



A r i z o n a
Department of Education
REQUEST FOR INFORMATION

RFI # ADED17-0002

Issue Date: June 11, 2017

Description: CTSO Financial Services

Due date: June 23, 2017

Time: 3:00 p.m. (MST)

General Information:

In accordance with ARS §41-2555, the Arizona Department of Education (ADE) hereby gives notice via this Request for Information (RFI), of its desire to receive responses, feedback, suggestions and comments regarding the items set forth herein.

In accordance with R2-7-G301, responses to the RFI are not offers and cannot be accepted to form a binding contract. To the extent allowed by law, information contained in a response to an RFI may be considered confidential until the procurement process is concluded or two (2) years from when the RFI's due date has elapsed, whichever occurs first. Responders are solely responsible for expenses associated with responding to the RFI. The State is under no obligation to the responders in so far as the next steps to this process are concerned.

Responders are invited to respond to one, any, or all of the questions contained in the RFI.

Responses to the RFI shall be submitted as follows: All informational documents in text or PDF format shall be submitted directly to ADE's Office of Procurement through its Procurement Inbox at ProcurementInbox@azed.gov on or before June 23, 2017. Respondents shall receive a copy of their submission as successful receipt by ADE's Procurement Office.


Confidentiality:

Any submitted materials considered by the respondent to be proprietary or confidential shall be clearly marked as such and provided as a separate section in your response. In response to such requests, the State will make reasonable efforts to maintain confidentiality of these materials to the extent permissible by law. However, should the State be required to release these materials, the State will provide the respondent reasonable notice in advance of doing so in order to allow the respondent time to take any action to prevent these materials from being released.

Clarification of Solicitation Requirements:

It is the responsibility of all Offerors to examine the RFI and seek clarification of any item or requirement that may be clear or unclear to them and to check all offers for accuracy before submittal to ADE.

Any questions regarding this solicitation can be answered by emailing the Arizona Department of Education Office of Procurement at Procurementinbox@azed.gov. All questions must be in writing. The ADE Chief Procurement Officer is the only authorized person to give information as to the requirements of the solicitation in addition to that contained in the written documents. **Questions should be emailed and received by Office of Procurement no less than seventy-two hours before the RFI due date and time.**

	<h2>Request for Information</h2>	<p>State of Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ 85007</p>
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All questions must reference the page and item that is to be addressed.

BACKGROUND:

ADE’s Career and Technical Education office (CTE) sponsors seven Career and Technical Student Organizations (CTSO) throughout Arizona. CTOS “develop academic success through applied academics, promote choice and identification of career options and foster interpersonal skills in teamwork, communications human relations and social interactions. They also encourage excellence in scholarship, build character, promote citizenship, volunteerism and patriotism, endorse cooperation and cooperative attitudes among all people and provide opportunities for state, national and international travel through internships, camps and leadership conferences.” (<http://arizonactso.org/ctsos/>) The Arizona CTOS are:

- Arizona DECA Foundation <http://www.azdeca.org/az-deca-foundation.html>
- Educators Rising Arizona <https://www.edrisingaz.org/>
- FBLA Arizona <http://www.azfbla.org/>
- FCCLA Arizona <http://www.azfccla.org/>
- Arizona FFA <http://www.azffa.org/>
- HOSA Arizona <http://azhosa.org/wordpress/>
- SkillsUSA Arizona <http://www.azskillsusa.org/>

Further information about CTOS may be found at <http://arizonactso.org/ctsos/> and at the Arizona Department of Education’s Website at <http://www.azed.gov/career-technical-education/student-organizations/>


The membership in the CTOS ranges from approximately 1400 students to approximately 14000 students. Membership Options vary for the CTOS, but include “individual” (Each student member pays for their membership), “program affiliation” (Advisors and up to 12 members are paid for out of state funds) and “total program affiliation” options (Every student in the program is a member). Each CTOS provides events for their members. The attached spreadsheet Exhibit A details the total membership, membership options, events, frequency of events, and invoice, deposit and check writing data for each of the CTOS.

For several years, CTE/ADE has been providing necessary financial services for the CTOS, including the following:

- Invoicing for Events
- Invoicing for membership
- Receiving all payments
- Receiving PO’s from schools and updating Invoices
- Writing and transmitting checks
- Collecting checks and depositing monies into CTOS account
- Filing Taxes
- Paying AZCC and fees
- Processing payroll
- Collections

PURPOSE:

As of September 30, 2017, CTE/ADE will no longer be providing financial services to the CTOS. The CTOS will be responsible for these financial services, either through in house personnel or retaining outside contractors. The purpose of this Request for Information is first, to determine the feasibility and cost effectiveness of the CTOS retaining outside contractors to perform the financial services currently being provided by CTE/ADE. The Request for Information also seeks to determine the feasibility and cost effectiveness of two or more CTOS forming a consortium to retain a financial services contractor.

	<h1>Request for Information</h1>	<p>State of Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ 85007</p>
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INFORMATION BEING REQUESTED:

1. Please provide a detailed description the financial services that are available or can be made available to CTSOs. Include specifically the services that involve:

- Invoicing for Events
- Invoicing for membership
- Receiving all payments
- Receiving PO's from schools and updating Invoices
- Writing and transmitting checks
- Collecting checks and depositing monies into CTSO account
- Filing Taxes
- Paying AZCC and fees
- Processing payroll
- Collections

Include any other financial services that you believe can or may be useful to CTSOs in performing their mission.

2. Please provide a detailed description of the pricing options available to CTSOs. Include in your discussion options for:

- Pricing options for individual CTSOs to provide all financial services identified above.
- Pricing options for multiple CTSOs for to provide all financial services identified above.
- Pricing options for individual CTSOs for a la carte services.

3. Is there any additional information that you feel should be considered by the CTSOs in determining whether it is feasible to retain an outside Financial Services Contractor, or determining whether it is cost effective for two or more CTSOs to form a consortium for outside Financial Services?

PLEASE COMPLETE THIS FORM AND SUBMIT THE COMPLETED FORM WITH YOUR RESPONSE TO THE RFI.

I/We _____ the undersigned, do hereby submit this response for information with regard to Arizona's Statewide School Accountability System in accordance with ARS §41-2555 Request for Information specification contained herein.

Name

Date

Company Name

Title

Address

Telephone Number