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## Request for Bids (RFB)

**Position: Business Management Services**

**Charter School Name:** Prairie Creek Community School

**Issue Date:** 4.4.25

**Bid Submission Deadline:** 4.18.25

**Contact Information:** Simon Tyler. [styler@prairiecreek.org](mailto:styler@prairiecreek.org)

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## Overview

Prairie Creek Community School is seeking proposals from qualified service providers to deliver comprehensive business management services. The selected provider will assist in optimizing our internal operations and system of financial oversight, improving overall organizational efficiency, and ensuring compliance with the school's required financial obligations.

## Scope of Services

The services we require include, but are not limited to, the following:

1. **Financial Management and Reporting**
  - Overseeing budgeting, financial forecasting, and reporting.
  - Providing recommendations for financial optimization and cost savings.
2. **Strategic Planning**
  - Assistance in setting long-term and short-term financial goals.
3. **Operations Management**
  - Streamlining business processes for improved efficiency.
  - Helping the school staff implement best practices for day-to-day operations.
4. **Risk Management**
  - Identifying potential risks and providing strategies for mitigating them.
5. **Compliance and Legal Oversight**
  - Ensuring business activities comply with relevant laws and regulations.

## Evaluation Criteria

The bidder should meet the following criteria:

- Proven experience in providing business management services for charter schools.
- Demonstrated expertise in financial management and operations.
- A track record of successful project management and process improvements.
- Availability of skilled personnel to handle all facets of business management services.

## **Submission Instructions**

All proposals must be submitted by April 18, 2025 to Simon Tyler: [styler@prairiecreek.org](mailto:styler@prairiecreek.org) Late submissions will not be considered.

For additional information or questions regarding this RFB, please contact Simon Tyler

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**Prairie Creek Community is an Equal Opportunity Employer**

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