

Charleston County School District
Request for Proposals
For Policies and Procedures Documentation / Manual
November 2, 2022

Background

The Office of Finance at Charleston County School District (CCSD) consists of 6 reporting departments: The Office of the CFO, Procurement, Payroll, Budget, Accounting, Business Intelligence, and Internal Consulting. Each of the six functions are accountable for specific processes and support functions to schools and other district office departments.

The processes supporting these transactions are embedded into the daily work of district office staff and hundreds more at school sites. However, there is a lack of a uniform document that describes the processes and procedures that each office is responsible for. Such a lack of documentation poses training challenges, continuity of service challenges during staff transition, and accountability gaps when errors occur.

Scope of Services

CCSD is soliciting proposals from qualified professional firms to document the processes and procedures of the existing operation within the umbrella of the Office of Finance. Currently, there do exist various examples of documents for current processes, some of which can be found online on our website:

Procurement:

<https://www.ccsdschools.com/Page/257>

Financial Services:

<https://www.ccsdschools.com/Page/258>

While these documents (and others not cited) can be considered a valid starting point to grow and standardize the document base, there will be additional content creation and substantial formatting and validation work with this project.

Expectations on Final Deliverable

The final deliverable should result in:

1. A single document with a table of contents linked to the relevant chapters. A word document would be the medium for publishing and sharing the document.
2. A visual process map for each of the reporting offices and their sub-departments (if any) highlighting the most critical processes that support schools and central offices on a transactional basis.
3. A **Frequently Asked Questions** section for each of the reporting units (and relevant sub-units if needed) that serves as a starting point for questions from specific stakeholders.
4. A summary Cover Report detailing the overall results of the compilation process, along with any high-level recommendations that arose from the work.

Schedule of Activities

Listed below are the planned dates pertaining to this proposal. All information is subject to change. Changes will be communicated to prospective Offerors via email as necessary.

- Issue request for proposal – November 2, 2022
- Deadline to submit Proposal to Wayne Wilcher – November 11, 2022 by 5 p.m. (Eastern Standard Time)
- Contract Awarded – November 18, 2022
- Anticipated Kickoff Meeting – November 21, 2022

Information for Offerors to Submit

Submit an electronic copy containing a PDF version of the proposal. The proposal should speak for itself on behalf of the proposers. Proposers are discouraged from submitting supplementary materials or from making calls upon the District after the proposals have been submitted. Questions should be emailed to Wayne Wilcher at wayne_wilcher@charleston.k12.sc.us.