

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT

27 FARRAGUT AVENUE

HASTINGS ON HUDSON, NEW YORK 10706

REQUEST FOR PROPOSALS

THE BOARD OF EDUCATION OF THE HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT (HEREINAFTER REFERRED TO AS THE "DISTRICT") HEREBY INVITES THE SUBMISSION OF PROPOSALS FOR THE FOLLOWING PROFESSIONAL SERVICES:

CONSULTATION SERVICES FOR CREATION OF "THE PORTRAIT OF A HASTINGS GRADUATE"

FORMS FOR PROPOSAL, CERTIFICATION, CONDITIONS, AND SPECIFICATIONS MAY BE OBTAINED ON THE DISTRICT WEBSITE WWW..HOHSCHOOLS.ORG (SELECT DISTRICT - BUSINESS OFFICE - BID NOTICES) OR AT THE HASTINGS ON HUDSON UFSD, BUSINESS OFFICE, 27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706.

IN ALL CASES IT MUST BE UNDERSTOOD THAT CONDITIONS AND SPECIFICATIONS OF THE HASTINGS ON HUDSON UFSD SHALL APPLY. SEALED PROPOSALS MUST BE MARKED, "CONSULTATION SERVICES FOR DEVELOPMENT OF A COMPREHENSIVE STRATEGIC PLAN", AND WILL BE RECEIVED UNTIL **March 25, 2022 at 11:00 AM** AT THE HASTINGS ON HUDSON UFSD BUSINESS OFFICE LOCATED AT 27 FARRAGUT AVENUE, HASTINGS ON HUDSON NY, AT WHICH TIME AND PLACE ALL PROPOSAL PACKAGES WILL BE PUBLICLY OPENED AND SUBSEQUENTLY EVALUATED.

THE BOARD OF EDUCATION RESERVES THE RIGHT TO CONSIDER QUALIFICATIONS, EXPERIENCE, AND REPUTATION IN THE CONSULTATION SERVICES INDUSTRY, AS WELL AS THE SPECIFIC QUALIFICATIONS OF A PROPOSER SET OUT HEREIN, IN CONSIDERING PROPOSALS AND AWARDED THE CONTRACT. THE BOARD OF EDUCATION RESERVES ALL RIGHTS AND MAY REJECT ANY OR ALL BIDS/PROPOSALS AS IT MAY DEEM APPROPRIATE TO DO SO.

DATED: March 4, 2022

MAUREEN CARABALLO, DISTRICT TREASURER HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT

27 Farragut Avenue

Hastings on Hudson, New York 10706

REQUEST FOR PROPOSALS

FOR

CONSULTATION SERVICES FOR CREATION OF *THE PORTRAIT OF A HASTINGS GRADUATE*

The Hastings on Hudson Union Free School District, hereinafter referred to as the "School District," invites proposals from qualified individuals and firms/agencies, to provide consultation services to the School District in connection with the creation of "The Portrait of a Graduate."

In accordance with the School District's policies and procedures, contracts for professional services requiring special skill or training are not subject to the competitive bidding requirements of section 103 of General Municipal Law.

Requirements for Submittal of a Proposal

All proposals must be submitted in two parts. Part I must consist of responses to the management and qualifications items. Part II must consist of the complete contract cost and pricing information. Incomplete submissions may not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review. Four (4) copies of each proposal must be submitted. One (1) copy must be titled "ORIGINAL" and three (3) copies titled "COPY". Each page of the proposal must state the firm submitting the proposal and the page number. All materials submitted in response to this request shall become the property of the School District.

The School District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals.

PART I

Scope:

The School District requires individuals or firms to provide professional consultation services to the District to assist in the creation of the *Portrait of a Hastings Graduate*. The resulting *Portrait* should spell out comprehensively the shared vision for what graduates of the Hastings Public Schools **should know and be able to do** upon completing their education in our district.

We envision a series of essential questions leading to the identification of the *Portrait of a Hastings Graduate*:

1. What trends are shaping the world our students are inheriting?
2. Given this projected reality, what should students **know and be able to do** to be productive members of a civil society?
3. What may we learn from students and alumni about their needs, interests and aspirations?
4. How may the science of growth and development shape our educational work? Consideration should include research on cognition, motivation, identity, physiology and emotional development.
5. What may we draw from other educational organizations and communities with proven records of innovation and educational impact?
6. How do we ensure a core focus on diversity, equity and inclusion in our educational work?

We envision a series of essential questions leading to an approach designed to bring the *Portrait of a Hastings Graduate* to life:

1. What is the “next level of work” required in Hastings to ensure all students have the opportunity to achieve the *Portrait of a Hastings Graduate*?
2. What are the priority elements of the work, over what time frame and by whom to achieve the *Portrait of a Hastings Graduate*?
3. What will be the systematic, multiple measures (qualitative and quantitative) that will gauge progress of students achieving the *Portrait of a Hastings Graduate*?

We envision an inquiry and participation process based on four interrelated steps:

1. Establish a Core Design Team to develop and guide the inquiry and participation process.
2. Develop and implement an inquiry process that is asset-based and drawing on Appreciative Inquiry such that the effectiveness of current programs and resources are identified for achieving the *Portrait of a Hastings Graduate*.
3. Establish an efficient participatory process through which the Core Design Team receives regular input and feedback from staff, faculty, administrators, students, families, community members and alumni.

4. Draft, finalize and present an inspirational, lean, and flexible statement on the *Portrait of a Hastings Graduate* and approach to bring it to life.

It is anticipated that the inquiry and participation steps will incorporate a variety of tactics, including public forums, surveys, focus groups, interviews, and data and achievement analysis.

The successful proposer may offer guidance in their proposal on alternatives to what we have suggested for the essential questions and four-part inquiry and participation process. We seek an external partner willing and able to constructively challenge and substantively modify our thinking and preferences.

Each proposal should include a summary of the formal work plan outlining each step of the engagement, the work that must be performed by the consultant, the Core Design Team, Superintendent and Board of Education. This work plan should include a timeline of tasks to be performed and the person(s) responsible for such tasks. All work created as a result of this engagement, as well as all documentation and information provided by the School District, shall be and remain the property of the School District.

The successful proposer understands and agrees that it shall comply and is responsible for complying with all applicable Federal, State and local statutes, rules and ordinances, including the New York State Safe Schools Against Violence in Education (SAVE) legislation. The successful proposer shall adhere to all requirements and protocols as established by the District and the State Education Department of New York: to wit, but not limited to, fingerprinting.

Qualifications:

In addition to providing proof of the qualifications set forth below, in setting forth its qualifications, each individual or firm submitting a proposal shall:

1. Provide evidence of an individual's credentials and qualifications in the area of establishing a "Portrait of a Graduate" or similar aspirational, comprehensive statements on educational goals and outcomes in the K-12 environment.
2. Describe the individual's or firm's experience and expertise focusing on strategic planning and implementation provided for school districts or related entities.
3. Provide evidence of experience with school districts or government organizations similar to the School District in size, scope, demographics and regional setting.
4. Provide evidence of the individual/firm's licensing to conduct business in the State of New York.
5. Describe any other recent experiences or information the proposer deems relevant to the type of services requested in this RFP.
6. Provide the names and telephone numbers of three client contacts who would serve as references.
7. State the name(s) of the officer(s) and associate(s) in the firm. Resumes of key personnel assigned to perform the services should be included in the proposal as an appendix or attachment.

8. State the names and credentials of all principals, employees or independent contractors that might be assigned to the School District and provide their resumes.

Insurance:

The firm chosen must fulfill the following insurance requirements:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the consultant's insurance policies, with the exception of Professional Liability. The policy naming the District as an additional insured shall (a) be purchased from an A.M. Best rated "secured" New York State licensed insurer, (b) contain a 30-day notice of cancellation, (c) state that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers, (d) the District shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the Certificate of Insurance.
2. The consultant agrees to indemnify the District for any applicable deductibles and self-insured retentions.
3. Required Insurance: (a) Commercial General Liability Insurance--\$1,000,000 per occurrence/\$ 1,000,000 aggregate, (b) Professional Errors & Omissions Insurance--\$1,000,000 per occurrence/\$1,000,000 aggregate for the negligent professional acts of the consultant. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.
4. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
5. Consultant acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The consultant is to provide the District with a Certificate of Insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.
6. The District is a member/owner of the N.Y. Schools Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.

PART II

Cost:

The firm's proposed fee should be quoted as a lump sum exclusive of travel expenses. The firm's proposal should also separately include proposed travel expenses.

In addition, please state which principals and/or staff are expected to perform the services. For each work item excluded from the lump sum quoted, please include the rates associated with that excluded item of work. Regarding travel expenses, please quote the assumed travel for each principal and/or staff member, and the number of days each individual will spend in Irvington.

Proposal Submission

Proposals must be clearly labeled and submitted to Maureen Caraballo Business Official, Hastings on Hudson Union Free School District, 27 Farragut Avenue, Hastings on Hudson New York 10706, no later than **March 25, 2022 at 11:00 AM**. Proposals submitted after that time and date will not be considered and will be returned to the submitter unopened.

There is no expressed or implied obligation for the School District to reimburse responding individuals or firms for any expenses incurred in preparing quotations, attending pre-quotation conferences, or interviews in responding to this request.

Evaluation Procedures

A. Review of Proposals

The District will review qualifications of the proposals.

The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

1. Responsiveness to this RFP
2. Compliance with Qualification requirements
3. Experience of staff assigned to engagement
4. Quality and appropriateness of the firm's work plan
5. Research, evaluation and consultation approaches
6. Cost

C. Final Selection

The Board of Education will select the individual or firm based upon the proposals and the recommendations of the School District's administration. While cost is an important element in the decision to award this RFP, it will not be the sole determining factor. It is anticipated that the individual or firm will be selected by **April 8, 2022**. Following notification of the individual or firm selected, it is expected that a contract will be executed between both parties by **April 19, 2022**. The selected firm must be prepared to begin work immediately.

D. Right to Reject Proposals

Submission of a Proposal indicates acceptance by the individual or firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board of Education and the individual or firm selected. The School District reserves the right, without prejudice, to reject any or all proposals.

RFP Inquiries:

Any question submitted by an individual or firm regarding this RFP must be directed, in writing, to Maureen Caraballo, Business Official, Hastings on Hudson Union Free School District, 27 Farragut Avenue Hastings on Hudson, NY 10706.

Written response, together with original inquiry, will be forwarded to all individuals or firms receiving this RFP.

Form of Agreement

A formal written agreement will be forwarded to the proposer(s) selected to perform the services set forth herein. The terms and conditions set forth in the within Request for Proposals are incorporated into the form of agreement by reference and shall form a part of the Agreement executed by the Board of Education and the successful proposer.

**Hastings on Hudson UFSD
27 Farragut Avenue
Hastings on Hudson, New York 10706**

REQUEST FOR PROPOSALS

FOR

CONSULTATION SERVICES FOR CREATION OF *THE PORTRAIT OF A HASTINGS GRADUATE* and ASSOCIATED STRATEGIC PLAN

PROPOSAL SUBMISSION FORM

NAME & ADDRESS OF FIRM:

TELEPHONE NUMBER:

FAX NUMBER

SIGNATURE & TITLE: