



"EXEMPLIFYING EXCELLENCE EVERYDAY"

**REQUEST FOR PROPOSALS:
FOR STRATEGIC PLANNING FACILITATION**

Issued: October 14, 2022

Deadline for Submittal: October 28, 2022

**Calumet Public School District #132
1400 W. Vermont St.
Calumet Park, IL 60827**

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I. OVERVIEW

Introduction

Calumet Public School District #132 is seeking proposals from qualified consulting firms to facilitate the development of its strategic plan. The strategic planning process will result in a comprehensive five-year plan that will outline goals and objectives that will guide priorities based on considerable research, extensive input from a variety of stakeholders, and consensus on the vision and mission of the organization.

Background

Mission Statement:

In pursuit of academic excellence, the mission of Calumet Public School District #132 is to form a partnership with family, community, and the educational staff to develop academic, social, physical, emotional, and cultural needs of all students

Calumet Public School District #132 is comprised of:

- Burr Oak Academy (Prekindergarten through 2nd Grade)
- Burr Oak Elementary School (3rd Grade through 5th Grade)
- Calumet Middle School (6th Grade through 8th Grade)

Community and School Demographics:

- Two communities: Calumet Park & Blue Island
- 945 students
- Approximately 130 staff

II. GENERAL INSTRUCTIONS

Interested organizations should submit all proposals no later than 3PM on Friday, October 28th via email to the following address: Dr. Marcus Alexander, malexander@sd132.org.

Requests for Information

Questions related to this RFP should be submitted to the Superintendent of Schools, Dr. Marcus Alexander, malexander@sd132.org no later than October 21, 2022. Please specify “RFP for Strategic Planning Facilitation” in the subject line. Responses to all questions received will be sent to all vendors who indicate their interest in the project via email by Wednesday, October 26, 2022.

III. ESTIMATED TIMELINE

| Date | Action/Task |
|--|--|
| Oct. 14 th | Issue Strategic Plan RFP |
| Oct. 14 th -21 st | Questions about RFP will be accepted: Response will be given within 24 hours |
| Oct. 28 th | Deadline for Submission of Proposals @ 3 PM |
| Oct. 31 st - Nov. 3 rd | Initiate Internal Proposal Review |
| Nov. 4 th | Notify Vendors Selected for Interviews |
| Nov. 8 th -10 th | Vendor Interviews |
| Nov. 17 th | Recommendation of Selected Vendor Approved by Board of Education |

IV. SCOPE OF SERVICES

Successful applicants will submit a proposal designed to address some or all of the following:

- How the vendor will get to know Calumet PSD #132 and collaborate with and engage the District's strategic planning team, school administrators, school and district staff, and members of the Board of Education
- High-level phases and/or sequence of the proposed strategic planning process including progress updates to district, board, and administration
- The vendor's general approach to an internal and external assessments including plans to use/collect quantitative and qualitative data
- The vendor's general approach to renewal of an organization's vision, mission, and beliefs
- A summary of how the vendor plans to engage students, families, and community stakeholders in the strategic planning process
- An outline of the components traditionally included in the vendor's strategic plans
- Experience incorporating effective practices and trends in the field, in the strategic planning process

The Proposal must identify the following:

- The consultant's experience with public school districts, especially facilitating strategic planning processes
- The consultant's specific interest in working with Calumet PSD #132
- Support Calumet PSD #132 would be expected to provide during the implementation process
- Risks that could take strategic planning off-track
- List of deliverables to include at least the strategic plan and guidelines for resource allocation aligned to the strategic plan
- Options for continued engagement with the vendor through implementation; all proposals must include a 1-year follow-up opportunity
- Comprehensive (all-inclusive) budget not to exceed \$17,500
- Team members, including both the lead consultant, and team members, along with their bios
- Proposed project timeline

V. CONTENTS FOR PROPOSALS

In order for proposals to be considered, they must include the following:

- **Submittal Letter:** Include the RFP's title and submittal due date, the name, location, and telephone number of the responding firm. Include a contact person and corresponding email address.
- **Description of Firm:** This section should provide information regarding the size, location, nature of work performed, years in business and the approach that will be used in meeting the needs of Calumet PSD #132.
- **Organizational Structure:** Describe your firm's organizational structure and the names of the professionals who will be responsible for this project. Please provide brief bios for these individuals.
- **References and Description of Experience:** This section should identify similar projects that the firm has completed as outlined in the RFP. Use this section to indicate the areas of expertise of your firm and how that expertise will benefit Calumet PSD #132. Include at least three current or past clients (school districts preferred), along with the names of individuals familiar with your work that can be contacted by Calumet PSD #132 staff.
- **Project Overview:** This section should clearly convey the firm's understanding of the nature of the work related to strategic planning and the general approach that will be used to facilitate the strategic planning process. This section should include information requested in section IV.
- **Cost:** This section must provide a full description of the expected expenditures for the work described in this RFP. Cost proposed must include all consultant fees, preparation of deliverables, event cost, independent work hours, travel expenses per trip to and from the District (if applicable), printing, etc. Budget should not exceed \$17,500. The lowest price is not the only criteria used for selection.

VI. PROCESS FOR SELECTING FIRM

The Calumet PSD #132 Administrative team will evaluate and select those firms deemed to be the most highly qualified. Firms that make it to the interview round will be notified by November 4, 2022. All interviews will take place between November 8th-10th at the Calumet PSD #132 District Office (1440 W. Vermont, Calumet Park, IL 60827). Proceeding the interviews, the District's Administrative Team will make a recommendation of the selected firm to the Calumet PSD #132 Board of Education for approval at its November 17, 2022 Regular Board Member. All firms will be provided information on the winning bid on November 18, 2022.