REQUEST FOR PROPOSALS (“RFP”)

For:

Education Service Provider Services

This RFP is Being Issued by:

Mountain Heights Academy

9067 S. 1300 W.
Suite 204
West Jordan, Utah 84088
Tel. (801) 721-6329
Fax. (888) 670-0032

SECTION I

SELECTION SCHEDULE

Notice of RFP: This notice will be published on Mountain Heights Academy's website at www.mountainheightsacademy.org and the Utah Public Procurement Place (https://purchasing.utah.gov/) System from May 12, 2026 to May 26, 2026.

Submission of Proposals: Proposals will be accepted from 9:00am on May 19, 2026 to 9:00am on May 26, 2026. Proposals submitted prior to 9:00 am on May 19, 2026 will not be considered. All proposals must be sent via email to Whisper Rood at wrood@mountainheightsacademy.org or submitted through the U3P portal. Proposals must be submitted in compliance with **Section IV** of this RFP.

Proposal Opening: 12:00 PM, Tuesday, May 26, 2026 at Mountain Heights Academy located at 9067 S. 1300 W. Suite 204 West Jordan, UT 84088

Review of Submitted Proposal: May 26-29, 2026

Recommendation to Board of Directors: June 17, 2026

Tentative Contract Award Date: June 17, 2026

Offeror to Begin Service: July 1, 2026

Contract Duration: Not to exceed five years, with termination without cause with 60 days written notice after the first 12 months.

SECTION II

INTRODUCTION

A. Mountain Heights Academy (the “School” or "MHA") is requesting proposals for a public charter school Education Service Provider (“ESP”) to provide human resource management, legal compliance, policy implementation, ongoing board support and training, record keeping, USBE reporting, school administrator guidance/support, and ongoing guidance on best educational practices.

B. BACKGROUND OF MHA. MHA is an online charter school serving 1400 full-time and 450 part-time students across Utah.

The charter for MHA was approved by the Utah State Board of Education in 2007. MHA opened in the fall of 2009 and has been in operation for nine years. MHA is a 7-12 charter school with approval to enroll a total of 1500 students. MHA had 1004 full-time students, 1250 part-time Statewide Online Education program (SOEP) students enrolled for the 2025-2026 school year and expects to enroll at least that many students in successive years. The mission of MHA is to develop connected and successful learners.

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C. **DISCLAIMER & ACKNOWLEDGEMENT. Authorization to continue operating MHA as a Utah public charter school is expressly contingent on MHA’s charter and Exhibit A contract not being terminated by the Utah State Charter School Board. MHA reserves the right to cancel any and all ESP service agreements executed pursuant to this RFP in the event the School’s charter is terminated for any reason. All offerors must agree to cancellation of said agreements and to hold MHA, its directors, officers, employees, and agents harmless for any loss of potential profits and costs/expenses incurred in the event the School’s charter is terminated for any reason. Submission of an ESP proposal in response to this RFP shall be deemed an acknowledgment and consent by the offeror to the cancellation provisions contained in this paragraph.**

D. TERM OF CONTRACT. In the interest of maintaining continued services, MHA will award the contract for ESP services for a period up to, but not to exceed, five (5) years, beginning July 1, 2026, with a termination option (in writing with 60 days notice) without cause available after 12 months. The contract entered into by MHA’s Board of Directors for ESP services shall be in writing and shall incorporate the above-mentioned “Disclaimer & Acknowledgment.”

E. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to MHA, taking into consideration the price and the

evaluation factors set forth in this RFP. No other factors or criteria will be used in the evaluation, and please note that due to updates to the Utah Procurement Code, cost is evaluated independently from the substantive evaluation factors. The final determination shall be in writing and shall be determined at the sole discretion of MHA's Board of Directors. The contract file will contain the basis on which the award is made. The school reserves the right to reject any and all proposals or to waive any non-statutory informality. The school further reserves the right to make the contract award deemed to be in the best interest of the school based on the requirements set forth in this RFP. The school will review all proposals timely received. Non-responsive proposals not conforming to RFP requirements or unable to meet the mandatory minimum requirements (if included) will be eliminated from further consideration. MHA will open proposals publicly, identifying only the names of the offerors. Following the award decision, all proposals become public information.

SECTION III

PROPOSAL INFORMATION

A. Proposals must be submitted in compliance with **Section IV** of this RFP.

B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.

C. Submission of a proposal will be construed to mean that the offeror understands the requirements contained herein, and the offeror can supply the described services for the fee contained in their submitted proposal.

D. Proposals will be opened publicly at MHA at 12:00 AM on Tuesday, May26th, 2026. MHA is located at 9067 S. 1300 W. Suite 204 West Jordan, UT 84088. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. However, a register of proposals will be prepared and shall be open for public inspection after the contract is awarded. The School will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals for the purpose of assuring full understanding of, and responsiveness to, the solicitation requirements.

E. If selected by the MHA Board of Directors, the successful offeror must be prepared to execute a written education services provider agreement containing the services, terms, and conditions outlined in the successful proposal.

F. **It is understood that MHA's issuance of this RFP does not obligate MHA to accept any of the proposals submitted in response to this RFP, nor does it guarantee that MHA will in fact accept any of the said proposals. To the extent permitted by law, MHA's Board of Directors reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any proposal or in the proposal process deemed to be in the best interest of MHA. No agreement exists on the part of MHA and any offeror until a written contract is approved and executed by MHA's Board of Directors and the offeror.**

G. Proposals received by telephone, fax, mail, or any other unapproved form are not acceptable and will not be considered. Proposals must be submitted by email or through the U3P portal in accordance with Section IV.

H. This RFP does not obligate MHA to pay for any costs of any kind whatsoever that may be incurred by an offeror/respondent or any third parties in connection with a proposal. All proposals, responses, and supporting documentation shall become property of MHA. Further, MHA shall not be liable to any offeror, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the offeror responding to the RFP.

I. At any time during the evaluation process, the evaluation committee may, with appropriate approval, request best and final offers, as provided for in Utah Code § 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

SECTION IV

PROPOSAL REQUIREMENTS

Potential offerors are hereby invited to submit a proposal for Education Service Provider services for Mountain Heights Academy.

A. **It is mandatory that each proposal contain a cover letter which includes the following**:

1. A statement of the offeror's intent to provide the services outlined in the proposal;
2. The legal company name;
3. Complete company address;
4. Company contact person's name, phone number, and email address;
5. Company's website address;
6. The signature of the company's authorized representative, including position/title; and
7. The date of submission.

B. Proposals must address the Proposal Specifications set forth in Section V.

C. Proposals must be emailed to Whisper Rood at wrood@mountainheightsacademy.org or uploaded into the UP3 portal on or before 9:00am May 26, 2026. PROPOSALS MUST BE IN PDF FORMAT AND SEPARATED BY COST AND NON-COST RELATED INFORMATION. ALL COST INFORMATION PROVIDED BY THE OFFEROR MUST BE CONTAINED IN A SEPARATE PDF FILE(S) AND CLEARLY IDENTIFIED AS COST INFORMATION. NO COST INFORMATION MAY BE SUBMITTED IN THE SAME PDF FILE AS THE REST OF THE PROPOSAL. The phrase "PROPOSAL FOR EDUCATION SERVICE PROVIDER SERVICES" must be included in the subject line of the email. Failure to submit cost or pricing data separately will result in your proposal being judged as non-responsive and ineligible for contract award.

D. Proposals must not exceed ten pages in length.

E. Proposals must be signed by the offeror.

SECTION V

PROPOSAL SPECIFICATIONS

A. The ESP will be expected to act as an independent contractor in the delivery of educational support services.

B. MHA is seeking comprehensive educational support services, also known as charter school management services, to begin in July 2026 with the intent of utilizing the successful offeror's expertise in the effective planning, implementation, and delivery of its educational program. The successful offeror must have expertise and experience in applicable state and federal legislation regarding the operation of Utah charter schools. Each offeror must provide a response in their proposal, in narrative format, to each of the following management components:

1. *ESP Experience, Qualifications, and Track Record*. Provide a narrative demonstrating a proven and successful track record for providing education support services to public charter schools. Preference may be given to offerors who demonstrate a successful operating history with Utah-based charter schools. Evidence of success must:

a. Include a list of all client charter schools, indicate the duration of your contractual relationship with each client school, and provide contact information for the charter school's current board president and principal. Note: MHA reserves the right to contact the individuals listed herein. If you do not desire MHA to contact any individual, please indicate it and provide an explanation.

b. Include a list of all management-level personnel and a description of their qualifications and experience. Also include a summary of other personnel and their qualifications and experience.

c. Include a list of any litigation, arbitration or other alternative dispute resolution the ESP, or any individual or affiliate of the ESP, has had with a charter school client within the past 10 years, as well as a brief explanation of each matter to the extent such information is publicly available.

d. Include a list of any charter school client of the ESP that has been formally put on probation (pursuant to Utah Rule 277-481-3, or previous applicable Utah Rule) or had their charter terminated by the Utah State Charter School Board in the last 10 years. If applicable, please describe why the school was placed on probation and indicate whether said client is still on probation.

2. *Scope of Offered Services*. Provide a list and brief description of education services/management services offered in this proposal. Describe which, if any of these services relieve school staff and administration from duties they would otherwise be required to perform internally. Additionally, please provide specific responses to the following management elements:

a. Detail your expertise and services offered, if any, regarding charter school facility needs. Indicate whether and to what extent you provide short and long term facility maintenance services, general handyman services, facility needs assessments, facility planning, and facility-related project management support and coordination.

b. Detail your experience, expertise, and services offered regarding charter school human resources needs. This may include advertising for teaching/administrative positions, candidate screening, interviewing, and assistance with employment agreements, employee evaluations, and employee termination.

c. Detail the services offered, if any, regarding the scheduling, record keeping, coordination, involvement, and attendance at regular and special meetings of the Board of Directors.

d. The successful offeror will be charged with managing the financial affairs of MHA. Detail your experience and expertise related to the preparation of annual budgets, financial forecasts, and strategic financial plans for the board's review, input, and approval. In addition, describe any expertise and experience in maintaining appropriate financial documentation, instituting proper internal controls, and providing financial audit support. Provide additional information regarding specific financial certifications or licenses held by key company employees.

e. Detail the services offered, if any, regarding MHA's accounts receivable, accounts payable, maintenance of school financial records, and other bookkeeping duties.

f. MHA recognizes the need to properly maintain and safeguard school records. Detail the services offered, if any, regarding the maintenance of school records.

g. Detail the services offered, if any, regarding assistance with preparation of reports required by MHA's authorizer or the Utah State Board of Education.
h. Describe the services offered, if any, regarding administrative support and consulting in order to assist the school's administration in accomplishing the mission of MHA.

i. Describe the services offered, if any, regarding support for the school's special education program to help ensure compliance with applicable state and federal requirements.

j. Provide a summary of any additional services offered as part of your proposal and not listed above, especially those that would be beneficial to an online secondary school.

3. *Compensation – Cost Formula*. ALL COST INFORMATION PROVIDED BY THE OFFEROR MUST BE SUBMITTED IN A SEPARATE PDF FILE(S) AND CLEARLY IDENTIFIED AS COST INFORMATION. NO COST INFORMATION MAY BE SUBMITTED WITH THE REST OF THE PROPOSAL. Provide the fee to be charged for the services contained in your proposal as outlined below. Regardless of whether your fees are based on a flat or per-pupil rate, please compute and provide your fees as follows:

a. Provide the total fee for a projected enrollment of 1050 full-time students in grades 7-12. Since the school only functions as a curriculum provider for SOEP students and NOT the school of record, part-time students will not be factored into this equation.

1. Indicate whether your fee is based on a flat or per-pupil rate;
2. Explain relevant factors in your fee computation that could modify the proposed fee (such as online schools require differentiated services as do secondary schools); and
3. Identify potential or applicable discounts.

b. Divide your proposed fee by the projected enrollment of 1350 for a per-pupil cost ("Proposed Fee" ÷ 1350 = Per-Pupil Cost).

4. *Selection and Scoring*. Selection of the Education Service Provider will be based on the responses to the above-listed management components in relation to the Evaluation Criteria set forth in the following section. The successful proposal will demonstrate a complete understanding of each of the service items, as well as a description of how the service items will be accomplished. The Evaluation Criteria contains a numerical score for each of the scored management components, and proposals will be ranked based on their score. The responsive and responsible offeror with the highest rank justified by the procurement code will be awarded a contract.

SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

A. **Offeror's Experience and Qualifications (20 points):** This criterion is based on the responsiveness to the questions contained in Section V(B)(1) and (1)(a)-(b).

1. This criterion involves the overall depth and quality of the offeror's experience demonstrated by overall years of experience in management, number of client schools, length of contractual relationships, and financial stability of client schools. *(10 points)*

2. This criterion involves the demonstrated qualifications of the offeror's personnel. *(10 points)*

B. **Scope of Services (30 points total):**

1. *General and Business Services (*10 *points)*. This criterion is based on the responsiveness to the questions contained in Section V(B)(2)(a)-(c).

2. *Financial Support & Services (*10 *points)*. This criterion is based on the responsiveness to the questions contained in Section V(B)(2)(d)-(e).

3. *School Support (*10 *points)*. This criterion is based on the responsiveness to the questions contained in Section V(B)(2) and Section V(B)(2)(f)-(j).

C. **Quality of References: (10 points):** This criterion is based on the information obtained regarding the quality of the offeror's services from the references provided. Information obtained from references that are Utah charter schools currently working with the offeror will be weighted more heavily.

D. **RFP Proposal Specifications Compliance (10 points):** This criterion is based on how well the offeror complied with the RFP requirements and provided a detailed response to each item contained in the Proposal Specifications.

Criteria Related to Cost*

E. **Cost (30 points):** This criterion is based on the fee proposed in Section V(B)(3) and other financial analysis (example: Section V(B)(4)) as deemed necessary in light of the proposed scope of service.

____/30 points

Total points available based on Evaluation Criteria: 100 points

____/100

*** NOTE:** Cost is evaluated and scored independently from the substantive evaluation factors.