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Regina B. Holley, Ph.D., Board Member, District 2

## **The School District of Pittsburgh (Pittsburgh, PA)**

### **REQUEST FOR PROPOSALS (RFP)**

### **BOARD MEMBER GOVERNANCE TRAINING SERVICES**

**Issuance Date: September 22, 2016**

**Submission Date: October 7, 2016 at Noon**

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Dr. Dara Ware Allen, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 Bellfield Ave, Pittsburgh, PA 15213 or 412.529.HELP (4357).

## **Introduction**

The Board of Directors of Pittsburgh Public Schools (PPS) requires professional development and facilitation services to improve board governance and effectiveness. Over the past 5 years, the Board experienced significant turnover in its members with eight of the nine members newly elected during this time period. Through this work, the Board seeks to strengthen its abilities to fulfill its primary role of informed oversight of Pittsburgh Public Schools.

This work is expected to begin in October 2016.

## **Scope of Work**

- Provide professional development for Board Members in governance
- Review of the Superintendent's evaluation tool
- Provide training to the Board, Superintendent, and Executive Cabinet of the deliverables that will be necessary to improve board governance
- Facilitation of the Board evaluation of the Superintendent
  - This includes the facilitation of three progress monitoring meetings, one year end evaluation meeting, and one meeting with the Board to finalize the evaluation

## **Background**

As the largest of 43 school districts in Allegheny County and second largest in Pennsylvania, Pittsburgh Public Schools serves approximately 25,000 students in Kindergarten through Grade 12 in 54 schools with approximately 1,990 teachers, a total of 3,900 employees, and a general budget of \$570.4 million. The student population is 53% African American, 33% White and 14% Other, speaking 46 languages and representing 57 countries.

## **Timetable/Response Submittal**

The Office of the Board of Directors is requesting proposals from experienced and qualified individuals/companies. Selection of the consultant will be made based upon the proposals submitted and possible interview if needed. A timetable for the selection process is provided below:

- September 22, 2016: Release of RFP
- October 7, 2016: Receipt of Proposals
- October 11, 2016: Interview Date (if necessary)
- October 13, 2016: Recommendation for Selection
- October 19, 2016: Legislative Approval by Board

**Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents, their lobbyist(s) or agent(s) and any employee of PPS or its elected Board of Directors, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.**

All proposals shall be submitted to PPS as follows:

Robin Wenger Board Executive Assistant <b>School District of Pittsburgh</b> 341 South Bellefield Avenue, Room 239 Pittsburgh, PA 15213 Tel: (412) 529-3770 Fax: (412) 622-3774 Email: <a href="mailto:boardoffice@pghboe.net">boardoffice@pghboe.net</a>
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Proposals can be submitted in electronic format, faxed or mailed to the Board Office by Noon on October 7, 2016.

Proposals, including any/all attachments, cover letter, and tabs should not exceed twenty-five (25) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 10 pt.

Proposals should be submitted following the instructions detailed below. PPS reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, PPS reserves the right to reject any and all proposals and to waive irregularities.

Any questions regarding this RFP should be addressed to Mrs. Wenger.

Responses should address the following questions or requests for information:

## **I. Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an authorized officer.

## **II. Experience and Qualifications**

Provide brief biographies for the partners and employees who will be supporting PPS' account, including any relevant experience for each. Please include only those individuals who will work on PPS' account and specify their role in the project.

Please describe relevant experience with board member governance training including previous work with other school districts. Please provide three references.

## **III. Company Information/Equal Employment Opportunity**

- A. Describe your company's equal employment opportunity policies and programs.
- B. Has your company or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your company's business or have any of your company's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense, i.e., financial misconduct, fraud or child abuse? If so, please describe any such convictions and surrounding circumstances in detail.
- C. Has your company, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter rising directly or indirectly from the conduct of your company's business which is still pending or have any of your company's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter, i.e., financial misconduct, fraud or child abuse which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.

#### **IV. Project Work Plan**

Submit a detailed work plan for performed services. A timeline for completion of specific work products should also be included.

#### **V. Fee Proposal**

Please provide a fee structure that your company would propose to provide board governance services for the Board of Directors given the scope of services provided in your detailed work plan. Proposals must include the overall cost of all work, as well as hourly or daily rates, and must include cost estimates for travel and time associated with conference calls with PPS staff.

#### **Evaluation Criteria and Selection Process**

The contract will be awarded to the qualified proposer whose proposal is most advantageous to PPS, based on the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the overall scores will guide PPS in making an intelligent award decision based on the evaluation criteria.

PPS reserves the right to request an interview from those companies determined to be in a competitive range and shall use the information derived from these interviews, if any, in its evaluation.

PPS anticipates selecting one consultant using the following criteria:

<b><u>Board Governance Services</u></b>	<b><u>Points</u></b>
Background and experience in board member governance training	25
Background and experience in working with urban school districts	25
Meeting design expertise, facilitation skills and group process skills	25
Cost-effectiveness of proposal	25

The contractor will be selected by October 19, 2016.