



**RAYTOWN
QUALITY
SCHOOLS**
Expect the Exceptional

6608 Raytown Road Raytown, MO 64133-5265 Phone: 816-268-7000 Fax: 816-268-7019

REQUEST FOR PROPOSAL
RAYTOWN C-2 SCHOOL DISTRICT

Return in sealed envelope to:

Raytown C-2 School District
Purchasing Department

ATTN: DR. ALLAN MARKLEY

6608 Raytown Rd.
Raytown, Missouri 64133
(816) 268-7000

**EMAILED OR FAXED PROPOSALS
WILL NOT BE ACCEPTED**

Date: **June 2021**

FOR: **Strategic Planning Facilitation**

Proposals will be accepted until:

DATE: **July 12, 2021**

TIME: **12:00 p.m.**

Proposals will NOT be publicly opened at the above due time and date. Only the names of the responding offeror's will be announced. Content of proposals will be available for review after contract award.

Any questions regarding specifications or proposal procedures should be directed to: Dr. Allan Markley via Email: allan.markley@raytownschools.org

Please complete and return the attached Proposal Response Packet and Proposal Form with two (2) paper copies and one (1) electronic copy on a flash drive. An authorized company representative should sign the "Proposal Form". Completion of this form is intended to verify that the offeror has submitted the proposal, is familiar with its contents and has submitted the material in accordance with all requirements.

PROPOSAL RESPONSES MUST BE RECEIVED IN SEALED ENVELOPES.

PROPOSAL RESPONSES MAY NOT BE FAXED.

NOTICE OF "NO RESPONSE FORM"

VENDORS WHO RESPOND TO THIS INVITATION WITH A COMPLETED NOTICE OF "NO RESPONSE" FORM WILL REMAIN ON OUR MAILING LIST, IF REQUESTED.

VENDORS MAKING NO RESPONSE AT ALL WILL BE REMOVED FROM OUR MAILING LIST.

Dear Vendor:

Please check () the appropriate box below, complete the remainder of this form and return it **NO LATER THAN** the scheduled Bid/Proposal/or Quote Date and Time.

Our company cannot provide the products, supplies and/or services listed in this bid, proposal or quote. Please **MOVE** our name and address to the following category(ies) so that we may bid at a later date _____

We have chosen NOT to submit a response at this time, but would like to remain on your bid list for this product category. We did not submit a response because:
Reason(s): _____

Please REMOVE our name from all SMSD bid lists until further notice.
Reason(s): _____

COMPANY NAME: _____

REPRESENTATIVE (please print): _____

ADDRESS: _____ PHONE: (____) _____

AUTHORIZED SIGNATURE: _____

TITLE: _____ DATE: _____

PLEASE RETURN THIS FORM ONLY TO:

Raytown C-2 School District
Superintendent of Schools
I. **Notice of "NO RESPONSE"**
6608 Raytown Road
Raytown, Missouri 64133
OR
Fax to: 816-268-7019

A. Introduction:

Raytown C-2 School District (Raytown Quality Schools “RQS”) is requesting proposals from qualified respondents for **Strategic Planning Facilitation**.

RQS is seeking a consultant/firm to facilitate the strategic planning process that will create a new vision for the school district for the next 5 years, and in doing so work with the Citizens Advisory Committee and others as directed by the Superintendent.

The completed strategic plan should enable the school district to make decisions that are aligned with the collaboratively developed mission and vision. The strategic plan should serve as a framework to make decisions concerning the school district and surrounding communities.

This Request for Proposal (“RFP”) seeks replies from experienced and qualified consultants with experience in strategic planning for public school districts. RQS will work with the selected consultant(s) to develop a strategic planning process and a timeline.

B. Background Information:

RQS serves approximately 8,051 students in early childhood programs through 12th grade. School campuses include 13 elementary schools, 3 middle schools, 2 high schools, and 1 alternative high school.

C. Instructions to Respondents:**a. Schedule**

Issuance of RFP	June 15, 2021
Proposals due	July 12, 2021

b. Preparation

Prior to submitting a proposal, each respondent is required to examine all specifications. Submission of a proposal shall be proof that such an examination has been made and that the respondent is familiar with all requirements and indicates acceptance by the respondent of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between RQS and the respondent selected. RQS will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the respondent. There is no expressed or implied obligation for RQS to reimburse respondents for any expenses incurred in preparing proposals in response to this request.

c. Submission

1. Complete and submit two hard copies and one electronic copy on a flash drive, of the Proposal.
2. All blank spaces on the proposal form must be completely filled in with ink or typewritten without alteration or erasure.

3. Proposal forms must be signed in longhand, executed by a principal duly authorized to enter into a contract.
4. Please provide at least three (3) references, requiring similar services showing the respondent's ability to provide the products and services required by this contract. RQS may conduct other reference checks with entities whose names have not been provided by responder, but that RQS has knowledge.
5. Proposals for Strategic Planning Facilitation will be received by RQS until **July 12, 2021, at 12:00 p.m.** Proposals received after the stated time shall not be opened or considered.
6. Submit proposals on or before the time and date specified to:

Raytown Quality Schools Administration Building
Attn: Dr. Allan Markley
6608 Raytown Road
Raytown, Missouri 64133

D. Inquiries

All inquiries concerning specifications shall be directed to Dr. Allan Markley, Raytown C-2 School District, 6608 Raytown Road, Raytown, Missouri 64133; telephone (816) 268-7000; e-mail allan.markley@raytownschools.org

E. Contract

The term of the contract awarded pursuant to this request will be for one year after execution with the option to renew annually for (3) three additional one-year terms with no price increase, if agreed upon by the respondent and RQS.

Following the notification of the successful respondent, it is expected a contract will be executed between both parties by August 9, 2021.

F. District Rights

RQS reserves the right to:

- retain all proposals submitted and to use any concepts in a proposal regardless of whether that proposal is selected;
- request additional information or clarifications from respondents;
- request an oral presentation as part of the evaluation process;
- reject any or all proposals;
- negotiate with respondents after proposals have been submitted;
- waive minor irregularities or discrepancies as defined in RQS Board of Education policies and regulations;
- cancel the contract entered into with the successful respondent any time during the life of the contract if RQS deems the respondent's services and/or products fail to meet the standards established by the detailed scope of services or the general provisions outlines in this request;

- offers shall remain firm for a period of 90 days or until respondent's offer is accepted, whichever comes first, by the RQS. Any deviation must be noted within this document. Acceptance shall be in the form of RQS purchase order or another formal written contract. Prices beyond acceptance of respondent's offer shall be conditional on any additional terms, conditions, and/or specifications as set forth herein; and
- prices quoted are to be free of all federal, state, and local taxes unless otherwise imposed by a governmental body and applicable to the material on the bid.

G. Scope of Services:

RQS expects assistance/input from the selected respondent. Activities marked with ** are to be priced as itemized options so that RQS may determine if it is more cost effective to perform these functions in-house.

- **Work with the Citizens Advisory Committee and others as directed by the Superintendent.**
- **Planning and Communication**
 - Work with RQS to design the overall strategic planning process resulting in a "1 and 5 plan," which is a plan for establishing short-term priorities and goals for the **2022-2023** school year and comprehensive direction for school years **2022-2023 through 2027-2028**. **
 - Design a robust and inclusive student, community, and staff engagement process to maximize stakeholder input, including in-person meetings, online feedback tools, and other effective modes. **
 - Engage with Superintendent, leadership team, and School Board.
 - Assist in the development of communications materials including materials for the community, staff, and School Board. **
- **Information Gathering and Synthesis**
 - Review pertinent RQS data and programs, including student outcomes data, program offerings and evaluations, and budget.
 - Comply with confidentiality requirements under the Family Education Rights and Privacy Act "FERPA", including but not limited to providing and maintaining electronic data security measures. **
 - Present relevant research and best practices to inform the plan. **
 - Synthesize and identify themes from student, community, staff, and Board feedback, data review, and research. **
- **Plan Formation**

- Facilitate the Citizens Advisory Committee in the development of strategic plan elements including goals, activities, and metrics. **
 - Develop actionable plan documents for communicating with students, staff, community, Board, and partners.
- **Implementation**
 - Facilitate the Citizens Advisory Committee in development of an implementation plan. **
 - Develop internal process for cross-functional and vertically integration implementation of plan.
 - Design progress monitoring system.

Proposed Timeline

- June 15, 2021: Release of RFP
- June 28, 2021: Deadline for questions
- July 2, 2021: RFP updated with addendum to address questions
- July 12, 2021: Deadline for receipt of proposals
- July 19-23, 2021: Tentative date for interviews (if necessary)
- August 9, 2021: Consultant(s) selected
- August 9, 2021: Contract finalized
- August 9, 2021: Contract approved by Board of Education

Evaluation

The Board of Education for Raytown C-2 School District would like responses for each point below, *in the order listed*:

1. A letter of interest including company history
2. Response to the stated scope of work including how consultant will carry out the general and specific activities
3. Approach: How the consultant will approach this work to meet Raytown C-2 School District's unique needs
4. Schedule: Timeline of planning (with readiness to incorporate the District's timeline)
5. Fees: Consultant's fees including an analysis of itemized options
6. Staff: Key personnel to be assigned to this search, including resumes
7. Qualifications and experience relevant to this scope of work:
 - Experience developing strategic plans for school districts
 - Track record of inclusive engagement
 - Understanding of racial equity and how that impacts teaching practices and student learning
 - Use of racial equity lens in business practices and decision making
 - Flexibility to adjust plans following stakeholder feedback
8. References: List of references, including at least three recent letters of reference from clients comparable to Raytown C-2 School District

9. Optional: Other information related to consultant's expertise and performance

H. Proposed Plan for Developing a Strategic Plan

Indicate the methodology you employ to assist in the development of a strategic plan. Your narrative should address the search activities, including:

1. How you propose to communicate and work with the superintendent and Citizens Advisory Committee.
2. Your plan for effective community engagement, including working with diverse communities.
3. How you will synthesize information from stakeholders and data to develop themes for the plan.
4. How you will lead the RQS Citizens Advisory Committee in the process of forming a strategic plan and implementation plan.
5. What you see as the major challenges to the development of a strategic plan and how you would address them.
6. What information, services, and assistance you will require from the RQS staff to enable you to successfully assist in the development of a strategic plan.

I. Selection/Interview Process

The Superintendent will review all proposals and may invite selected respondents to participate in an interview process. Participants will present and discuss their proposal and respond to questions. The primary contact listed in the RFP response will be contacted in regard to the status of their proposal, including the interview.

RQS leadership will select the proposal that it deems will best serve the interest of the Raytown C-2 School District, taking into account a range of technical, managerial, and cost-related criteria, including the scope, clarity, relevance and feasibility of each respondent's proposal; the qualifications of the individuals who will work on the project; the demonstrated ability of the respondent to perform the services set forth in the proposal; and the relative cost of the proposals. RQS will also consider additional factors as outlined in Board of Education Administrative Procedure DJF-AP(1). Price being but one factor that will be considered. RQS reserves the right to reject any and all submitted proposals.

The consultant's contract agreement will be subject to final approval from the District's School Board.

J. Basis for Proposal Award

Proposal award will be based on, but not necessarily limited to, the following factors:

1. ability of respondent to fulfill contract and scope of services, and
2. quality of services and products; and
3. price of services and products

PROPOSAL FORM: Strategic Planning Facilitation

1. Respondent Information-Corporate

Name:	
Address:	
City State Zip	

2. Primary Contact Person Information (please provide other contact information on a separate sheet as deemed necessary)

Name:	
E-Mail Address:	
Phone Number:	
Fax Number	

3. Authorization

Signature	
Date	
Title	

4. Check if you have included the required proposal copies

	Two (2) paper copies of the proposal including pricing
	One (1) electronic copy of the proposal on a flash drive

6. Attach a list of references per Instructions to Respondents.

7. Summary of what differentiates your services and products from others.

8. Please provide a detailed description of how your proposed solution meets or exceeds the criteria detailed in the Scope of Service. Please provide responses in the order they appear in the Scope of Service.

Return by July 12, 2021, at 12:00 p.m.:

Raytown C-2 School District
 Attn: Dr. Allan Markley
 Raytown Quality Schools Administration Building
 6608 Raytown Road,
 Raytown, MO 64133

TERMS AND CONDITIONS:

READ THIS ENTIRE DOCUMENT CAREFULLY. FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND THEM.

TERMS AND CONDITIONS APPLY TO ALL REQUESTS FOR PROPOSALS, HOWEVER, THESE MAY BE SUPERSEDED, WHOLE OR IN PART, BY THE SPECIAL REQUIREMENTS, INSTRUCTIONS, OR OTHER INFORMATION CONTAINED HEREIN. BE SURE YOUR PROPOSAL PACKAGE IS COMPLETE.

Proposal Completion:

Fill out and return to Purchasing, ONE (1) complete proposal form. An authorized company representative should sign the "Execution of Offer". Completion of these forms is intended to verify that the offeror has submitted the proposal, is familiar with its contents and has submitted the material in accordance with all requirements.

Offer:

Offers remain firm for 90 days or until bidder's offer is accepted by RQS, whichever is first. Any deviation must be conspicuously notated within this document. Acceptance shall be in the form of a RQS purchase order or another formal written contract. Prices beyond acceptance of bidder's offer shall be conditional on any additional terms, conditions and/or specifications as set forth herein.

Addenda:

If specifications or terms are revised, the RQS will issue an addendum addressing the nature of the change. Offerors must sign it and include it in the returned proposal package.

Hold Harmless Agreement:

The Seller shall provide the standard patent infringement indemnity clause which shall hold and save the Board of Education and its officers, agents, servants, and employees, harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or use, in the performance of the contract, including its use by the Raytown C-2 School District.

Silence of Specifications:

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item proposed.

Supplemental Materials:

Offerors are responsible for including all pertinent product data in the returned proposal package. Literature, brochures, data sheets, specification information, completed forms requested as part

of the proposal package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the offeror wishes to include as a condition of the proposal, must also be in the returned proposal package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

Evaluation:

Evaluation shall be used as a determinant as to which proposed items or services are the most efficient and/or most economical for the District. It shall be based on all factors that have a bearing on price and performance of the items in the user environment. All proposals are subject to negotiations by the Purchasing Supervisor and other appropriate departments, with recommendation to RQS School Board. Compliance with all requirements, delivery and needs of the using department are considerations in evaluating proposals. Pricing is **NOT** the only criteria for making a recommendation. A preliminary evaluation by RQS will be held and appropriate proposals may be subjected to the negotiating process. Upon completion of the negotiations, RQS will make an award. All proposals that have been submitted shall be available and open for public inspection after the contract is awarded except for trade secrets or confidential information contained in the proposals and identified as such.

Inspections:

RQS reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If an offeror cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, RQS can reject the offer as inadequate.

Award:

RQS reserves the right to award this contract on the basis of LOWEST OR BEST OFFER in accordance with the laws of the State of Missouri, to waive any formality or irregularity and to reject any or all proposals.

Assignment:

The successful offeror may not assign, sell, or otherwise transfer this contract without written permission of RQS.

Purchase Order and Delivery:

The successful offeror shall not deliver products or provide services without a RQS Purchase Order, signed by an authorized agent of RQS. Every tender or delivery of goods and/or services must fully comply with all provisions of these requirements and the specifications including time, delivery, and quality. Nonconformance shall constitute a breach that must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause for cancellation of the contract by RQS without prejudice to other remedies provided by law. Where delivery times are critical, RQS reserves the right to award accordingly.

Termination:

RQS reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which RQS may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to RQS's satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified. Contracts entered into on the basis of submitted bids are revocable if contrary to law.

Scanned or Re-Typed Response:

If in its response, offeror either electronically scans, re-types, or in some way reproduces the district's published proposal package, then in the event of any conflict between the terms and provisions of the district's published proposal package, or any portion thereof, and the terms and provisions of the response made by offeror, the district's proposal package as published shall control. Furthermore, if an alteration of any kind to the district's published proposal package is only discovered after the contract is executed and is or not being performed, the contract is subject to immediate cancellation.

Federal Work Authorization Program:

Prior to commencement of the work, Respondent shall provide to the RQS a sworn affidavit and other sufficient documentation to affirm its enrollment and participation in the Federal Work Authorization Program. Federal Work Authorization Program means the eVerify program maintained and operated by the United States Department of Homeland Security and the Social Security Administration, or any successor program. Respondent shall also provide RQS a sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Background Checks:

Before employment of any employee, contractor, subcontractor, consultant or subconsultant who is an individual for work on the services set forth in this Contract, the Respondent shall conduct or shall allow RQS to conduct background checks through all appropriate state agencies and any other background checks as may be standard for entities providing services to public schools, including without limitation, a thorough review of the list of registered sex offenders as provided by the County Sheriff's Department, the Federal Bureau of Investigation's criminal history files, the Missouri Highway Patrol's criminal history database and sexual offender registry, the Family Care Safety Registry, or the central registry of child abuse and neglect of the Missouri Children's Division; and any such individual who does not pass such background check as determined by RQS in its sole discretion shall not be permitted to enter the premises where the services are being performed or any other school district property or to work on the services under the Contract. The Respondent shall include all of these requirements in its contracts with their subcontractors and suppliers.