



**To:** Potential Bidders for Strategic Plan Facilitator  
**From:** Purchasing Department  
**Date:** 5/23/2023  
**Re:** Release of Addendum

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We are pleased to release the following addendum to RFP 23.09 Strategic Plan Facilitator which provides answers to requests for clarification and general questions received before the deadline of May 22, 2023 at 5:00pm. Please note this addendum also contains an attachment.

At this time, the proposal due date remains June 1, 2023 by 5:00pm. Firms should submit responses electronically by email to Jennifer Fickel at [jfickel@rochester.k12.mi.us](mailto:jfickel@rochester.k12.mi.us). The subject line should be "Strategic Planning Proposal from <Your Firm Name>".

RCS values the time and appreciates the participation of potential bidders in our RFP process and looks forward to the responses.



May 23, 2023

23.09 Strategic Plan Facilitator RFP 2023  
Release of Addendum

Addendum 1

The purpose of this addendum is to provide answers to requests for clarification, and other questions received, by the deadline of May 22, 2023 at 5:00pm.

**1. Question Received 5/15/23 from D. Y.:**

Are you able to provide a range, including the upper threshold for the budget allocation for the next 5-year strategic planning consultant RFP?

**Answer:**

**No, RCS is committed to working with an experienced and engaging Strategic Planning Consultant with a focus on facilitation of a meaningful community-wide process.**

**2. Question Received 5/18/23 from H. B.:**

Should we submit our proposals directly to you at your email provided on page 5 of the RFP, or should we submit our proposals via BidNet as per the Ad in the RFP packet?

**Answer:**

**All proposals should be submitted electronically by email to Jennifer Fickel at [jfickel@rochester.k12.mi.us](mailto:jfickel@rochester.k12.mi.us). The subject line should be "Strategic Planning Proposal from <Your Firm Name>". The deadline for submission is no later than June 1, 2023 at 5:00pm ET. Hard copy proposals will not be accepted.**

**3. Question Received 5/18/23 from H. B.:**

Is there a budget or budget range for this project?

**Answer:**

**No, RCS is committed to working with an experienced and engaging Strategic Planning Consultant with a focus on facilitation of a meaningful community-wide process.**

**4. Question Received 5/18/23 from H. B.:**

Is there a preference for a local firm to facilitate the planning? We operate nationally (recently completing a Strategic Plan for the City of Romulus, MI), but are based in Minneapolis?

**Answer:**

**RCS is committed to working with an experienced and engaging Strategic Planning Consultant with a focus on facilitation of a meaningful community-wide process and welcomes all firms to bid.**

5. Question Received 5/22/23 from M. R.:

Is there an anticipated budget for the project?

**Answer:**

**No, RCS is committed to working with an experienced and engaging Strategic Planning Consultant with a focus on facilitation of a meaningful community-wide process.**

6. Question Received 5/22/23 from M. R.:

Does the district currently have a system in place to measure progress toward goals, objectives, and outcomes in the current strategic plan? If not, is the district interested in a particular system (i.e. strategic plan scorecard, dashboard, etc.)?

**Answer:**

**Vendors that are interested in providing a system for measuring progress related to goals and objectives in the next strategic plan may do so as an addendum to this RFP.**

7. Question Received 5/22/23 from M. R.:

The strategic planning process is expected to take approximately 6 months starting in September 2023 with a draft complete in February 2024. Are there any specific activities the district envisions between February 2024 and the formal approval in June 2024 (aside from feedback/finalization)?

**Answer:**

**During the creation of the current Strategic Plan, there were several sessions and committees that worked on different areas. RCS is committed to working with an experienced and engaging Strategic Planning Consultant with a focus on facilitation of a meaningful community-wide process.**

8. Question Received 5/22/23 from M. R.:

Once the Strategic Plan is approved by the board in June 2024, the scope of work says that the consultant will continue to work with RCS to measure progress. For how long does the district anticipate this implementation support will continue? ?

**Answer:**

**The Strategic Plan will take the district through 2028 and implementation support or progress measurement may be needed throughout this time period.**

9. Question Received 5/22/23 from M. R.:

Did the district partner with an outside consultant on its Strategic Plan 2020?

**Answer:**

**Yes.**

10. Question Received 5/22/23 from M. R.:

Could you clarify if the proposal should be submitted via email to [jfickel@rochester.k12.mi.us](mailto:jfickel@rochester.k12.mi.us) or electronically on BidNet?

**Answer:**

**All proposals should be submitted electronically by email to Jennifer Fickel at [jfickel@rochester.k12.mi.us](mailto:jfickel@rochester.k12.mi.us). The subject line should be "Strategic Planning Proposal from <Your Firm Name>". The deadline for submission is no later than June 1, 2023 at 5:00pm ET. Hard copy proposals will not be accepted.**

11. Question Received 5/22/23 from M. R.:

Could you confirm that our proposal requires a notarized disclosure statement, even if there are no relationships to disclose? If so, could you provide the form we are to submit?

**Answer:**

Yes.

12. Question Received 5/22/23 from M. R.:

Could you confirm that our proposal requires a signed Iran Economics Sanctions Affidavit? If so, could you provide the form we are to submit?

**Answer:**

**Yes, the proposal requires a signed Iran Economic Sanctions Affidavit. The “Iran Economic Sanctions Act” (P.A. 517 of 2012) makes an Iran-linked business ineligible to submit a bid on a RFP with a public entity. School districts, community college districts, and intermediate school districts must require each entity submitting a bid on an RFP to certify it is not an Iran-linked business. This requirement applies to all RFPS and not just to construction projects.**

The Iran Economic Sanctions Act defines Iran-linked business as either of the following:

- A person engaging in investment activities in the energy sector of Iran, including a person who provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran.
- A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy section of Iran.

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*END ADDENDUM (Attachments follow)*

May 23, 2023

23.09 Strategic Plan Facilitator RFP 2023  
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Addendum 1 - Attachments: Iran Sanctions Certification of Compliance and Familial Disclosure Affidavit

**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

**Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Rochester Community Schools’ Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Rochester Community Schools as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Rochester Community Schools’ investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

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Name of Company

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Name and Title of Authorized Representative

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Signature

**FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Rochester Community Schools' (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of \_\_\_\_\_ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

**BIDDER:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN        )

)

COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

\_\_\_\_\_.

\_\_\_\_\_

, Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of : \_\_\_\_\_

*END ADDENDUM ATTACHMENTS*