

# DUBLIN CITY SCHOOLS

## REQUEST FOR PROPOSALS (RFP)

**PROJECT:** High School Redistricting Services

**RFP ISSUE DATE:** April 20, 2026

**ISSUING AGENCY:** Dublin City Schools 5175

Emerald Parkway

Dublin, OH 43017

Phone: (614) 764-5913

Website: [www.dublinschools.net](http://www.dublinschools.net)

## I. INTRODUCTION AND BACKGROUND

### About Dublin City Schools

Dublin City Schools (DCS) is the 9th largest PK-12 public school district in the State of Ohio. The district enrolls more than 17,000 students and employs more than 2,500 staff members. The boundaries of the district encompass 42 square miles and include parts of Dublin, Columbus, Hilliard, and Upper Arlington, crossing three Ohio counties: Franklin, Delaware, and Union.

Dublin City Schools is built on a strong academic foundation, fostering an environment where high performance and achievement are a hallmark of our student body. We are proud to nurture a culture of excellence that consistently exceeds state and national benchmarks.

The district currently operates 25 schools, including a preschool, fifteen elementary schools, five middle schools, three high schools, and a specialized secondary learning facility (Emerald Campus).

### Project Context

As a steadily growing suburban district, it is imperative that we optimize the utilization of our facilities. The District is seeking a qualified demography, planning, or Geographic Information Systems (GIS) firm to assist in a high school redistricting initiative.

## II. PURPOSE AND SCOPE OF WORK

### Primary Objective

The primary goal of this project is to conduct a comprehensive boundary analysis and develop a redistricting plan that reduces near-term enrollment pressure at Jerome High School and adjusts attendance boundaries to support balanced growth across the district's three high schools: Coffman, Jerome, and Scioto. The long-term goal is to position each high school to serve approximately 2,000 students as the district continues to grow over the next five to ten years.

### Scope of Services

The selected firm will be expected to provide the following services:

1. **Data Analysis:** Utilize District-provided student enrollment data, housing yields, and capacity metrics to project future enrollment trends.
2. **Map Generation:** Develop a high school boundary map utilizing GIS software.
3. **Final Recommendation:** Submit a single, finalized boundary map to the Board of Education that successfully meets the Boundary Criteria (see below).

### Boundary Criteria

The specific, detailed criteria and guiding principles for drawing the boundaries will be provided to the company that is awarded the project upon commencement of the contract. Vendors should base their proposals on their technical capacity to ingest District-provided rulesets and apply them to GIS and demographic models to achieve high school enrollments per the Boundary Criteria.

## III. TIMELINE

The following schedule outlines the anticipated timeline for the RFP process and project completion.

- **RFP Issue Date:** April 20, 2026
- **Deadline for Questions/Clarifications:** April 28, 2026
- **Proposals Due to District:** May 4, 2026 (by 2:00 PM EST)
- **Board of Education Evaluation of Submissions:** May 11, 2026
- **Notice of Award / Contract Commencement:** May 18, 2026
- **Final Single Map Submitted to the Board of Education:** June 25, 2026

*Note: The June 25, 2026 deadline for the final map submission is a firm requirement.*

## IV. PROPOSAL SUBMISSION REQUIREMENTS

To be considered, Offerors must submit a complete response to this RFP. Proposals should be organized in the following format:

### 1. Executive Summary & Company Profile

Provide a brief history of your firm, length of time in business, and your specific experience in providing GIS, demographic, and redistricting services for K-12 public school districts.

## 2. Project Understanding & Methodology

Detail your firm's approach to the project. Explain how you will utilize the District-provided Boundary Criteria to achieve the primary objective. Outline your process for generating, refining, and finalizing the single requested boundary map by the required deadline.

## 3. Project Team

Identify the specific professional staff members who will be assigned to this project. Provide a brief resume for each, highlighting their experience with similar K-12 redistricting projects.

## 4. Timeline & Deliverables Commitment

Provide a brief project schedule confirming your ability to meet the strict timeline, specifically the delivery of the final map by June 25, 2026.

## 5. Cost Proposal

Provide a detailed and comprehensive fee structure for the services requested. Outline any hourly rates, fixed fees, or reimbursable expenses.

## 6. References

Provide at least three (3) references from K-12 school districts for which you have completed similar boundary/redistricting projects in the last five (5) years. Include contact names, titles, phone numbers, and email addresses.

# V. EVALUATION CRITERIA

On May 11, 2026, the Dublin City Schools Board of Education will evaluate the received submissions. Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications (35%):** Demonstrated success in K-12 enrollment analysis and redistricting.
2. **Methodology and Approach (30%):** Clear understanding of the District's goal of adjusting attendance boundaries per the Boundary Criteria to support balanced growth across the district's three high schools. Demonstrated capacity to apply the Boundary Criteria effectively.
3. **Capacity to Meet Timeline (20%):** Proven ability to complete the required scope of work and deliver the final map by the June 25, 2026 deadline.
4. **Cost Effectiveness (15%):** Competitive and transparent pricing for the requested services.

# VI. GENERAL TERMS AND CONDITIONS

**Right to Reject:** Dublin City Schools reserves the right to reject any and all proposals, to waive any informalities or irregularities in the proposals received, and to accept the proposal that is deemed most advantageous to the District.

**Acceptance and Contract Requirements:** Acceptance of a proposal shall not constitute an agreement

between the selected firm and the District and shall not be binding on the District unless and until an agreement containing all terms and conditions has been reduced to writing, executed by both the awarded firm and the District and approved by the Board of Education. By way of example, but not limitation, such a contract will require the following:

- **Confidentiality of Data:** The awarded firm will be bound by confidentiality requirements regarding student data. The firm shall not use or disclose any information concerning the District for any purpose not directly connected with the administration of this project.
- **Insurance Requirements:** The successful firm shall maintain Professional Liability, Commercial General Liability, and Workers' Compensation insurance as required by the State of Ohio, and shall provide a certificate of insurance naming Dublin City Schools as an additional insured prior to the commencement of work.
- **Nondiscrimination:** The awarded firm shall not discriminate against any citizen of this state in the employment of a person qualified to perform the work on the basis of race, color, religion, sex, age, disability or military status as defined in section 4112.01 of the Revised Code, national origin or ancestry.

The District reserves the right, in its sole discretion, to ask any firm to clarify, modify, or supplement its proposal, including through direct contact with the firm prior to and/or after the selection of the successful Supplier.

## VII. SIGNATURE PAGE

*This page must be completed and returned with your proposal.*

The undersigned certifies that they have read the complete Request for Proposal, understand all provisions, and are legally empowered to bind the firm in whose name the proposal is entered.

**Company Name:** \_\_\_\_\_

**Primary Contact / Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_