



**SANTA FE INDIAN SCHOOL**  
Office of the Superintendent

1501 Cerrillos Road

Post Office Box 5340

Santa Fe, New Mexico 87502

Phone: (505) 989-6318

**Request for Proposal (RFP): Strategic Planning Facilitator**

**Issued by:**

Santa Fe Indian School

1501 Cerrillos Rd

Santa Fe, NM 87505

sfis.k12.nm.us

Christie Abeyta, SFIS Superintendent

505-989-6318

cabeyta@sfis.k12.nm.us

**Issue Date:** September 16, 2025

**Submission Deadline:** September 30, 2025

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**1. Introduction**

Santa Fe Indian School is seeking proposals from qualified individuals or firms to facilitate a strategic planning process that will result in a clear, actionable, and measurable 5–7-year strategic plan. This plan will guide the school's priorities, decision-making, and resource allocation in alignment with our mission, vision, and values.

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**2. Background**

Founded in 1976, Santa Fe Indian School serves over 700 Native American students in grades 7-12. *Santa Fe Indian School graduates will understand the issues facing tribes in the Southwest and will be committed to maintaining Native American cultural values. They will participate in the culture of their communities and will have the skills to pursue the education and careers that will benefit them, their families, and their people.* Our last strategic plan was developed in 2019, and we now seek to engage our community in envisioning the next chapter of our growth and improvement.

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**3. Scope of Work**

The selected facilitator will be expected to lead a comprehensive and inclusive strategic planning process. Key activities include, but are not limited to:

- Designing and managing an inclusive strategic planning process

- Facilitating stakeholder engagement (e.g., students, staff, families, board, tribes, and Tribal Leadership)
- Conducting an environmental scan (SWOT analysis, data review, etc.)
- Facilitating strategic planning sessions with the leadership team and/or strategic planning committee
- Supporting the mission and vision of SFIS
- Identifying strategic priorities, goals, and objectives
- Developing an implementation framework and evaluation metrics
- Presenting the final strategic plan to the school community and Board of Trustees

#### 4. Deliverables

The successful proposer will be responsible for producing the following deliverables:

- A detailed project timeline and engagement plan
- Summary report of stakeholder input
- Drafts of the strategic plan for review and feedback
- Final written strategic plan document (with executive summary and visual aids)
- Implementation toolkit or roadmap
- Presentation to the school board or broader school community

#### 5. Timeline

The planning process is expected to begin in [insert month/year] and be completed by [insert month/year].

<b>Milestone</b>	<b>Target Date</b>
RFP Issued	September 15, 2025
Proposals Due	September 30, 2025
Interview and Selection of Facilitator	October 15-17, 2025
Notice of Award RFP Selection	October 21, 2025
Contract Negotiations Completed	October 31, 2025

*Timeline may be adjusted in consultation with the selected facilitator.*

#### 6. Proposal Requirements

Proposals should include the following:

1. **Cover Letter**
2. **Firm/Facilitator Overview**
  - Experience in strategic planning for schools or educational institutions
  - Knowledge of school governance and stakeholder dynamics
3. **Proposed Approach and Methodology**
4. **Timeline and Work Plan**
5. **Qualifications and Bios of Key Personnel**
6. **References**
  - At least three references from previous similar engagements
7. **Budget and Fee Structure**
  - Include a detailed budget, with rates, anticipated expenses, and payment schedule

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## 7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications
- Quality and thoughtfulness of proposed approach
- Ability to engage diverse stakeholder groups
- Cost-effectiveness and clarity of budget
- References and past performance
- Alignment with school's mission and values

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## 8. Submission Instructions

Proposals must be submitted by via email to:

**Christie Abeyta, Santa Fe Indian School Superintendent**

[cabeyta@sfis.k12.nm.us](mailto:cabeyta@sfis.k12.nm.us)

Subject Line: *Strategic Planning RFP Submission – Christie Abeyta, SFIS Superintendent*

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## 9. Questions

All questions regarding this RFP must be submitted in writing to the contact listed above no later than **September 30, 2025**. Answers will be shared with all interested parties upon request.

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## **10. Additional Information**

- Strategic planning committee composition
- Community engagement expectations
- Existing data or documents that will be provided

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## **11. Reservation of Rights**

Santa Fe Indian School reserves the right to reject any or all proposals, to request clarification from any proposer, and to negotiate terms with the successful proposer prior to entering into a formal agreement.