B.3.2 Contracted Services

Areas Requiring Outside Expertise

The areas requiring contracted services from expert vendors include: accounting and payroll (startup and years 1 and 2; in-house in year 3), Human Resources (startup and years 1 and 2; in-house in year 3), Special Education, curriculum (startup year; in-house in years 1, 2, and 3), legal, liability and worker's comp insurance, medical and dental insurance, banking, real estate, marketing, webhosting and website development, Informational Technology and phone system, Student Management System, custodial, and security.

Professional Qualifications Required for Contracted Service Providers

The Rising School will employ as contracted-service providers only reputable individuals and firms with many years of experience in their respective field. The school will contract with licensed vendors whenever appropriate. In addition, the school will try to contract with Tucson-based vendors in order to financially support our local community. In this section and in our budget, we have solicited contracts and price quotes only from contractors that meet this criterion.

Accounting and Payroll

Startup, year 1, and year 2 (in-house year 3 and after)

- Monthly bookkeeping / Bank Reconciliations P&L's and Balance sheets
- Monthly payroll services
- Annual 501C3/501C4 tax returns 990EZ / 990Monthly Financials, including Profit and Loss Statements and Balance Sheets
- General ledger Audit
- Journal Entries
- Bank Reconciliation and Credit Card Reconciliation
- Full Reporting
- Job cost Tracking
- Payroll recording and reports
- 941's, 940, Arizona Quarterlies, 1099's
- Sales Tax Returns

Costs for Accounting and Payroll

Startup

- Set-up fee: $125
- Startup: 1 month: 2 hours per month at $35 per hour: $70 for 2 hours
- Startup total: $195

Year 1

- Year 1: 12 months: 5 hours per month at $35 per hour: $2,100 for 60 hours
- Year 1: Tax returns: $475

- Year 1 total: $2,575

Year 2

- Year 2: 12 months: 8 hours per month at $35 per hour: $3,360 for 96 hours
- Year 2: Tax returns: $575
- Year 2 total: $3,935

Year 3: Accounting and payroll will be handled in-house, by the Business/HR manager.

Source for Costs for Accounting and Payroll

Written quote from Michael W. Morris, MS, EA, CFM, owner of Pinnacle Accounting Inc., dba, Financial Guidance Services

Human Resources

Startup, year 1 and year 2 (in-house year 3 and after)

Startup: Basic level

- 100MB Online File Storage Space
- Download Business & HR Forms
- Employee Portal
- Custom Report Writer
- Works on any computer
- Employee Benefits Management
- Emergency Contacts Management
- State & Federal Labor Laws
- Access to HR Compliance Posters
- Access to HR "How To" Guides
- View & Export Detailed Reports

Year 1: Basic level

Year 2: Plus level

- Includes the Basic features, plus:
- 300MB Online File Storage Space
- Employee Time Tracking
- Company Property Tracking
- PTO Accrual Tracking

Costs for Human Resources

Startup: $18.32 (prorated for one month of service)

Year 1: $219.80

Year 2: $359.60

Year 3: Human resources will be handled in-house, by the Business/HR manager.

Source for Costs for Human Resources

Written quote from Lola Kakes, owner/founder of Effortless HR

Special Education
Startup, year 1, year 2, and year 3

Costs for Special Education
Startup: 8 hours of SPED services at $75 per hour: $600
Year 1: 200 hours of SPED services at $75 per hour: $15,000
Year 2: 350 hours of SPED services at $75 per hour: $26,250
Year 3: 560 hours of SPED services at $75 per hour: $42,000

Source for Costs for Special Education
Quote from Eric Ryan, Division Vice President of Cenpatico Behavioral Health

Curriculum
Startup (in-house year 1 and after)

Costs for Curriculum Services
Startup:
- $100 per curriculum sample
- 7 curriculum samples: Reading (grades 6-12): $700
- 7 curriculum samples: Writing (grades 6-12): $700
- 7 curriculum samples: Math (grades 6-8, four HS): $700
- 2 curriculum samples: Science (grade 8 and HS): $200

Total costs for curriculum services: $2,300

Source for Costs for Curriculum
Costs paid to Katy Heck, Monika Mendoza, Whitney Munroe, and Elena Tutwiler for a total of 23 curriculum samples.

Legal Services
Startup, year 1, year 2, and year 3
Startup legal services:
- Draft articles of incorporation
- Apply for nonprofit corporate status from Arizona Corporation Commission
- Apply for Trade Name
- Draft corporate bylaws
- Draft corporate-board policies
- File amendment to add board members to Arizona Corporation Commission
- Draft board resolutions
- Draft Amendment to Articles of Incorporation to add Board members
- Draft of Certificate of Disclosure for filing with Arizona Corporation Commission

Startup, year 1, year 2, and year 3
- Perform legal services as needed

Costs for Legal Services

Startup

- Total for the above startup legal services: 3.5 hours at $200 per hour: $700
- Other legal services anticipated during startup: 1.5 hours at $200 per hour: $300
- Startup total: 5 hours at $200 per hour: $1000

Year 1: 5 hours at $200 per hour: $1000
Year 2: 5 hours at $200 per hour: $1000
Year 3: 5 hours at $200 per hour: $1000

Source for Costs for Legal Services

Costs paid to and written quote from Marian C. Abram, Esq., of Karp & Weiss, P.C.

Liability and Worker's Comp Insurance

Startup, year 1, year 2, and year 3

- General Liability
- Worker's Compensation

Costs for Liability and Worker's Comp Insurance

Startup

- General Liability: $425
- Worker's Comp: $375
- Startup total: $800

Year 1

- General Liability: $1,000
- Worker's Comp: $1,230
- Year 1 total: $2,230

Year 2

- General Liability: $2,000
- Worker's Comp: $3,076
- Year 2 total: $5,076

Year 3

- General Liability: $3,500
- Worker's Comp: $5,874
- Year 3 total: $9,374

Source for Costs for Liability and Worker's Comp Insurance

Costs paid to and written quote from Michelle Martin, Owner/General Manager of Marana Insurance Agency.

Property/Casualty Insurance

Startup, year 1, year 2, and year 3

Costs for Property/Casualty Insurance

Startup

- $10,000 in property insured: $425 per year

Year 1

- $100,000 in property insured: $587 per year
- Casualty insurance: $6,000 paer year

Year 2

- $150,000 in property insured: $687 per year
- Casualty insurance: $6,000 per year

Year 3

- $200,000 in property insured: $777 per year
- Casualty insurance: $6,000 per year

Source for Costs for Property/Casualty Insurance

Written quote by Alan G. Martin, CIC, CRM, of Martin Insurance Consultants

Medical and Dental Insurance

Startup, year 1, year 2, and year 3

- Employees who work more than 30 hours per week are eligible for benefits

Costs for Medical and Dental Insurance

Costs per eligible employee per month

- Medical ($1,000 deductible PPO): $350 per month per eligible employee
- Dental ($1,500 benefit PPO): $45 per month per eligible employee
- Total medical and dental: $395 per month per eligible employee

Startup: 1 eligible employee for 1 month at $395: $395
Year 1: 6 eligible employees for 12 months at $395: $28,440
Year 2: 9 eligible employees for 12 months at $395: $42,660
Year 3: 17 eligible employees for 12 months at $395: $80,580

Source of Costs for Medical and Dental Insurance

Written quote from Mike Gietl of Gietl & Strutz Insurance, Inc.

Banking

Startup, year 1, year 2, and year 3
Startup period for banking: February 29, 2012-June 30, 2013: 16 months
Year 1, 2, and 3: 12 months each

Costs for Banking

Fee: $7.00 per month
Checks: $15.47 per box of 150

Startup

- Monthly fee: 16 months at $7.00 per month: $112
- Checks: 1 box of checks at $15.47 per box: $15.47
- Startup total: $127.47

Year 1

- Monthly fee: 12 months at $7.00 per month: $84
- Checks: 6 boxes of checks at $15.47 per box: $92.82
- Year 1 total: $176.82

Year 2

- Monthly fee: 12 months at $7.00 per month: $84
- Checks: 9 boxes of checks at $15.47 per box: $139.23
- Year 2 total: $223.23

Year 3

- Monthly fee: 12 months at $7.00 per month: $84
- Checks: 12 boxes of checks at $15.47 per box: $185.64
- Year 3 total: $269.64

Source for Costs for Banking

Costs from and written quote by Chris Fonseca, Marana Branch Manager, Tucson Federal Credit Union

Real Estate Agent

Startup, year 1, year 2, and year 3

Costs for Real Estate Agent

No fees to The Rising School (5-6% fee incorporated into the price of the facilities' lease)

Source for Costs for Real Estate Agent

Written quote from Tari Auletta, CCIM, Vice President of Grubb & Ellis Company

Marketing

The Rising School's marketing will be contracted to Stephanie Rising of canyon Concepts, LLC. Ms. Rising will donate all of her firm's contracted time. Please note: the school's website, which is essential to the marketing program, is discussed in a separate section that follows the marketing section.

	Start Up / Year 1 (2013)	**Year 2 (2014)**	**Year 3 (2015)**
Marketing consulting and planning services	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*
Website spec development	Free *Donated by Canyon*	n/a	n/a

	Concepts		
Business card design, future edits	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*
Business card printing (1000)	$70	$70	$70
Stationary design, future edits	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*
Stationary printing (250 letterhead and envelopes)	$515	$515	$515
Brochure design, future edits	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*
Brochure printing (50)	$100	$100	$100
Flyer design, future edits	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*
Flyer printing (250 pre-charter flyers)	$85	n/a	n/a
Flyer printing (1000 post-charter flyers)	$325	$325	$325
Door hanger design, future edits	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*
Door hanger printing (2500)	$300	$300	$300
Bilingual college students for neighborhood canvassing ($10/hr)	$520 *2500 hangers* *100 hangers/hr* *Work in pairs* *2 branded T-shirts*	$520 *2500 hangers* *100 hangers/hr* *Work in pairs* *2 branded T-shirts*	$520 *2500 hangers* *100 hangers/hr* *Work in pairs* *2 branded T-shirts*
Poster design, future edits	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*
Poster printing (50)	$35	$35	$35
Collapsible banner display for events	$200	n/a	n/a
e-Newsletter design, future edits	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*
e-Newsletter distribution	Free *Mail Chimp*	Free *Mail Chimp*	Free *Mail Chimp*

Press kit development and distribution	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*	Free *Donated by Canyon Concepts*
Basic refreshments and room fee for community start up meetings, 22x	$440	*Depending upon the success of the startup meeting format, we will continue them in Y2 & Y3, adding $440/year to our budget.*	
Monthly chamber and NAWBO events (4 events/month, $20/event)	$880 *Effective Feb 2013*	$960 *Annual*	$960 *Annual*
Charter Approval Party	Free *Find sponsors to cover costs; co-brand event invite*	n/a	n/a
Enrollment Give-Away ($10 per branded T-shirt)	$1000 *25 students each in 6th-9th grade*	$500 *25 new 6th graders* *25 new misc. grades*	$750 *25 new 6th graders* *50 new misc. grades*
Youth program outreach (6 events, $100/event)	$600 *Refreshments and supplies*	$600 *Refreshments and supplies*	$600 *Refreshments and supplies*
Youth group presentations (6 events, $40/event)	$240 *Pizzas and sodas*	$240 *Pizzas and sodas*	$240 *Pizzas and sodas*
Apartment "Block Parties" (6 events, $250/event)	$1500	$1500	$1500
Annual Totals	**$6,810**	**$5,665**	**$5,915**

Costs for Marketing (excluding website)

Startup/Year 1: $6,810
Year 2: $5,665
Year 3: $5,915

Source for Costs for Marketing

Written quote from Stephanie Rising, owner of Canyon Concepts, LLC

Webhosting and Website Development

Startup, year 1, year 2, and year 3
Startup

- Webhosting:
  - 500MB Dedicated Core 2 Quad server

- Website Development, includes:
    - Custom design for Home Page
    - Custom design for all other pages (drill pages)
    - Contact form
    - SEO optimization
    - Graphics optimized for speed and fast loading
    - Administrative Tools
        - Page Editor
        - User and newsletter data management
        - SEO management
        - Spam filter
    - 8 Navigation pages
    - Flash video and Picture Gallery software
    - Subscriber management for newsletters
    - Keyword analysis and report

Year 1

- Webhosting
- Website maintenance

Year 2

- Webhosting
- Website maintenance

Year 3

- Webhosting
- Website maintenance

Costs for Webhosting and Website Development

Startup

- Webhosting: 4 months at $35 per month: $140
- Website Development: $1,200
- Startup total: $1,340

Year 1

- Webhosting: 12 months at $35 per month: $420
- Website maintenance: 10 hours at $40 per hour: $400
- Year 1 total: $820

Year 2

- Webhosting: 12 months at $35 per month: $420
- Website maintenance: 10 hours at $40 per hour: $400
- Year 2 total: $820

Year 3

- Webhosting: 12 months at $35 per month: $420
- Website maintenance: 10 hours at $40 per hour: $400
- Year 3 total: $820

Source for Costs for Webhosting and Website Development

Written quote from Chris Hogan, CEO of Found Co

Phone/Communications/Internet Connectivity

Startup

- cell phone service
- internet service

Year 1, year 2, and year 3

- cell phone service
- internet service
- phone service

Cost for Phone/Communications/Internet Connectivity

Startup:

- Cell phone and internet service: 16 months at $137.50 per month: $2,200

Year 1

- Cell phone and internet service: 12 months at $137.50 per month: $1,650
- Business phone and high-speed DSL: 12 months at $362.50 month: $4,350
- Year 1 total: $6,000

Year 2

- Cell phone and internet service: 12 months at $137.50 per month: $1,650
- Business phone and high-speed DSL: 12 months at $362.50 month: $4,350
- Year 2 total: $6,000

Year 3

- Cell phone and internet service: 12 months at $137.50 per month: $1,650
- Business phone and high-speed DSL: 12 months at $362.50 month: $4,350
- Year 2 total: $6,000

Source for Costs of Phone/Communications/Internet Connectivity

Costs paid to Verizon Wireless and online prices from Verizon and AT&T

Informational Technology Services

Year 1, 2, and 3

Costs for Informational Technology Services

Year 1

- IT services: 100 hours at $50 per hour: $5,000

Year 2

- IT services: 150 hours at $50 per hour: $7,500

Year 3

- IT services: 200 hours at $50 per hour: $10,000

Source for Costs of Informational Technology Services

Quote by Tony Williams of Williams Technical Services

Student Management System

Startup, year 1, year 2, and year 3

- Schoolmaster student management system by Tyler Technology

Costs for Student Management System

- Startup: Costs rolled into year 1
- Year 1: $6,500
- Year 2: $1,500
- Year 3: $1,500

Source of Costs for Student Management System

Written quote for Schoolmaster from Steven Mildenberger of Tyler Technology

Custodial

Startup, year 1, year 2, and year 3

- Startup: 1 services per week: 2 services total
- Years 1, 2, and 3: 5 days per week during school year (40 weeks) and 1 per week during the other 12 weeks of the year: 212 services per year

Costs of custodial services

$18 per worker hour (1 worker hour cleans 2200 square feet)
Startup: 2 services of 6400 square feet: $105
Year 1: 196 services of 6400 square feet: $10,263
Year 2: 196 services of 11,000 square feet: $17,640
Year 3: 196 services of 18,000 square feet: $28,865

Source for Costs of Custodial Service

Written quote from Terry Barr, owner of PROactive Janitorial

Security System

Startup, year 1, year 2, and year 3
Startup

- Honeywell Vista-128 w/6160 keypad
- Honeywell internet & cellular communicator
- Honeywell commercial wireless receiver
- 12 v 7 amp battery
- Honeywell wave 2 indoor siren
- Honeywell wireless motion detector
- Honeywell door transmitter
- Honeywell wireless repeater
- Installation and labor
- Monthly service

Year 1: Monthly service
Year 2: Monthly service

Year 3: Monthly service

Costs for Security System

Startup

- Honeywell Vista-128 w/6160 keypad: $599
- Honeywell internet & cellular communicator: $225
- Honeywell commercial wireless receiver: $225
- 12 v 7 amp battery: $35
- Honeywell wave 2 indoor siren: 2 at $25: $50
- Honeywell wireless motion detector: 5 at $125: $625
- Honeywell door transmitter: 4 at $55: $220
- Honeywell wireless repeater: $150
- Installation and labor: 8 hours at $85/hour: $680
- Monthly service: 1 month at 32.99/month: $32.99

Startup total: $2841.99
Year 1: Monthly service: 12 months at $32.99/month: $395.88
Year 2: Monthly service: 12 months at $32.99/month: $395.88
Year 3: Monthly service: 12 months at $32.99/month: $395.88

Source for Costs for Security System

Written quote from Stephen Abril, owner of Guard Pro Protection Systems