B.3.2 Contracted Services
The French American Academy of Arizona

A) Delineate all areas, for which the Applicant plans to contract with a service provider.

The French American Academy of Arizona plans to contract the following functions with service providers:

- Legal Services – with Rader Mayrose, LLC
- Financial Services – through Aspire Financial
- Student Information Systems – through RenWeb Student Information System
- Special Education (Speech and Psychology) – through AZ FIND/Child Find
- Substitute Teaching
- Food Service
- Custodial Maintenance
- Information Technology Services
- Auditor Services
- Property/Liability Insurance

B) Identify the minimum professional qualifications and/or experience expected of those to be retained to perform each listed contracted service.

All vendors will be subject to a set of professional standards when determining hiring. The criteria are as follows:

- Expertise: FrenchAm Academy will seek to match needs with the specialty of potential vendors.
- Competence: The competence of a potential vendor will be judged by a combination of credentials (where applicable) and reference checks of credibility, including past customers, Better Business Bureau, chartermarketplace.org, reviews and insights provided by the AZ Charter Schools Association, and Yelp.
- Price: In order to be solid stewards of public funds, FrenchAm Academy will evaluate financial investments in outsourcing to ensure that the services are reflective of cost.
- Local or in-state vendor: FrenchAm Academy will attempt to outsource to qualified vendors that are local to stimulate business development within the community we serve. The Academy will take cost effectiveness and competence into account when making this determination.

Legal Services
Rader Mayrose, LLP

The French American Academy of Arizona has selected Deanna Rader, of Rader Mayrose, LLP as legal representation for the school.

- Expertise: Rader Mayrose specializes in schools and non-profit organizations and has expertise in education and charter school law.
- Competence: Deanna Rader holds her Juris Doctorate degree from Arizona State University and is a member of the Arizona State Bar Association. The law group was recommended from colleague firms and previous clients.
- Price: Rader Mayrose has quoted an annual retainer of $1500 with additional services as requested at a rate of $335/hour.
- Local or in-state vendor: Rader Mayrose is a local group located in downtown Phoenix.

Financial Services

The French American Academy has selected Aspire Business Consultants, Inc. to provide financial services. Aspire specializes in providing accounting and compliance services to Arizona charter schools and non-profit organizations.

- Expertise: Accounting, Form 990 tax preparation, compliance services, budget reports, audit assistance, payroll, accounts payable, monthly cash flow statements, Annual Financial Report (AFR), etc.
- Competence: Aspire team members have accounting degrees from Arizona universities and have worked with charter schools since 2003, diagnosing problems and setting up new schools for success.
- Price: Annual full-service year one of $8,500, year two of $10,000, and year three of $12,250.
- Local or in-state vendor: Aspire is based in Scottsdale, Arizona.

Student Information Systems

The French American Academy has selected RenWeb Student Administration Software as its Student Information System. RenWeb software is used in over 4000 schools nationwide. RenWeb's partner software, FACTS, manages all non-tuition related payments and fees.

- Expertise: Student records management, reporting, tuition management.
- Competence: RenWeb is used by over 4000 schools nationwide and received positive referrals from current clients.
- Price: Annual service year one of $2400, year two of $3600, and year three of $4800.
- Local or in-state vendor: RenWeb's parent company is based in Lincoln, Nebraska.

Special Education

The French American Academy of Arizona will utilize the Arizona Department of Education's AZ FIND/Child Find resource to find necessary special education services.

- Expertise/Competence: Arizona Department of Education's database of special education service providers.
- Price: Estimated to be $3000 year one, $5000 year two, and $7500 year three of operation.
- Local or in-state vendor: Service providers are local to the area.

Substitute Teaching

Assumes the French American Academy of Arizona will contract with substitute teachers to cover classrooms in the event that coverage is not possible from within the existing school staff. During teacher absences, other teachers, administrators, or other qualified school employees with fingerprint clearance cards will cover classes. FrenchAm Academy will also budget for substitute teachers when coverage within the school is not possible.

- Expertise: Substitute teachers will be required to submit to a background check, have Fingerprint clearance cards and experience working with students, as well as following directions given by teachers.
- Competence: Substitute teachers will be required to possess a minimum of 30 credit hours, preferably in an education degree.
- Price: $75 per day (see C.5 assumptions for detailed yearly expenses).
- Local or in-state vendor: Service providers are local to the area.

Food Service

The French American Academy's students who may qualify for reimbursed student breakfast and lunch from the National School Lunch Program (NSLP) and School Breakfast Program (SBP) will not incur any expenses from the school budget. Students who do not qualify for the NSLP will pay their individual breakfast and lunch costs. Based on recommendations from other charter schools, FrenchAm Academy will likely use L & M Catering for food service provision.

- Expertise: L & M Catering exists to fill the needs for schools, businesses, camps, and other groups that require onsite meals and snacks for their constituents.
- Competence: L & M Catering comes recommended from other charter schools, including Pensar Academy, CASA Academy, and Create Academy. All food service employees hold appropriate food handling licenses.
- Price: None, see C.5 assumptions for detailed yearly expenses.
- Local or in-state vendor: Local vendor based in Scottsdale, AZ.

Custodial Maintenance

- Expertise: Company must be licensed and bonded. In addition, the provider must have significant experience in servicing charter schools, provide exceptional referrals from current clients, provide affordable rates, and ensure all staff have fingerprint clearance cards
- Competence: Company must be recommended by a minimum of 3 current

clients and all staff must have fingerprint clearance cards.

- Price: Assumed to be $4000 in year one, $4000 in year two, and $5000 in year three (see C.5 assumptions for detailed yearly expenses).
- Local or in-state vendor: Service providers must be local to the area.

Information Technology Services

- Expertise: Experienced in providing IT services to charter schools. In addition, the provider must have significant experience in servicing charter schools, provide exceptional referrals from current clients, provide affordable rates, and ensure all staff have fingerprint clearance cards.
- Competence: Company must be recommended by a minimum of 3 current clients and all staff must have fingerprint clearance cards.
- Price: Assumed to be 50 hours of service at $110/hour in year one, two, and three for a total cost of $5500/year (see C.5 assumptions for detailed yearly expenses).
- Local or in-state vendor: Service providers must be local to the area.

Auditor Services

- Expertise: Must have experience and expertise in auditing for charter schools.
- Competence: Company must have a Certified Public Accountant on staff; prefer recommendation of AZ Charter School Association.
- Price: Beginning in year two, assumed to be annual rate of $8500 per year in years two and three (see C.5 assumptions for detailed yearly expenses).
- Local or in-state vendor: Service providers must be in Arizona.

Property/Liability Insurance

The Mahoney Group is an entity which provides the resources needed for property and liability insurance.

- Expertise: The Mahoney Group has been in the insurance brokerage business for over 90 years. Ryan Edwards of their local group has expertise in property and liability insurance specifically for charter schools.
- Competence: The Mahoney Group has been recommended by other charter service providers.
- Price: Assumed to be $5500 in year one, %7500 in year two, and $9500 in year three (see C.5 assumptions for detailed yearly expenses).
- Local or in-state vendor: Ryan Edwards is based in Mesa, AZ.

C) Provide clear and specific sources for costs of each listed contracted service.

Sources for costs listed above for each contracted service are as follows:

- Legal Services – Rader Mayrose, LLC
- Financial Services – Aspire Financial
- Student Information Systems – RenWeb Student Information System

- Special Education (Speech and Psychology) – STEPS
- Substitute Teaching – The French American School of Arizona
- Food Service – L & M Catering
- Custodial Maintenance – Marsden Services
- Information Technology Services – Compass Network Solutions
- Auditor Services – Henry Fortino, CPA
- Property/Liability Insurance – The Mahoney Group, Ryan Edwards, CLCS

D) Describe how the costs associated with each listed contracted service are viable and adequate for the target population identified in A2.

The costs associated with each listed contracted service were determined to be viable and adequate for the target population identified in A2 through research, prior private school operation experience, and due diligence in obtaining quotes and rates determined in partnership between the experienced school administration staff completing this section of the application (Patrice Arnout, Headmaster of The French American School of Arizona and future CAO of The French Academy of Arizona) and our retained Financial Services consultant, Scott Kies with Aspire Financial.

Patrice has been managing a school of comparable size for the past seven years and is familiar with average yearly costs associated with contracted services. Scott Kies has more than 20 years' experience working with charter school budgets and financials and has assisted in the preparation of the financial sections of charter applications on numerous occasions.

The detailed assumptions and explanations of the contracted services costs can be found in section C.5 Three-Year Operational Budget Assumptions.

E) Ensure costs are described in the Budget Assumptions and included in the Start-Up and Three-Year Operational Budget as appropriate.

Costs are described in the Budget Assumptions and included in the Start-Up and Three-Year Operational Budget as appropriate.