

Conducting Sound Due Diligence for your Charter School

As you gear up to open your doors the spending begins! From curriculum materials, desks and art supplies; to playground equipment and the building itself, you will need to be a savvy consumer! Below is a list of all of the steps you will want to employ as you conduct your due diligence for purchases big and small:

- Consider the nature of your school, staff organization and the business opportunity under consideration to determine the parties involved in the due diligence process. ***Involve your team***, including anyone with legal and financial expertise or expertise in the pertinent area (such as real estate or construction), where appropriate.

- [Email Griselda](#) Nanfita at the ***Colorado League of Charter Schools*** to explore if the provider in consideration has any involvement with the League's vendor programs: 1) Group Purchasing Partners, 2) Preferred Service Providers, or 3) Marketplace participants.

- Request that the company in consideration provide ***company information*** regarding their experience with charter schools, their activities, accomplishments, products, performance and/or results.

- Get pricing and detailed product/service specifications ***in writing***.

- Review*** financial statements, business plans and other related documents.

- Check references! ***Talk to other charter schools*** that have used the provider in consideration. The League can help you make these connections!

- Select random ***samples of projects*** and evaluate the selection for information, including performance, timeliness of completion, budget to actual, and any warranty service needed and performed.