Grants Administration, and State & Federal Compliance Management.

The estimated cost based on a quote by Joel Brice of Consilium SFG to contract office management services is $36,000 in year 1, $72,000 in year 2, and $108,000 in year 3.

Custodial Services

While most custodial services will be maintained in house, some maintenance and janitorial services will be outsourced. The following are the primary qualifications Focus High plans to consider in a Custodial Service Provider:

- Mission, vision, and values-alignment with Focus High
- Several years of relevant experience
- Personalized service
- Integrity and trust
- Positive referrals from other schools, school leaders, or business leaders
- Affordability

Based upon these qualifications, Focus High intends to contract with an unknown vendor residing within the target community to provide necessary custodial services.

Based upon comparable quotes and necessary custodial services, Focus High intends to contract such services at a rate of $500/month, or $6,000 in year 1, $18,000 in year 2, and $30,000 in year 3.