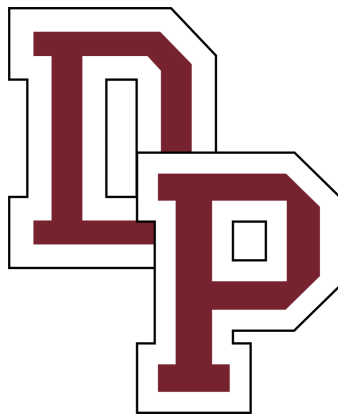


Request for Proposal (RFP)
Strategic Plan & Facilities Plan
(including possible Feasibility Study)

for



Unified School District of De Pere

1700 Chicago Street

De Pere, Wisconsin 54115

A. INTRODUCTION

INTRODUCTION

The Unified School District of De Pere (USDD), located in De Pere, WI, is looking for (a) business partner(s) to collaborate with the School District and facilitate the development of a long-term district strategic plan that leads to a long-range facilities plan. The facilities plan may include a feasibility study report.

BACKGROUND INFORMATION

The USDD includes approximately 575 staff and 4,400 students. Facilities include three K-4 elementary schools, one grade 5-6 intermediate school, one grade 7-8 middle school and one grade 9-12 high school, along with the District office which is on the High School campus. Pre-K services are provided through a network of private, local child care facilities and an onsite learning center at the High School. The district website is deperek12.org.

Current enrollment and building capacities are as follows:

	Recommended Capacity	Students Attending
Altmayer Elementary	638	422
Dickinson Elementary	594	520
Heritage Elementary	638	574
Foxview Intermediate	650	658
De Pere Middle School	675	675
De Pere High School	1500	1458

An enrollment “balloon” exists in grades 5 through 8 and will begin to hit the high school come the 2023-24 school year. However, district enrollment has been steadily growing over the past twenty years. Thus, the District must begin preparation for future growth and possible facilities expansion.

GENERAL CONDITIONS

This RFP is not an offer to contract. Form and agreement will be a signed Unified School District of De Pere purchase order including an accepted proposal and agreement. Board of Education approval is required prior to issuing the purchase order.

Failure to answer any question in this RFP may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification.

VALID PERIOD OF OFFER

The pricing, terms, and conditions stated and quoted in the vendor's response for all labor and materials will remain valid for 90 days from the date of delivery of the proposal to our district. Labor rates will remain in effect for the length of the project.

RIGHT OF REJECTION

The Unified School District of De Pere reserves the right to accept or reject any or all responses to the RFP and enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such action is in the best interest of the district.

BEST AND FINAL OFFER

The Unified School District of De Pere reserves the right to request the best and final offer.

COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the vendor's sole responsibility.

ALL INCLUSIVE

The proposal describes all products and services required for a complete bid. If a vendor is only bidding on part of the services outlined, please be explicit about that omission in the bid being provided to the District. Otherwise, it will be assumed that a vendor's bid will be all inclusive.

TAXES

The Unified School District of De Pere is exempt from Wisconsin sales tax. Necessary tax exemption certificates as applicable to public schools will be furnished upon request.

INSURANCE

All insurances and any other necessary costs shall be included in the proposal.

AMENDING OR CANCELING REQUESTS

The Unified School District of De Pere reserves the right to amend or cancel this RFP, at any time, if it is in the best interest of the Unified School District of De Pere.

PROPOSAL CLERICAL ERRORS

The Unified School District of De Pere reserves the right to modify this RFP-Strategic Planning if clerical errors are found after the release of this RFP.

B. RFP OBJECTIVES

RFP OBJECTIVE

The Unified School District of De Pere is looking for a business partner to collaborate and facilitate the development of a long-term district strategic plan (and possible feasibility study) that leads to a long-range facilities plan. The partner selected will work closely with the district, while engaging the community by involving a diverse, representative stakeholder group throughout the process. The district desires a facilitated process that focuses on ongoing equity work, our current academic format structures, possible additional academic format structures, possibilities and limitations due to current facilities and necessary facility additions and benchmarked signals for a district response to growth.

C. USDD Contact Information

This RFP is issued by USDD. The point of contact for all questions or requests for additional information is:

Unified School District of De Pere
Attn: Dr. Christopher Thompson, Superintendent of Schools
1700 Chicago St.
De Pere, WI 54115
cthompson@depere.k12.wi.us

All contact with personnel employed by the USDD except for the contact person named above with respect to this RFP shall be prohibited. Improper contact may constitute grounds for rejection of your proposal.

RFP Inquiries

All inquiries regarding this RFP including requests for additional information or clarification and proposed modifications or amendments to the RFP must be submitted in writing. All inquiries must be labeled "District Strategic Planning." Each inquiry must include the inquirer's name, firm, telephone number and email address. Each inquiry should begin by referencing the RFP page number and section to which it relates.

USDD will attempt to provide any assistance or additional information of a reasonable nature that may be requested by interested vendors. Telephone calls **will not** be accepted regarding this RFP.

All inquiries received by the deadline, and related responses, will be compiled and shared with all vendors.

D. Instructions and Timeframes

PROPOSAL DELIVERY

Proposals must be submitted and clearly marked "RFP-Strategic Planning" in the lower left-hand corner. Oral, telephone, or faxed submitted documents will not be accepted. Late proposals will be returned unopened. Electronic delivery of a PDF version of your proposal to the email address below not later than Tuesday, September 26, 2022, at 5 pm CST . Only emailed proposals will be accepted.

Project Timeline	
RFP Release Date	Monday, September 12, 2022

Project Timeline	
Deadline for Receipt of Vendor Questions	Tuesday, September 20, 2022, at 12 noon CST
Notification to District that Vendor will be submitting a bid (so to schedule appointment for in-person or virtual proposal presentation)	Wednesday, September 21, 2022 at noon (email to Dr. Thompson will suffice)
Responses to Vendor Questions Distributed to All Vendors	No later than 12 noon CST on Thursday, September 22, 2022
Written Responses to RFP due via email (all submissions must be made via email to Dr. Chris Thompson at cthompson@depere.k12.wi.us)	Tuesday, September 26, 2022, at noon (CST)
Presentation to Selection Committee (vendors will be notified of presentation time on Thursday September 22, 2022)	Tuesday, September 27, 2022 starting times from 8:30 am to 2 pm
Selection committee recommendation of successful bidder	(est.) Monday, October 3, 2022 at 6:30 pm (Board of Education mtg.)
Beginning of Strategic Planning Facilitation Process	October 17, 2022
Written Presentation regarding Strategic Plan Ready for Delivery to Board of Education	Monday, January 30, 2023 (end-of-day)
In-Person Presentation to Board of Education (in partnership with district administration)	Monday, February 6, 2023
Written Presentation regarding (possible Feasibility Study and) Facilities Plan Ready for Delivery to Board of Education	Monday, April 10, 2023 (end-of-day)
In-Person Presentation to Board of Education (in partnership with district administration)	Monday, April 17, 2023

E. Scope of Work

Successful applicants will submit a proposal designed to address the following. Please compose the proposal by identifying each bulleted service:

- Customize the process aligned with USDD's specific needs.
- Identify no more than three to five high-leverage goals.
- Ensure inclusion of all stakeholders (non-parent community members, regional higher education, local-regional businesses, townships/municipality leaders, parents, high school students, and staff) that are proportionately representative of the district, and ensure all have an opportunity to provide structured input.
- Involve Board of Education members as an integral part of the process providing input, support, and commitment.
- Facilitate conversations with stakeholders.
- Support the strategic planning committees and subcommittees in gathering and organizing internal and external environmental assessments.
- Help communicate the work of the strategic planning committee and subcommittees and the outcomes of their work.
- Keep the process on track, on time, and on budget.
- Employ both quantitative and perceptive data to guide USDD in identifying priority goals/strategies.
- Outline a process to ensure implementation and evaluation of the plan with measurable key performance-based indicators/metrics.
- Describe the process for renewal of the vision and mission, as well as creation of core values/priorities, an equity statement, a strategic plan based on stakeholder feedback, a feasibility study and resulting facilities plan.

The Proposal must identify the following:

- The consultant's experience with public school districts, especially facilitating strategic planning processes.
- How the consultant/facilitator will use technology to streamline the process (i.e., electronic input), as well as sufficient opportunities for face-to-face input (i.e., public forums, focus groups) including any technology support needs USDD would be expected to provide.
- Costs must be total and inclusive.
- Team members, including both the lead consultant, and team members, along with their curriculum vitae.
- How timelines will be aligned with USDD's needs.

For fullest consideration, prospective vendors will need to present their proposals

in-person or virtually to the selection committee on Tuesday, September 27, 2022. Vendors will need to notify us of intent to submit a proposal (not actual submission) by Wednesday, September 21, 2022, by emailing Dr. Chris Thompson at cthompson@depere.k12.wi.us.

Based on Stakeholder feedback, deliverables will include:

1. Renewal of the vision and mission
2. Identification and Creation of:
 - Core Values/District Priorities
 - An Equity statement
 - A Strategic Plan
 - A Facilities Plan (may include a possible Feasibility Study Report)

Although the USDD has these specific requirements, it is also interested in your ideas for the approach of this strategic planning project. We encourage respondents to consider and propose alternative solutions and recommendations. We are particularly interested in strategic planning functionality that your company may have already developed and deployed in other school districts or client organization settings.

As the scope of this project may be greater than that which a single vendor can deliver, we invite prospective vendors to submit for consideration to the deliverable items for which they can respond. The District will score each of the deliverables separately and consider awarding separate components if it feels that multiple vendors could work collaboratively. As a result, each component of the proposal shall be priced separately by the vendor. If components for the proposal are not priced separately, the proposal may not receive full consideration.

SUBMISSION REQUIREMENTS

Proposals should be presented on an 8.5 x 11-inch format. Fonts should be no smaller than 12 point, and the lines may be double spaced. Proposals should clearly respond to this RFP, yet be clear, brief and informative. Please include an approximate timeline for the project.

1. Proposal Cover Sheet – Included the following text on the cover sheet of the proposal.

PROPOSAL FOR RFP- Strategic Planning

Include the name of the vendor submitting the proposal, as well as complete contact information, including e-mail of the primary contact person.

The completed RFP-Strategic Planning must be mailed or emailed to:
Unified School District of De Pere

Attn: Dr. Christopher Thompson, Superintendent
1700 Chicago St.
De Pere, WI 54115
cthompson@depere.k12.wi.us

2. Letter of Introduction – provide a cover letter as a separate document
3. RFP Objective – Vendor shall provide detailed information describing how they will meet the demands of RFP Strategic Planning utilizing the Scope of Work details. Please include your team staffing plan for this project.
4. Pricing – All pricing should be submitted free of any sales tax. The Unified School District of De Pere is sales tax exempt. Each component of the proposal shall be priced separately. If components for the proposal are not priced separately, the proposal may not receive full consideration.
5. Insurance – A Certificate of Insurance showing \$1,000,000 coverage for Vehicle Liability, General Liability and Workers' Compensation at the rate required by the State of Wisconsin.
6. References – Vendor must provide a list of at least three (3) current K:12 school districts or other entities where they provide similar services. Please present the reference(s) in the following format. The Unified School District of De Pere reserves the right to contact any individuals that are listed as references.

School District Name:

Contact Name:

Contact Position with School:
Contact E-mail:
Contact Phone:

SCORING

Each component of the 5 components listed below will be scored 40% based on cost of services provided and 30% based on quality of proposal and 30% alignment of proposal with district's current practices.

5 components of Strategic and Facilities Planning Process

1. Renewal of the vision and mission statements

Identification and Creation of:

2. Core Values/District Priorities
3. An Equity statement
4. A Strategic Plan
5. A Facilities Plan (may include a possible Feasibility Study Report)

Any additional suggested services may be suggested by vendors and may be selected at the discretion of the School District.

In addition, should a vendor have an annual plan for quantitative/qualitative data collection/analysis (surveying) services and wish to submit annual costs for such services, they may do so for district consideration.