

June 8, 2026

Request for Proposals for Board Governance Management Software

The Museum School of Avondale Estates is seeking a qualified board governance management software vendor.

About The Museum School:

Mission Statement: To inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The school's core values are respect, responsibility, cooperation, creativity, kindness, and sustainability.

The Museum School (TMS) is a DeKalb County charter school serving approximately 590 Kindergarten through 8th grade students. In operation for over 15 years, TMS is built on the museum model — a model that fosters exploration and discovery, giving students a powerful sense of autonomy, interdependence, motivation, and a joy for learning. The school partners with museums and other learning institutions to provide real-life experiences aligned with classroom topics.

Background and Purpose:

TMS is seeking proposals from qualified vendors that can provide a comprehensive board governance management platform. TMS is issuing this RFP as part of a thorough and competitive review of available solutions that meet our board governance, documentation, and meeting management needs. This review is being conducted in anticipation of our current provider discontinuing its services, requiring the School to identify a new long-term governance platform partner.

TMS's Board of Directors is responsible for overseeing the school's charter compliance, strategic direction, financial health, and executive leadership evaluation. We are seeking a secure, user-friendly platform that will enable our board to operate more efficiently, transparently, and in alignment with best practices in nonprofit and charter school governance, while ensuring a smooth transition from our current system and the continued preservation of our governance records.

Scope of Services:

The selected vendor will provide a board governance management platform that includes, but is not limited to, the following features and services:

Board Documentation & Meeting Management

- Digital board packet and agenda creation and distribution
- Meeting minutes creation, approval, and archiving
- Secure document storage and version control for board materials
- Electronic voting and resolution management capabilities

- Calendar integration and meeting scheduling tools

Board Member Management

- Board member directory, profiles, and contact management
- Term tracking, role assignments, and committee management
- Board member onboarding tools and orientation resources
- Attendance and participation tracking
- Board recruitment pipeline and candidate management

Governance Compliance & Reporting

- Charter compliance tracking and documentation
- Policy and bylaw management with version history
- Board performance assessment and self-evaluation tools
- CEO/Executive Director evaluation support and documentation
- Strategic planning tracking and goal monitoring
- Conflict of interest disclosure management

Training & Support

- Governance training resources and best practice guidance
- Onboarding and implementation support
- Ongoing customer support (phone, email, chat)
- User training documentation and video tutorials

Security & Technology

- Role-based permissions and access controls
- Secure cloud-based storage compliant with relevant data privacy laws
- Mobile-accessible platform (iOS and Android)
- Integration capabilities with Google Workspace and/or Microsoft 365

Proposal Requirements:

Vendors are required to submit a comprehensive written proposal that addresses all the following:

1. Company Overview

- Company name, website, and headquarters location
- Year founded and organizational background
- Experience serving charter schools and/or nonprofit boards
- Current number of clients; client references from schools or nonprofits

- Any applicable certifications, accreditations, or third-party security audits

2. Platform Features

- Detailed description of all platform features and modules
- Screenshots or demo access, if available
- Description of how the platform supports charter school-specific governance needs
- Any features specific to K-12 or charter school boards
- Recent product updates or roadmap highlights

3. Pricing Structure

- Annual subscription cost (all-inclusive and itemized)
- Per-user vs. flat organizational pricing details
- One-time implementation or setup fees
- Cost of add-ons or premium features
- Multi-year contract options and associated discounts
- Nonprofit or charter school pricing tiers, if applicable

4. Implementation & Onboarding

- Estimated implementation timeline
- Data migration support from existing systems
- Training program for board members and administrators
- Dedicated account management or onboarding specialist

5. Support & Governance Resources

- Description of ongoing customer support options and availability
- Access to governance consulting, guidance, or best practice resources
- Availability of templates, sample policies, and governance toolkits
- Community of practice or peer networking for boards

6. Security & Compliance

- Data storage location and backup procedures
- Data privacy compliance (FERPA, COPPA, GDPR, etc.) as applicable
- User authentication and access control protocols
- Incident response and data breach notification policies

7. References

- Provide a minimum of three (3) references from charter schools or nonprofits currently using your platform
- Include organization name, primary contact, phone number, and email address

Vendors of Interest:

TMS has identified the following vendors as platforms of interest and encourages each to submit a proposal. Other qualified vendors are also encouraged to respond.

Vendor	Website	Notes
BoardOnTrack	www.BoardOnTrack.com	Charter school-specific governance platform; primary vendor of interest
OnBoard Board Management Software	www.onboardmeetings.com	Top-rated board management platform; 4.7 stars on G2
Diligent Boards	www.diligent.com	Enterprise-grade board management; strong document management features
Boardable	www.boardable.com	Nonprofit-focused board engagement platform
BoardPro	www.boardpro.io	User-friendly board portal; highly rated for meeting minutes
Convene (Azeus)	www.azeus.com/convene	Highly rated platform; strong agenda & document management
Govenda	www.govenda.com	Board success platform; stakeholder governance focus
Decisions AI	www.decisions.com	AI-powered meeting and agenda management; 4.4 stars on G2

Submission Instructions:

Proposals must be submitted electronically to the contact listed below by the deadline indicated. All questions regarding this RFP must be submitted in writing to the same email address. No phone inquiries will be accepted.

Proposals should be submitted as a single PDF or Word document and clearly labeled: "Board Governance RFP – [Vendor Name]."

<p>Attn: Governing Board The Museum School of Avondale Estates 923 Forrest Boulevard Decatur, GA 30030 404.289.0320 zach.robison@themuseumschool.org chelsea.harris@themuseumschool.org</p>	<p>Timeline: RFP Issued: 6/8/26 Questions Due: 6/22/26 Proposals Due: 7/13/26, 5:00 PM EDT Notification to Finalists: 7/24/26 Demos / Presentations: 7/27/26 to 8/14/26 Vendor Selection: 8/28/26 Contract Start: 9/1/26</p>
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Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Relevance and depth of platform features for charter school governance	25%
Ease of use for board members and administrators	20%
Pricing and overall value	20%
Quality of customer support, training, and implementation services	15%
Security, compliance, and data privacy standards	10%
Client references and demonstrated track record with charter schools or nonprofits	10%

Terms and Conditions:

- TMS reserves the right to reject any and all proposals.
- TMS reserves the right to waive any informality or irregularity in proposals received.
- Submission of a proposal does not obligate TMS to enter into a contract.
- All proposals become the property of TMS upon submission.
- TMS is not responsible for costs incurred in the preparation of proposals.
- All submitted materials may be subject to the Georgia Open Records Act.

We look forward to reviewing your proposal and appreciate your interest in partnering with The Museum School of Avondale Estates.

Sincerely,

The Museum School of Avondale Estates
 Board of Directors
 923 Forrest Boulevard | Decatur, GA 30030 | 404.289.0320
www.themuseumschool.org