

**Center School District #58  
Department of Family and Student  
Services  
Address: 8701 Holmes Road,  
Kansas City, MO 64131  
Phone: 816-349-3311  
Email: sking@center.k12.mo.us**

**REQUEST FOR PROPOSAL FOR EQUITY BASED TRAINING,  
SPEAKING, AND CONSULTING**

**IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS**

**PROPOSALS MUST BE RECEIVED BY 3:00 PM (CST) ON August 17, 2021.**

The cutoff date for any written questions for this RFP August 3, 2021, at 12:00 PM (CST).

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the commodity and/or services in accordance with all terms, conditions, and pricing specified herein. Please type or print the information below. **The Respondent is REQUIRED to complete, sign and return this form with your submitted response for this RFP.**

_____ Company Name		_____ Authorized Person (Print)	
_____ Address		_____ Signature	
_____ City/State/Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ Tax ID #
_____ E-mail		_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

**REQUEST FOR PROPOSAL FOR  
EQUITY BASED TRAINING, SPEAKING,  
AND CONSULTING**

The Center School District is soliciting proposals for Equity Based Training, Speaking, and Consultant Work. This contract will include, but is not limited to, the systemic work of equity to assist the district in developing best practices to support the elimination of achievement gaps and cultural awareness. Utilizing a multi-tier system of approach, the District is seeking the services of a consultant with expertise in guiding organizations through a successful Diversity, Equity, and Inclusion transformation. The District is seeking speaking and training services for professional learning in the areas described above.

**Inquiries**

All inquiries to this RFP are to be directed, in writing to the contact person below no later than seven (7) days prior to bid:

Dr. Stacy King

Address:

8701 Holmes Road

Kansas City, MO 64131

Phone: 816-349-3311

FAX: 816-349-3431

Email: [sking@center.k12.mo.us](mailto:sking@center.k12.mo.us)

**Closing Date**

One original and three (3) copies of each Response shall be submitted to Stacy King before 3:00 pm (CST) on August 17, 2021. Responses must be delivered sealed in an envelope and clearly marked with Center School District's name and address, the Service Company's name. Faxed or emailed submissions will not be accepted. Responses received after the due date and time will not be considered.

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## **1.0 INSTRUCTIONS TO RESPONDENTS:**

- 1.1** Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
- 1.2** The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
- 1.3** To be considered, a firm must have at least five (5) years of experience in equity-based consulting, with at least three (3) proven clients of similar size to the Center School District.
- 1.4** To be considered, proposals must be submitted with the required attachments, including signed and/or completed copies of the cover page of this RFP, a Consultant Profile, and all Required Forms, as detailed in the further sections of this proposal.

## **1.5 SELECTION PROCESS**

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

### **Evaluation of Proposals**

Members of the DSC will review and rate each responsive proposal based on the following criteria:

- a. The firm's experience in providing similar services to school districts or governmental agencies during the past five (5) years.
- b. Key personnel that will be assigned to the District's project, and their experience with similar projects.
- c. Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the project within the proposed timeframe.
- d. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff.
- e. Cost

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

## **2.0 SPECIFIC REQUIREMENTS OF RFP:**

- 2.1** Purchase Agreements shall be awarded in accordance with regulations adopted by the Center School District Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, experience, references, price, terms of bid, service, and is determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any or all proposals in part or in whole, and to accept the proposal that is in the best interest of the District.
- 2.2** The District may award a one-year contract with the possibility of three (3) additional one-year periods, for a total of four (4) years.
- 2.3** The District will review all proposal submissions concerning pricing, experience, performance, and references. The District plans to award the RFP within 30 days after the RFP opening.
- 2.4** By submitting a proposal, the applicant acknowledges the District's status as a political subdivision of the state of Missouri and understands that both the applicant and the District must comply with local, state, and federal requirements in contracting with such an entity. The applicant has read and understood the District's School Board Policies, and agrees to abide by their requirements in contracting with the District and in performing the services being solicited.

### **3.0 SPECIFICATIONS:**

The successful service provider will work to:

- 3.1** Develop a working definition for equity.
- 3.2** Develop a comprehensive, long-term plan for equity professional learning that is aligned with the District's Strategic Plan. One that will ensure that barriers to inclusion continue to decrease, while internal awareness, knowledge and skills continue to increase. This professional learning plan should include methods of long-term monitoring, evaluation, and proficiency for engaging in complex, focused dialogue, and reflection about the intersections of all student demographics.
- 3.3** The professional learning support plan will outline the scope and sequence of equity-based work to include the following groups:
  - 3.3.1 Center School District Board of Education
  - 3.3.2 Superintendent's executive and leadership team
  - 3.3.3 Building/District level leaders
  - 3.3.4 Certified and classified staff
  - 3.3.5 External stakeholder groups
  - 3.3.6 Students (as appropriate for the content)
- 3.4** Provide speaking and training services for the professional learning support, as outlined in the plan developed pursuant to section 3.3. Speaking and training services shall be available in either in-person or virtual environments.
- 3.5** Conduct an analysis of existing organizational strengths and challenges with clear recommendations on how best to build upon strengths that will foster equity, diversity, and inclusion in all areas of our District.
- 3.6** Guide and support development of a shared organizational goal on diversity, equity, and inclusion
- 3.7** Develop a mission regarding equity, diversity, and inclusion for the District that serves as the guide for how we operate and make decisions that impact budgeting, policies and procedures, operations, and programming.
- 3.8** Support the development and facilitation of learning conversations/dialogues that will engage school district stakeholder groups in the learning process of equity.
- 3.9** Provide any other value-added services and proven strategies in working with prior school districts, organizations, and clients.

#### **4.0 SCHEDULE OF RFP PROCESS AND PROJECT COMPLETION:**

##### **4.1 Timeline for RFP Process:**

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

RFP Notification	July 15, 2021
Deadline for Questions Via Email	August 3, 2021
Receive Proposals	August 17, 2021
Meet to review	Week of Aug. 23, 2021
Interviews (if applicable)	Week of Sept..6, 2021
School Board Approval	Sept. 27, 2021
Notice to Proceed	Oct. 1, 2021

##### **4.2 Timeline of Contract Execution:**

The District desires the execution of the contract to begin after October 1, 2021.

## 5.0 CONSULTANT PROFILE

**Proposals must be submitted with an attached Consultant Profile containing the following information:**

1. Lead Consultant Name
2. Lead Consultant's Address
3. Lead Consultant Provider Firm
4. Year Provider Firm Established
5. Years of Experience
6. Whether Licensed in Missouri
7. Principal Contact
8. Address of Office to Perform Work
9. Number of Persons Committed to District's Project
10. Joint Venture
  - A. Whether the Proposal Involves a Collaboration of Different Providers
  - B. Areas of Responsibility
  - C. Whether this Joint Venture has Previously Worked Together
  - D. Key Outside Consultants
  - E. Provide Information Provided in 5.1-5.10 for Subcontractor(s)/Joint Venturer(s)
11. Resumes of Key Personnel
  - A. Name of Key Personnel
  - B. Title of Key Personnel
  - C. Assignment
  - D. Name of Firm with which Associated
  - E. Years of Experience with this Firm
  - F. Years of Experience with Other Firms
  - G. Education
  - H. Current Registration(s)
  - I. Other Experience & Qualifications
12. Project Narrative



- A. Describe Services Offered
- B. Identify any and all proven techniques used
- C. Roles of all parties clearly identified
- D. Familiarity with project location(s) as evidenced by proposal
- E. Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere
- F. Proposed Communication Process

13. References – Minimum 3:

- A. Contact Person's Name
- B. Contact Person's School District or Business
- C. Address
- D. Phone Number
- E. Email
- F. Description of Services Performed and Completion Date

**6.0 REQUIRED FORMS:**

**FELONY CONVICTION NOTIFICATION**

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement”.

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the District upon request.

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor E-mail Address: \_\_\_\_\_

Vendor Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorized Company Official's Name: \_\_\_\_\_  
(Printed)

Signature of Company Official: \_\_\_\_\_

Date: \_\_\_\_\_

**FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto.
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify.
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)

**FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)

For \_\_\_\_\_ (company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: