



Request for Information (RFI)

External Consultant Support for CACSA

Organization Overview

The Colorado Association of Charter School Authorizers (CACSA) is a statewide nonprofit that supports charter school authorizers through technical assistance, training, tools, to promote high-quality authorizing practices. CACSA partners with school districts and the Charter School Institute to strengthen authorizing practices across the full lifecycle of charter schools, including application review, contracting, oversight, renewal, and closure.

Purpose of this RFI

CACSA is seeking to identify and build a pool of qualified external consultants to support project-based work with school districts and other partners.

As CACSA's work continues to expand, we are building a network of experienced practitioners to support high-quality engagements across Colorado.

This RFI is intended to:

- Identify individuals with relevant expertise in charter school authorizing and related fields
 - Understand areas of specialization and experience
 - Establish a pool of consultants for future project-based engagements
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Scope of Work

Consultants engaged through CACSA may support a range of work, including but not limited to:

Authorizing & Accountability

- Charter application reviews
- Completion of evaluation rubrics and feedback reports
- Participation in applicant interviews

- Renewal evaluations and performance analysis
- Closure planning and support

Policy & Governance

- Review and development of authorizing policies and procedures
- Support with contracting, performance frameworks, and compliance alignment
- Development or refinement of district policy waiver frameworks

Technical Assistance & Training

- Facilitation of trainings for boards and staff
- Development of guidance documents and tools
- District-specific advising on authorizing practices
- Provision of intensive charter liaison support for districts, including ongoing coordination, technical assistance, and implementation support, particularly for districts without dedicated full-time authorizing staff (longer-term commitment)

Research & Tool Development

- Development of authorizer tools and resources
 - Data analysis and synthesis
 - Contributions to CACSA publications and guidance materials
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Consultant Engagement Model

- Work will be project-based with clearly defined scope, deliverables, and timelines
 - CACSA will manage project coordination and client relationships
 - Regular check-ins with CACSA's leadership team for project management
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Desired Qualifications

CACSA is seeking consultants with experience in one or more of the following areas:

- Charter school authorizing (district or state level)
- Charter school leadership or operations
- Education policy and governance
- Accountability, performance management, or compliance
- Special populations (e.g., special education, English language learners)
- Financial oversight or analysis in education settings

Strong candidates will demonstrate:

- Deep understanding of charter school authorizing practices
- Ability to produce high-quality written work

- Experience working with school boards or district leadership
- Strong communication and facilitation skills
- Ability to work with a variety of stakeholders
- Comfort providing virtual support and using technology platforms such as Zoom, Microsoft Teams, and other virtual collaboration tools
- Flexible scheduling and availability to support meetings, trainings, and project needs across varying district timelines
- Familiarity with platforms such as Anvilar, Epicenter, or ReportWell preferred
- Alignment to CACSA's model tools and resources and Colorado Standards for Quality Authorizing

Compensation & Contractor Status

Consultants engaged through CACSA will serve as independent contractors on a project-by-project basis. Selection to the consultant pool does not guarantee a minimum amount of work or future project assignments.

Compensation will be determined based on the scope of work, project complexity, required expertise, anticipated time commitment, and deliverables associated with each engagement.

Consultants will be expected to enter into a contractor agreement outlining project expectations, timelines, confidentiality, and conflict of interest requirements prior to engagement.

Conflict of Interest & Professional Expectations

Consultants engaged through CACSA are expected to maintain independence, professionalism, and objectivity in all project work.

Because CACSA supports districts and authorizers in high-stakes charter school decision-making processes, consultants must disclose any actual, potential, or perceived conflicts of interest prior to engagement. This includes, but is not limited to:

- Current or recent consulting relationships with charter applicants or operators involved in the same district process
- Financial or governance relationships with schools or organizations under review
- Simultaneous work that could reasonably compromise impartiality or create the appearance of bias

CACSA reserves the right to determine whether a disclosed relationship constitutes a conflict for a particular project and may limit or restrict participation accordingly. Consultants may also be asked to sign project-specific confidentiality and conflict of interest agreements prior to engagement.

Submission Information

Interested individuals should submit:

- Resume or CV
- Brief statement of interest (1–2 pages) including:
 - Areas of expertise
 - Types of work of interest
 - Relevant experience
 - Availability

Optional:

- Sample work product (e.g., report, tool, training material)
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Timeline

- RFI Release Date: May 7, 2026
- Submission Deadline: June 1, 2026

Consultant pool established on a rolling basis and promoted bi-annually

Additional Information

Submission of an RFI response does not guarantee selection for a project. CACSA will engage consultants on an as-needed basis based on project needs and alignment of expertise.

Contact

For questions or to submit materials, please contact:
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