ATTACHMENT A 1— Financial Proposal Instructions and Revenue Remittance Requirements

RFP PUR26-028 | Before and After Care Services

Purpose and payment structure

This is a vendor-operated, revenue-generating program. The vendor shall collect approved fees from families and authorized funding sources. PGCPS shall not compensate the vendor for ordinary program services unless expressly authorized by the executed contract. The vendor shall remit six percent (6%) of Gross Program Receipts to PGCPS. The percentage is fixed and shall not be bid or altered.

Vendor submission

Offerors shall complete the accompanying Excel workbook, including vendor certification, tuition and fee schedules, subsidy and discount policies, and other charges. Submit the workbook in Volume IV — Financial Proposal, separate from the technical proposal. Proposed rates are subject to PGCPS approval and the terms of the resulting contract.

Gross Program Receipts

Gross Program Receipts means amounts actually received by or on behalf of the vendor for services at assigned PGCPS sites, including tuition, registration, late pickup, program charges and subsidy payments, less documented refunds actually issued and amounts collected solely as taxes remitted to a taxing authority. No deduction is allowed for vendor operating costs. Final scope of included revenue categories requires end-user confirmation before publication.

Reporting and remittance

By the fifteenth (15th) calendar day following each month, the vendor shall submit a site-by-site collections and reconciliation report and remit the 6% facility fee. PGCPS may inspect supporting records, reconcile collections and recover documented shortfalls under the contract. No minimum student enrollment, revenue, or site assignment is guaranteed.

Evaluation

The fixed 6% remittance is a mandatory requirement, not a competitive financial scoring factor. PGCPS shall compare vendor family-facing charges under a uniform published scenario and a disclosed evaluation method. The comparison scenario and any financial weight must be approved and incorporated into the RFP before release.

Pre-publication confirmations

Purchasing and the program office must approve: (1) included/excluded revenue categories and subsidy treatment; (2) allowable charges, fee caps and annual adjustments; (3) financial evaluation scenario and weighting; and (4) whether any exceptional PGCPS payment obligations exist. Remove this paragraph from the public attachment after resolution.