



NORTHSHORE SCHOOL DISTRICT NO. 417
3330 MONTE VILLA PARKWAY, BOTHELL, WA 98021

REQUEST FOR QUOTES & QUALIFICATIONS
RFQQ# 2026-02-19, Strategic Plan Refresh

RFQQ SOLICITATION DATE: 2/06/2026
RESPONSES DUE: 2/19/2026 by 10 a.m.
BID SUBMITTAL EMAIL: superintendent@nsd.org

INTRODUCTION

Northshore School District No. 417, Bothell, WA, hereinafter referred to as District, is currently seeking a qualified strategic planning consultant to provide facilitation, analysis, and planning support to refresh the district's Strategic Plan. The updated Strategic Plan is intended to be adopted by the Board of Directors by March 2027.

Please provide a brief proposal including your qualifications and a quote related to the facilitation and revision of a comprehensive district Strategic Plan.

Estimated value of contract: \$80,000-100,000

Each quote submitted shall be in accordance with the Request for Quotes Document incorporated herein. The Northshore School District reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the RFQQ process.

Bidders shall submit their quotes to the email provided: **superintendent@nsd.org** and in the format indicated in the solicitation email. Must include "RFQQ# 2026-02-19 Strategic Plan Refresh" in the subject line of the response.

SCOPE OF SERVICES

- Collaborate with the Superintendent and leadership team to learn about and understand the culture of the district and the parameters of the project, including key performance outcomes already established.
- Review and analyze existing community and staff feedback and inputs, including notes from listening sessions, task force recommendations, and advisory team recommendations. Identify common themes.
- Facilitate engagement with internal and external stakeholders to socialize existing themes, synthesize feedback, identify priority areas of focus, and surface any missing perspectives.
- Support the development of a realistic, coherent, and aligned ("nested") set of goals and benchmarks to prioritize district work for the next five to seven years.
- Design and conduct the engagement and planning process with internal and external stakeholders from spring 2026 through winter 2027.
- Create a final branded Strategic Plan document, including graphics and photos, for Northshore School Board adoption by March 2027 and publication for internal and external stakeholders. Provide the

revised Strategic Plan in a “ready to print” format (English and Spanish) as well as for online or electronic distribution.

All in-person services and support will be provided at the Northshore Administrative Center (3330 Monte Villa Parkway, Bothell, WA). Some work with the Communications team and district leadership may be completed virtually.

WHAT TO INCLUDE IN ATTACHED QUOTE FORM RESPONSE:

- A brief description of your qualifications and relevant experience including examples of strategic plans developed by your firm
- A quote for the services/products listed above (including any applicable taxes or fees)
- Availability or proposed timeline and scope of work
- Current references

SUBMISSION DEADLINE

Please submit your response by February 19, 2026 on or before 10 am, via email to Dr. Justin Irish, Superintendent, superintendent@nsd.org

If you have any questions or need additional information, please contact Superintendent Irish directly.

EVALUATION CRITERIA

- Qualifications points, 10
- Cost points, 10
- Successful experience points, 40
- Project Schedule points, 20
- Engagement/Strategies points, 30

Total points, 110

AWARD

Highest scoring firm(s) may be interviewed and the final selection based on score and interview performance.