

NORTHSHORE SCHOOL DISTRICT No. 417

Request for Qualifications (RFQ)

Enrollment Demographics Task Force Facilitation

Responses Due: September 24, 2025, at 2:00 P.M. PDT

I. Advertisement

The complete RFQ is available at

<https://www.nsd.org/our-district/departments/business-services/purchasing/business>

II. Project Information

The Enrollment Demographics Task Force (EDTF) was created under [School Board Policy 9400](#), to study demographic trends in the Northshore School District (NSD) and determine likely impacts on schools. The Task Force is composed of fourteen community members, parents, and NSD staff members.

The EDTF studies the size of the student population from year to year and assesses the district's ability to offer equitable programs and services to all students in all schools. The responsibility of the EDTF is to provide continuous review and planning to determine the most efficient use of existing sites and maximize educational opportunities for all students.

The District is seeking a qualified individual or consulting firm to provide guidance and facilitation of monthly task force meetings for the 2025-2026 and the 2026-2027 school year.

III. Scope of Work

The District anticipates the following project tasks:

- Monthly planning sessions with NSD staff between October and May with possible follow-up meetings thereafter.
- Review enrollment and demographic data, analyze school capacity and utilization, and evaluate possible boundary adjustments.
- Prepare presentations for and facilitate seven, two-hour task force meetings between the months of October 2025 and May 2027 that progress until a draft recommendation is reached for NSD School Board consideration. Meetings may be in-person or online.
- Prepare and deliver the EDTF recommendation to the NSD School Board in a scheduled Study Session.
- Document Task Force meetings and work in a clear and organized method.

IV. Selection Process

Method of Selection

The District will convene a Selection Committee to review the submittals received and reserves the right to seek clarification about the submittals.

The District may award a contract based solely on the written qualifications. However, the District may request one or more consultants be interviewed for further evaluation. As part of such an interview, the District may require key personnel assigned to the contract to be present and discuss their approach to project management and facilitation services.

The District may elect to engage in negotiations with a selected short list of consultants.

The District reserves the right to include in any contract with a selected Consultant a provision for additional project management services, where such provision will be contingent on agreement to terms regarding such continued work and other factors determined by the District.

An initial evaluation of the submittals will be conducted based on the criteria set forth below. Submittals that do not meet the criteria will not be considered further unless the District waives any defects.

The District reserves the right to negotiate with the successful Consultant on pricing, scheduling, and other terms.

Minority, women-owned and veteran-owned firms are encouraged to apply and will be afforded the maximum practicable opportunity to compete for and obtain contracts for services.

Initial Screening Criteria

Each submitted Statement of Qualifications (SOQ) will undergo a comprehensive review by a selection panel designated by the Northshore School District. The panel will assess the responsiveness of each SOQ and apply the following weighted criteria to determine a score for ranking:

Qualifications – (100 points)

Consultant Overview: (5 points): Provide a brief narrative describing the Consultant's origin and experience providing services in the region in the K-12 sector.

Consultant Experience (35 points): This section should detail the background and qualifications to establish the Consultant's experience and performance in the management of projects like the District's project within the past five (5) years. Please address specific experience in the following areas:

- Supporting school district enrollment demographics analysis
- Meeting facilitation
- Enlisting public engagement
- Managing projects similar in scope and type; including location of each project and contact information of client.
- Working with School Districts in Washington State.

Approach and Methodology (35 points): This section should provide detailed discussion of the philosophy of management which you have applied to similar projects.

- Address your approach to engaging students, staff and community as it relates to development of the meeting plans and structure in an in-person environment.
- Address your approach to engaging students, staff and community as it relates to development of the meeting plans and structure in an online environment.
- Address your approach to collaborating with District staff in the planning process of individual meetings.
- Explain your approach and expertise in providing project controls including schedules, budgets, invoicing, and document controls.

Past Projects (15 points): Describe your past performance with the District, or on similar contracts, regarding meeting facilitation of enrollment & demographics, and boundary adjustment planning.

References (5 points): Provide three (3) references of school districts you have guided through the enrollment, demographics, and boundary adjustment planning process.

Innovative Solutions (5 points): Outline any innovative approaches or solutions proposed by the firm to address program challenges or enhance program outcomes. Provide examples of innovative strategies implemented in past programs, if applicable.

Based on the recommendation of the Selection Committee, the highest-scoring firm will be selected for further negotiation prior to contract award.

Schedule for Selection Process

Dates	Selection Process
September 17, 2025	Publish Request for Qualifications
September 24, 2025	Statements of Qualification due on or before 2:00 P.M., PDT
September 24-25, 2025	Evaluate SOQs
September 26-30, 2025	Possible Interviews
September 30, 2025	Notifications of selected finalist sent to Consultants
Sept. 30-Oct. 2, 2025	Negotiation of contract
October 3, 2025	Notice to Proceed

The District may adjust the above schedule. In the event of a schedule change after submission of qualifications, the District will inform consultants that have submitted qualifications of the changes.

District's Right to Reject

The District reserves the right to reject any and all submittals and re-advertise the Request for Qualifications at any time prior to approval of a contract with the selected Consultant. All costs incurred in the preparation of the Request for Qualifications process will be borne by the proposing Consultant. Qualifications submitted in response to this Request for Qualifications will become the property of the District and be considered public documents under applicable Washington State laws; such documents are subject to disclosure in response to public records requests under the Public Records Act, Chapter 42.56 RCW. The District also reserves the right to modify the scope of services because of the written submittals and/or interviews.

Compliance with Procedures

The submittal of any consultant failing to submit information in accordance with the procedures set forth herein may be considered non-responsive. Failure to comply with these procedures may result in the rejection of such a submittal.

V. Submittal Requirements

Qualifications must be submitted via email with the subject line "SOQ - EDTF Facilitation 2025-2026" to Sandy Calissendorff at:

<https://mailfile.nsd.org/filedrop/scalissendorff@nsd.org>

The District must receive submittals no later than September 24, 2025, on or before 2:00 P.M. Late submissions will not be considered.

Format: The SOQ must be submitted in PDF format, not exceeding 10 pages, including all attachments and resumes.

Contact Information: Include the name, title, phone number, and email address of the primary contact person for the proposing firm.

This solicitation does not commit the District to pay any costs incurred in the preparation, presentation, or return of submittals, including interview time, or to select any Consultant who responds.

In preparing the submittal, the proposing consultant will clearly identify the designated person of record responsible for any referenced project. If the proposing consultant is representing an individual's experience while employed with another consultant, the consultant of record for the project and the individual's role will be clearly identified.

Any questions or requests for clarification regarding this Request for Qualifications during the submittal preparation period must be sent via email to dralph@nsd.org with the subject line "RFQ Inquiry - EDTF Facilitation 2025-2027".

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