



STERLING
MONTESSORI
EST. 1997

HUMAN RESOURCE & POLICY COMPLIANCE AUDIT

Sterling Montessori Academy and Charter School
202 Treybrooke Drive
Morrisville, NC 27560
919.462.8889
hr@sterlingmontessori.org



Purpose

The Laura Holland Uzzell Foundation (LHU) for Sterling Montessori Academy and Charter School is actively seeking a qualified subcontractor to carry out a thorough Human Resource and Policy Compliance Audit.

Background

Sterling Montessori Academy and Charter School operates under the governance of the Laura Holland Uzzell Foundation (LHU), a nonprofit organization founded in 1993. The LHU Foundation is dedicated to making Montessori education accessible to children in the Triangle area of North Carolina. Sterling Montessori functions as a combined private preschool and public charter elementary and middle school, catering to children aged 3 to 14 years.

In pursuit of its vision and mission, the LHU Board of Directors assumes the responsibility for creating and executing a strategic plan. This plan is designed to guide the school's growth and development, emphasizing excellence in academic performance, fiscal responsibility, managed growth, community involvement, and effective leadership. Through these initiatives, Sterling Montessori strives to provide a comprehensive and high-quality educational experience for the diverse range of students it serves.

Sterling Montessori Academy and Charter School currently employs over 100 teachers and professionals.

Scope of Work

The chosen subcontractor is tasked with undertaking the following responsibilities as outlined in the checklist provided on page 2 of this document. The HR compliance Audit and the Policy Audit are scheduled to occur between October 2024 to February 2025. During this period, the subcontractor is expected to meticulously address and fulfill the items specified in the checklist, ensuring a comprehensive assessment of HR and Policy compliance within the designated time frame.

Human Resources and Policy Compliance Audit



HUMAN RESOURCES AUDIT

- ✓ **HR FUNCTIONS**
A review of the overall HR organizational structure, responsibilities, and practices. In addition, firms should be able to review HR operations alignment and organizational practices for efficiency and effectiveness.
- ✓ **COMPLIANCE ASSESSMENTS**
Specific compliance assessments including, but not limited to: Americans with Disabilities Act, COBRA, Affirmative Action/EEO, FLSA, FMLA, HIPAA, Personnel Records, Insurances, Personnel by law and policies, Recruitment, Promotion, Training and Employee Relations.
- ✓ **HR EVALUATION**
An evaluation of the organization's operational HR policies, practices and processes with a focus on key HR department delivery areas (e.g., recruiting—both internal and external, employee retention, compensation, employee benefits, performance management, employee relations, training and development) with a specific focus on compliance with local, state and federal laws and regulations

POLICY AUDIT

- ✓ **POLICY REVIEW**
Review the school policies to ensure alignment with state laws and regulations.
- ✓ **INTERNAL DISCREPANCIES**
Ensure that policies are not in conflict with each other.
- ✓ **AREAS OF IMPROVEMENT**
Identify areas in need of improvement and recommend actions while ensuring legal compliance.
- ✓ **BEST PRACTICES**
Create a checklist for best policy compliance in a school setting

Proposers are encouraged to apply where their strengths or expertise lie; Human Resources, Policy Compliance or both.



Proposal Submission Requirements

Proposals are due by 4:00 p.m. (EST) on July 26, 2024

Proposal Format and Content

Proposers are expected to present information in a narrative format, addressing the outlined content sections concisely and directly. The narrative should offer a brief introduction expressing interest, followed by an executive summary emphasizing key benefits. A clear background or context section should precede the definition of project objectives. The proposed approach should be outlined, accompanied by a realistic timeline for milestones. A transparent budget or fee structure is required, with justification for financial aspects. Qualifications and experience must be highlighted through brief examples. Any supporting documentation should directly relate to the outlined content sections. The conclusion should summarize key points and express readiness for further discussion.



Proposal Format and Content Requirements

When preparing your proposal, ensure that it adheres to the specified guidelines:

1. Submission Format:
 - Submit one electronic copy of the proposal.
2. Length and Formatting:
 - Limit the proposal to 10 pages or less, excluding attachments.
 - Maintain 1.15 spacing, 1-inch margins, and use a 12-point font size for ease of reading.
3. Required Sections:
 - Include the following sections in your proposal: cover letter, experience and qualifications, approach, and fee structures.
4. Cover Letter:
 - Provide a cover letter containing:
 - Name: Legal name of the company or individual.
 - Address: Main office address of the agency or organization.
 - Email Address: Contact email of the agency/individual submitting the RFP.
 - Contact Information: Name, phone number, and email of the contact person for the proposal.
 - Statement of Validity: Declare that the proposal remains valid for at least 90 days.
 - Conflict of Interest: Disclose any conflicts of interest, specifying their nature.
 - Complete Contact Information: Include full contact details for the person responsible for submitting the proposal.
 - Signature: Affix the signature of a company officer or an individual authorized to bind the proposer to the provisions of the RFP and any subsequent agreements.
5. Attachments:
 - Attach relevant documents and supporting materials as necessary.

Ensure that your proposal is well-organized, addresses each required section clearly, and adheres to the specified formatting and length guidelines. This will help facilitate a smooth evaluation process and enhance the overall readability of your submission.



Experience and Qualifications

Experience and Qualifications section of your proposal should include the following:

1. Credentials Statement:
 - Provide a concise statement outlining the proposer's credentials relevant to the deliverables specified in the RFP.
2. Background and Organizational History:
 - Offer a brief description of the proposer's background and organizational history, highlighting key milestones and achievements.
3. Years in Business:
 - Specify the number of years the proposer has been in business as a consultant.
4. Office Location(s):
 - Indicate the locations of the proposer's office(s).
5. Key Personnel:
 - List key personnel who will be assigned to the contract if awarded, and include resumes detailing their relevant experience.
6. References:
 - Provide three references from clients for whom similar work has been performed. Include the contact name, company name, address, telephone number, and email address of each reference.
7. Plan for Working with Sterling Montessori:
 - Present a brief description of the proposer's plan for collaborating with Sterling Montessori to ensure the optimal implementation of Sterling Montessori's goals and objectives.
8. Debarment Confirmation:
 - Include an attestation that the organization and employees assigned to the project are not debarred, suspended, or proposed for debarment by the Federal government. Consent to a search of the Excluded Parties List System (FAR 9.404) to verify this acknowledgment.

Ensure that each element is addressed clearly and concisely, providing the necessary details to demonstrate the proposer's suitability for the project outlined in the RFP.



Approach and Cost

The proposal should include a detailed description of the plans and approach for delivering the requested services. The information provided should be sufficiently detailed for Sterling Montessori to assess the proposer's understanding of the required effort. This section should outline the steps and services to be provided, featuring a narrative entitled "Approach" that vividly illustrates how the proposer intends to fulfill the scope outlined in the RFP. Additionally, the proposal should incorporate a budgetary estimate to implement the proposed approach. This ensures a comprehensive understanding of the associated costs involved in executing the proposed plan.

Proposers are encouraged to apply where their strengths or expertise lie; Human Resources, Policy Compliance or both.

Deliverables

HUMAN RESOURCES AUDIT

1. Completed Human Resources Audit:

- Provide a comprehensive and thorough Human Resources Audit that covers all relevant aspects outlined in the agreed-upon scope.

2. Written Recommendations:

- Offer written recommendations based on the findings of the audit, addressing areas of concern and non-compliance.

3. Remediation Plan:

- Develop a clear and actionable remediation plan detailing the steps to be taken to address identified compliance concerns.
- Deliver a comprehensive report that outlines the entire audit process, the scope of work, methodology employed, key findings, and the proposed action plan.

4. Documentation:

- Provide well-documented reports and summaries outlining the audit process, findings, and recommendations for transparency and future reference.

POLICY AUDIT

1. Completed Policy Revisions:

- Propose revisions to existing policies and procedures to ensure alignment with current regulations, best practices, and the specific needs of Sterling Montessori.

2. Employee, Parent, Student Handbook Updates:

- Suggest updates and enhancements to the employee handbook, ensuring that it reflects the latest legal requirements, industry standards, and the specific culture and policies of Sterling Montessori.

3. Remediation Plan & Comprehensive Report:

- Develop a clear and actionable remediation plan detailing the steps to be taken to address identified compliance concerns.
- Deliver a comprehensive report that outlines the entire audit process, the scope of work, methodology employed, key findings, and the proposed action plan.

4. Documentation:

- Provide well-documented reports and summaries outlining the audit process, findings, and recommendations for transparency and future reference.



Deliverables (cont.)

By providing these deliverables, the proposer aims to not only identify areas for improvement but also offer practical solutions and support to enhance Sterling Montessori's human resources and policy practices in alignment with best practices and compliance standards.

Questions regarding this RFP may be directed to Maureen Capillo by email to hr@sterlingmontessori.org.