



Board of Education

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REQUEST FOR PROPOSAL

Redistricting Consultant

Document Number: CCS06052023

Deadline for any questions regarding this project: Thursday, June 1, 2023, 12:00 p.m.

Submission Deadline for Submission of Qualifications: Monday, June 5, 2023, 5:00 p.m.

Number of Copies: Submit 1 original and 1 electronic format (flash drive or emailed) Copy of submittals to Stacy.Lee@cravenk12.org)

Please Mark the Submittal Document Package:

1. Proposals due Date and Time
2. Title of RFP
3. Document Number

Return Proposals to:

Stacy Lee
Craven County Schools
3600 Trent Road
New Bern, NC 28562

Sole Point of Contact for Communications Regarding this RFP:

Stacy Lee, Chief Officer of Systems and Operation
Phone: 252-514-6391 | Fax: 252-514-6390 | Email: stacy.lee@cravenk12.org

PROPOSALS SUBMITTED BY MAIL WILL NOT BE ACCEPTED

LEGAL NOTICE

Craven County Schools will accept Proposals for Redistricting Consultant until Monday, June 5, 2023, 5:00 p.m.

Proposals shall be submitted to: Stacy Lee
Craven County Schools
Email: Stacy.Lee@cravenk12.org

Interested parties may contact Stacy Lee for the Request for Proposals documents. The deadline for any questions regarding this project will be Thursday, June 1, 2023, 12:00 p.m. Questions should be addressed to Stacy Lee (Stacy.Lee@cravenk12.org).

Offers may not be withdrawn for a period of 90 days after closing date without the consent of the Board of Education.

Any responses submitted unsigned, or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter.

Craven County Schools reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the School System.

It is the intent of Craven County to allow local governments and other governmental agencies within its jurisdictional boundaries to utilize the contract by entering into a Cooperative Purchasing Agreement.

Denise Altman
Finance Officer

GENERAL PROCESSING AND SELECTION PROCEDURES

The following procedures are generally used in the selection of vendors to provide professional services:

1. A selection group consisting of the Superintendent, Chief Officer of Systems and Operation, Director of Facilities, and Assistant Finance Officer will evaluate the Request for Proposals (RFP) responses.
2. The committee receives written RFP responses. The RFP responses should include a resume of the firm, references from past and present clients, similar experience, the names and background of project personnel, a narrative or work plan describing their approach to the specific project, a project task schedule (as applicable), and any other submittals requested within the document.
3. The committee reviews and evaluates the RFPs based on the established selection criteria and a comparison of all RFP responses submitted. If necessary, the committee may request a meeting with one or more Respondents to clarify and/or expand on the response. This will most likely happen by phone. In accordance with the requirements of the RFPs, the School System may negotiate terms, conditions and fees with the successful Respondent.
4. The committee selects the RFP response which, based on the ability to meet the criteria, appears to be the most advantageous selection for the School System, and subsequently recommends contract award to the Executive Vice President.
5. The contracts for \$90,000 or greater are presented for approval to the School System Board of Education

GENERAL INFORMATION

1. REQUEST FOR REDISTRICTING CONSULTANT

The Craven County School Board of Education is soliciting proposals from companies engaged in creating data driven comprehensive planning documents related to population growth as well as the distribution of that population within the community. The selected firm will support the school systems by documenting potential growth and supporting the school system in planning for future facility expansion and/or reduction in the system infrastructure. This planning includes the ability to define opportunities for new schools, school closures, as well as forecasting the appropriate location for any new schools as well as any potential closure opportunities. The selected firm will need to be familiar with supporting the school system as they develop attendance boundaries and the ability to create communities within the school system.

2. PROPOSAL DUE DATE

Proposals are due no later than Monday, June 5, 2023, 5:00 p.m.

The district will receive one (1) original and one (1) electronic submittal (flash drive or emailed copy) to Stacy.Lee@cravenk12.org in response to this RFP.

All required forms and documents must be addressed to:

Stacy Lee
Craven County Schools
3600 Trent Road
New Bern, NC 28562

Questions must be submitted in writing by Thursday, June 1, 2023, 12:00 p.m.

Only questions submitted by email and received by the deadline will be responded to. Questions received by the deadline may be answered in the form of an addendum. Please direct any questions regarding this Request for Proposal (RFP) to: Stacy Lee, Stacy.Lee@cravenk12.org.

3. GENERAL CONDITIONS

- 3.1. All proposals shall be typewritten or filled in with pen and ink. Proposals having erasure or corrections must be initialed by the Proposer in ink. All proposals must be signed in ink by an officer or employee having authority to legally bind the Proposer. All proposal pricing shall be signed by an authorized officer of the company. By signing, Proposer attests that they fully understand there will be no recourse for negligence or oversight for not doing so.
- 3.2. Completed proposal and required copies must be bound and submitted in a sealed envelope or package with the following notation on the Proposal Package:

Monday, June 5, 2023, 5:00 p.m.
Redistricting Consultant
Document Number: CCS06052023

Return Proposals to:
Stacy Lee
Craven County Schools
3600 Trent Road
New Bern, NC 28562

- 3.3. The vendor shall not use the School System's name or any contract information for advertising purposes without the written consent of Craven County Schools.
- 3.4. The respondent acknowledges that he has read this RFP, understands it, and agrees to be bound by its requirements. Craven County Schools is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in the RFP.
- 3.5. Proposals not submitted in the format as instructed by this RFP may not be accepted. Addendums to this proposal, once filed, may be submitted in a sealed envelope only, and properly identified, prior to the opening.
- 3.6. Craven County Schools reserves the right to reject any or all proposal parts thereof, to waive any irregularities or informalities in procedures, and to award in a manner best serving the interests of Craven County Schools.
- 3.7. Any Purchase Order resulting from the RFP responses will incorporate the terms and provisions of said documents.
- 3.8. Craven County Schools reserves the right to reject any or all proposals submitted and to request additional information from all vendors. Craven County Schools reserves the

right to negotiate any points of the contract, including cost. Any contract awarded will be made to the firm, based on evaluation of all responses, applying all criteria and oral interviews if necessary, that is determined to be the best qualified.

- 3.9 Upon review of submitted proposals, the top ranked vendor or vendors may be called upon to meet with key Craven County Schools personnel for a more detailed interview or discussion.
- 3.10 Respondents are cautioned to read the information contained in this RFP carefully and to submit a complete response to all requirements and questions in the order requested.
- 3.11 Restrictions on Communications with Craven County Schools staff. For violation of this provision, Craven County Schools shall reserve the right to reject the proposal of the offending respondent. All questions concerning this RFP must be submitted via email attachment with the RFP number on the subject line. Questions asked via any means other than this method will not be accepted. No response other than via this method will be binding upon Craven County Schools.
- 3.12 Amendments to Proposals: Amendments or withdrawals of proposals will be allowed only if the amendment or withdrawal is received before the proposal due date. No amendment or withdrawals will be permitted after the due date, except as authorized by the School System.
- 3.13 Craven County Schools will not be liable for any costs incurred by a respondent in responding to this RFP (including demonstrations), regardless of whether Craven County Schools awards a contract through this process, or cancels this RFP for any reason, or contracts for the work through some other process or issues another RFP.
- 3.14 All proposals and other material submitted will become the property of Craven County Schools and may be returned at Craven County Schools' option. Proprietary information, if included, should be identified in the proposal or supporting materials as such. Craven County Schools will have the right to use any materials or ideas submitted in the proposal without compensation to the respondent. Additionally, all proposals will be open to the public after the Purchase Order has been awarded. It is intended to keep proprietary information confidential.
- 3.15 Concealed Carry

The consultant/supplier acknowledges that firearms are prohibited on the School System's campus except as provided in North Carolina General Statute §14-269. The Consultant shall inform its employees and subcontractors of this prohibition and shall strictly enforce it when on the School System's campus. The supplier/consultant further agrees to consult and comply with Craven County Schools' Board Policies regarding the possession of firearms on campus.

3.16 Background Checks

The consultant agrees to conduct criminal background checks on each of its employees, as well as employees of its subcontractors, prior to sending them to the School System. The School System may request new background checks of any employee at any time. Such criminal background checks will be performed at Consultant's or Subcontractor's expense and at no additional cost to the School System. If in the School System's sole discretion objectionable information regarding any employee is discovered in the background check, such person shall not be allowed to continue working at the School System. The minimum background check process shall include, but not be limited to, the following checks:

1. National Sex Offender Registry

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4. ESTIMATED TIMELINE

Questions Due Thursday, June 1, 2023, 12:00 p.m.

Proposal Submission Deadline Monday, June 5, 2023, 5:00 p.m.

No contact between the Evaluation Review Committee and Respondents shall be made during this time. No other questions or inquiries will be addressed other than as indicated.

NOTE: The School System reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary under the circumstances. The School System and Consultant may amend this contract during the period of performance by mutual agreement.

5. CONSULTANT REQUIREMENTS

Craven County School System intends to enter into an agreement with a qualified firm to create data driven comprehensive planning documents related to population growth as well as the distribution of that population within the community.

Consultant must work directly with staff to determine appropriate attendance boundaries

Consultant must work with school system consultants to determine appropriate responses to population growth.

Consultant must have the ability to present options to the Board of Education

Consultant will be responsible for the professional management of their employees and their behavior while working on Craven County Schools Property.

6. PROPOSAL CONTENTS

Proposers shall submit one original, three hard copies and one electronic format copy (flash drive or emailed copy) to Stacy.Lee@cravenk12.org. Each proposal shall include the following information for review on their letterhead:

- 6.1. **Cover Letter:** The cover letter shall identify and introduce the Proposer and provide other general information about Proposer's business organization, Proposer's name, principal address, federal ID number, telephone and facsimile numbers, and e-mail address.
- 6.2. **Type of Business Entity:** If a corporation, provide the state of incorporation, and the full name, title, and experience of each high-level corporate officer. If the Proposer is not a North Carolina corporation, please state whether or not the Proposer is qualified to do business in the State of North Carolina as a foreign corporation. A foreign corporation must provide evidence, before execution of a contract, that is qualified to do business in the State of North Carolina, or it must register with the North Carolina Secretary of State.
 - If the Proposer is a sole proprietorship, state the name of the proprietor doing business.
 - If a partnership, state the full name, address, and other occupation, if any, of each partner; whether the partner is a general or limited partner, and whether active or passive; state each partner's experience and the proportionate share of the business owned by each partner.
 - If a joint venture, state the name of each firm participating in the joint venture and each principal officer of each firm; each officer's experience and the proportionate share of the joint venture owned by each joint venture partner.
- 6.3. **Executive Summary:** The Executive Summary should provide a complete and concise summary of Proposer's background, area(s) and level(s) of expertise, relevant experience and ability to meet the requirements of this RFP. The Executive Summary should briefly state why Proposer is the best candidate to provide services. The Summary should be organized so it can serve as a stand-alone summary apart from the remainder of the proposal.

- 6.4. **Exceptions:** Proposer shall itemize any exceptions it has to the RFP. If it has no exceptions to or deviations from any part of this RFP, it shall so state on an “Exceptions” page. If no deviations or exceptions are identified, Proposer understands that if the Craven County Schools accepts the Proposer’s proposal, it must comply with and conform to all of the requirements of the RFP.
- 6.5. **Qualifications:** In the Qualifications section, each Proposer should state in detail its qualifications, and experience, and how its services and products are unique and best suited to meet the requirements and intent of this RFP. The proposer may include as much information as needed to differentiate its services and product(s) from other Proposers. At a minimum, please include, the following:
- How Proposer meets or exceeds the qualifications;
 - A description of the nature of the firm’s experience in providing the service(s) sought by this RFP and state the number of persons currently employed for such purpose;
 - The total number of such contracts and the clients comparable to Craven County Schools for which the firm has provided like or similar services within the last five (5) years; and
 - The names and addresses of at least three (3) references for the firm’s professional capabilities. These references should be written, verifiable, references dated within the last six months from clients for which the Proposer has rendered services within the last 5 years substantially similar to those sought by this RFP and recommending Proposer for selection for such services. Each reference shall include the name, e-mail address, and telephone number of a contact person.
- 6.6. **Fee Proposal:** Proposer should submit its fee proposal for all its personnel listed as Attachment A; Personnel Fee Schedule. The Fee Schedules are required to be provided in a separately sealed envelope marked Fee Schedules on the outside of the envelope. The fee proposal shall be a firm and final amount including the costs and expenses for all anticipated services.
- 6.7. **Pricing and Invoicing Detail:** The consultant will be required to provide a line by line invoice detailing all personnel and work required to execute the work. Please provide detail on how your company will make sure the project costs you are using will be in line with the area market costs. If actual on-site services are determined by the consultant to require a change in scope of work, budget or time, affecting the original T O, the consultant shall contact the School System immediately upon such determination to receive approval for proceeding with the change of work. Prices shall remain firm for the

initial contract period.

- 6.8. **Point of Contact:** The consultant will be required to provide one point of contact (Project Manager) for the School System in the event of an activation and or issuance of a TO. Please provide information on the name and qualifications of the employee that will be assigned to the School System as the point of contact/Project Manager. Staffing: The consultant shall maintain the personnel resources necessary to manage staff and perform the work within this proposal.

7. EVALUATION CRITERIA

The following items will be used to help the school system determine the appropriate candidate for this project. This information will be used to help the school system determine an appropriate candidate. Each section is given a value associated with the experience and the importance of the skills required as it relates to the school system's needs. In as few words as practical, describe your ability to address the following. Limit each section to one or two paragraphs.

7.1. Responsiveness to the RFP

- 7.2. **Executive Summary-** Provide a brief narrative that summarizes the proposal and addresses the key benefits, qualifications, and capabilities of the offeror

- 7.3. **Company Profile-** Provide a description of the firm's history, ownership, business organization, financial status, overall qualifications, products or services offered, and any relevant licenses held, if applicable.

- Provide evidence of registration and good standing with the North Carolina Secretary of State. In the case of out-of-state corporation, provide a Certificate of Authority as evidence of ability to do business in North Carolina.
- Describe the overall capability of the offeror to fully perform the contract requirements and the moral and business integrity and reliability which will assure the County of good faith performance as required by these specifications

- 7.4. **Understanding and Approach-** Provide a description of the offeror's understanding of the requirements contained in the Scope of Work described in this RFP. This section should, at a minimum, address the following:

- Expression of the offeror's understanding of the services being requested.

7.5. **Qualifications and experience of staff to be assigned-** Summarize the offeror's overall past experience providing similar services and provide detailed information regarding previously completed projects that were similar in size and scope for institutions with comparable requirements.

- **Experience with Craven County Schools**

Define any direct experience you have had with the school system in the past 5 years.

Experience beyond five years is also relevant and should be included.

- **Experience with North Carolina School Systems**

- **Demographic Analysis**

The candidate must demonstrate the ability to analyze historic population growth and forecast where potential growth should be anticipated.

By using census and school system data, the candidate must be able to geo-locate students as well as their grade level and anticipated cohort survival.

The winning firm should demonstrate the ability to discuss a forecast vs a projected population growth.

- **Transportation**

Describe the firm's ability to work with TIMS or other transportation systems and programs to reduce the overall travel time of students.

The candidate should address transportation in relation to creating attendance boundaries.

- **Designing Attendance Boundaries**

Provide experience the importance of supporting communities while developing attendance boundaries.

Note the ability to use key geographic boundaries to support the proposed boundaries.

Discuss collaboration with school systems to determine options and best practices.

The candidate should describe their work to develop clean feeder patterns from kindergarten through 12th grade.

7.6. **Quality of references-** Offerors should include at least three references for similar services provided within the past 5 years.

7.7. **End Proposal**

8. CONTRACT

- 8.1. A proposed contract should accompany your proposal. The School System reserves the right to reject all proposed contracts and submit a contract to successful consultant for consideration.
- 8.2. No final selection will be approved until all contract provisions have been agreed to.
- 8.3. RFP and proposal as well as any clarifying documents will become part of the contract.
- 8.4. Termination of the contract may be made by any party at any time with or without cause, upon written notice.
- 8.5. The School System may terminate the contract, in whole or in part, for just cause, which shall include failure of the consultant to fulfill in a timely and proper manner the obligations under the contract.
- 8.6. Should the consultant fail to comply with the provisions of the contract, payment for portions of the contract will be withheld until such time as the contract terms have been implemented.
- 8.7. The consultant shall not enter into any subcontracts for any of the work contemplated under the contract without prior written authorization from the School System.
- 8.8. In performing the contract, both parties agree to comply with all applicable state, federal, and local laws, rules and regulations.
- 8.9. The consultant shall function as an independent consultant for the purposes of the contract and shall not be considered an employee of the School System for any purpose.
- 8.10. Nothing in the contract shall be interpreted as authorizing the consultant or its agents and/or employees to act as an agent or representative for or on behalf of the School System or to incur any obligation of any kind on the behalf of the School System.

9. CERTIFICATE OF INSURANCE

Consultants must supply a copy of a certificate of insurance evidencing general liability, worker compensation including a waiver of subrogation. If contract is awarded a certificate of insurance with the School System and its agents will be required to be listed as additionally insured. Required limits are:

General Liability	General Aggregate	\$2,000,000
	Products – Comp/Op Agg	\$2,000,000
	Personal Injury	\$1,000,000
	Each Occurrence	\$1,000,000
	Fire Damage (Any one fire)	\$50,000
	Medical Exp (Any one person)	\$5,000
Excess Liability	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000
Automobile Liability	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000
Workers' Compensation	Statutory Limits	
	Each Accident	\$500,000
	Disease-Policy Limit	\$500,000
	Disease – Each employee	\$500,000