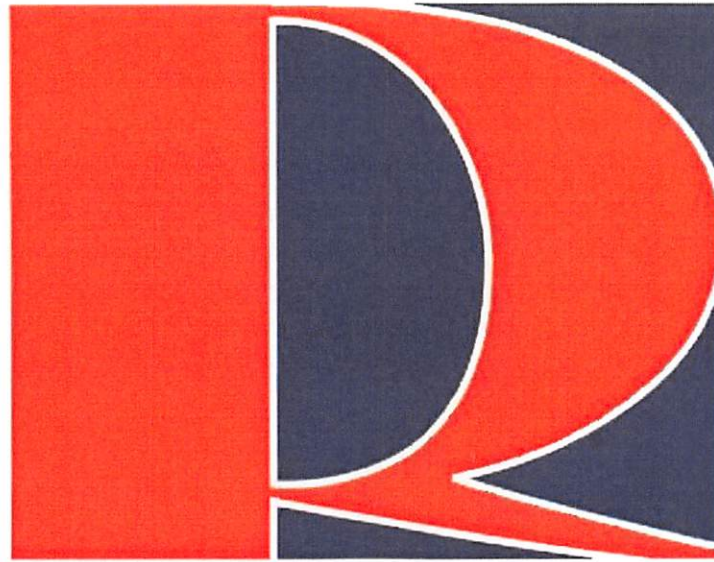


REQUEST FOR PROPOSAL



**RAYTOWN
QUALITY
SCHOOLS**

Expect the Exceptional

FOR

Clerical & Technology Support for the Enrollment Center

TO BEGIN: April 15, 2025

Submittal Deadline: May 09, 2025

RAYTOWN C-2 SCHOOL DISTRICT
6608 Raytown Road
Raytown, MO 64133
816-268-7000

Clerical and Technology Support for the Enrollment Center

Raytown C-2 School District

I. Introduction

The Raytown C-2 School District is seeking proposals from qualified companies to provide clerical and technology support for the District's Enrollment Center. The selected provider will deliver a comprehensive staffing solution, supplying personnel with strong clerical, customer service, and technology skills to support the student enrollment process and assist instructional staff with the implementation of enrollment resources.

II. Scope of Services

The selected company will be expected to provide:

- **Clerical Support**
 - Assist with data entry, document management, and customer service during enrollment periods.
 - Support the Enrollment Center staff with administrative tasks related to student registration.
- **Technology and Instructional Support**
 - Provide assistance to instructional staff in the use of enrollment-related resources and systems.
 - Offer training and on-site support to ensure competency and fidelity in the implementation of enrollment tools.
- **Personnel Requirements**
 - Staff must be skilled in clerical work, technology applications, and customer service.
 - Staff must be flexible, reliable, and responsive to the needs of the Enrollment Center and instructional staff.

III. Proposal Requirements

Proposals must include the following:

- Company overview and experience providing similar services.
- Detailed description of how the company will meet the Scope of Services.
- Staffing plan, including qualifications of personnel.
- Training and support strategy for instructional staff.
- Cost proposal with detailed breakdown by item and service, including justification for expenses.
- References from at least three recent clients with similar service needs.

IV. Selection Process

Selection will be made of the company deemed fully qualified and best suited among those submitting proposals, based on the evaluation factors outlined in this RFP, including price if specified. Negotiations will be conducted with the selected company. Price will be considered but will not be the sole determining factor.

Although the District is not requiring a “not-to-exceed” amount, companies are expected to provide detailed and specific pricing for each item and service proposed. Additionally, companies must justify the cost of all items and supports included in their proposals.

V. Evaluation Criteria

Proposals will be evaluated based on the following factors:

- Qualifications and relevant experience.
- Approach to meeting the Scope of Services.
- Quality of staffing plan and personnel qualifications.
- Strategy for supporting instructional staff.
- Cost proposal and overall value.
- References and past performance.

VI. Submission Instructions

All proposals must be submitted by **Friday, May 9, 2025, at 4:00 PM (CST)** to:

Raytown C-2 School District

Attention: Enrollment Center Support Services RFP

Shirley Earley

6608 Raytown Road

Raytown, MO 64133

Email: shirley.earley@raytownschools.org

Late submissions may not be considered.

Questions regarding this RFP must be submitted in writing by **May 2, 2025**, to:

Contact Person:

Shirley Earley

Director of Administrative Services

Email: shirley.earley@raytownschools.org

Response Deadline:

To be postmarked *on or before* May 2 , 2025 by Mail delivery to the following address:

Raytown Quality Schools

Attn: Shirley Earley

10750 E. 350 Highway

Raytown, Missouri 64138

OR

Electronically to the following email address: shirley.earley@raytownschools.org

Submission Form

Raytown C-2 School District

RFP: Clerical and Technology Support for the Enrollment Center

Company Name: _____

Company Address: _____

City, State, Zip: _____

Phone: _____

Website (if applicable): _____

Primary Contact Person: _____

Title: _____

Email Address: _____

Phone Number: _____

Acknowledgement:

By signing below, the company affirms that it has reviewed the RFP in its entirety and agrees to provide the services outlined in accordance with the terms and conditions stated.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____