The Professional Group
PUBLIC CONSULTING, INC.

Business Office

- Budget Projects and Analysis
- Budget Visions Assistance
- Mentoring
- Project Management
- Corrective Action Plans
- Revenue and Expenditure Issues
- State and Federal Reports
- Bank Reconciliations
- Journal Entries
- Reconciliation to County
- JTED MOE
- SPED MOE

Compliance issues regarding the Uniform System of Financial Records requirements

Procurement

PGPC will assist with procurement procedures, so that you become and remain in compliance with Arizona state statutes, USFR, and Arizona state procurement rules.

- Preparing quotes
- Information for Bids (IFB)
- Requests for Proposals (RFP)
- Requests for Qualifications (RFQ)
- CM@R Negotiations
- SFB Construction Projects
- eMaster Contract Database
- Assisting with due diligence

Curriculum

- Specializing in SPED
- Assessment and Evaluation

Human Resources

This being a critical aspect of school business management; PGPC provides assistance with assessment of processes for all employee records, from application, clearance, reference check, drug testing to your district's evaluation instruments and grievances.

- Personnel File Management
- Position Control Setup and Training
- Salary Compensation Survey Study
- Reclassification Study
- Job Descriptions and Evaluations
- Terminations certified, classified, and administrative
- Employee Handbooks creation/revision
- Review employee benefits for compliance & competitiveness

Grants

The Professional Group's Grants Management staff has a wealth of experience in applying for and managing federal programs, state projects, and competitive grants. Our staff works closely with educators and administrators to take their ideas and refine them into compliant, approvable grant projects that are easy to track and manage through accounting software.