



September 3, 2026

To: Board of Education

From: Heather Bohaty

Re: Strategic Plan Request for Proposal for 2027-2032

DERBY PUBLIC SCHOOLS, USD 260

REQUEST FOR PROPOSALS

FIVE-YEAR STRATEGIC PLANNING FACILITATION SERVICES

RFP Issue Date: September 15, 2026

Proposal Deadline: October 16, 2026

Anticipated Board of Education Discussion: No later than January 2027

1. PURPOSE

Derby Public Schools, USD 260, is requesting proposals from qualified consultants or firms to facilitate the development of the district's next five-year strategic plan.

The selected consultant will design and facilitate an inclusive strategic planning process that gathers input from students, staff, families, community members, district leadership, and the Board of Education. The process must include both in-person and online opportunities for stakeholder participation.

The consultant will analyze and synthesize the feedback received and facilitate the development of clearly defined strategic areas, goals, measurable outcomes, and a framework for monitoring progress.

2. DISTRICT BACKGROUND

Derby Public Schools is committed to providing an exceptional educational experience that prepares students for postsecondary success. The district values student-centered



decision-making, collaboration, transparency, community engagement and continuous improvement.

The district's current strategic plan has guided its work related to student achievement, culture and climate, student and staff support, health and wellness, facilities and partnerships, and personnel recruitment retention and development. As Derby Public Schools prepares for its next five-year planning cycle, the district seeks a comprehensive process that reflects the perspectives and priorities of its students, staff, families, community, leadership team, and Board of Education.

Additional information about Derby Public Schools is available at www.derbyschools.com.

3. SCOPE OF SERVICES

The selected consultant or firm will work collaboratively with the Superintendent, district leadership, the Board of Education, and other designated stakeholders. The proposed scope of services should include the following:

A. Strategic Planning Process

- Meet with district leadership to establish the project scope, timeline, communication plan, and anticipated outcomes.
- Review the district's current strategic plan, mission, vision, performance data, needs assessments, demographic information, and other relevant documents.
- Develop a comprehensive and inclusive strategic planning process.
- Establish a timeline for stakeholder engagement, analysis, planning sessions, draft development, review, and final presentation.

B. Stakeholder Engagement

Design and facilitate opportunities to receive meaningful feedback from stakeholder groups, including:

- Students
- Parents and guardians
- Certified and classified staff
- Building and district administrators
- Board of Education members
- Community members



- Business, civic, and community partners
- Other stakeholders identified by the district

The engagement process must include both:

- **In-person opportunities**, such as community forums, focus groups, listening sessions, workshops, or facilitated planning meetings.
- **Online opportunities**, such as electronic surveys, virtual forums, questionnaires, or other digital engagement tools.

The consultant should recommend methods to promote broad participation and ensure that feedback is representative, accessible, and inclusive.

C. Analysis and Facilitation

- Compile and analyze quantitative and qualitative feedback.
- Identify common themes, priorities, strengths, concerns, and opportunities.
- Prepare and present a summary of stakeholder feedback.
- Facilitate discussions with district leadership and the Board of Education to identify the district's primary strategic focus areas.
- Guide the district in moving from stakeholder feedback to clearly defined strategies, goals, and measurable outcomes.

D. Strategic Plan Development

Facilitate the creation of a five-year strategic plan that includes:

- Clearly defined strategic focus areas or strategies.
- Goals connected to each strategic area.
- Measurable outcomes and indicators of progress.
- Recommended timelines, benchmarks, or implementation phases.
- Alignment with the district's mission, vision, values, and student achievement priorities.
- A structure for monitoring, reporting, and communicating progress.

The final strategic plan should be clear, focused, actionable, and understandable to students, staff, families, and community members.

E. Evaluation and Scoring Criteria



Proposals will be evaluated using the criteria below. Derby Public Schools reserves the right to weight criteria as deemed appropriate.

Stakeholder Involvement

Extent and quality of stakeholder engagement strategies, including:

- Inclusiveness of students, staff, families, community members, and Board
- Methods for gathering meaningful qualitative and quantitative input
- Evidence that stakeholder voice informs decision-making

Long-Range and Goal Setting

Ability to facilitate a future-focused planning process, including:

- Development of clear mission, vision, beliefs, and priorities
- Alignment between long-range goals and actionable strategies
- Experience guiding districts through complex goal-setting discussions

Innovation & Inspiration Factor

Capacity to inspire and challenge the District, including:

- Creative and forward-thinking approaches
- Ability to elevate aspirations beyond compliance-based planning
- Facilitation style that motivates ownership and shared commitment

Accountability

Strength of accountability and implementation framework, including:

- Clear metrics, benchmarks, and performance indicators
- Defined roles and responsibilities
- Processes for monitoring progress and reporting publicly

Product Outcome / Presentation

Quality and usability of final deliverables, including:

- Clarity, coherence, and accessibility of the strategic plan
- Visual presentation and communication tools
- Suitability of materials for Board, staff, and public audiences

Overall Process

Effectiveness and feasibility of the proposed process, including:

- Organization, timeline, and project management
- Responsiveness to District needs
- Evidence of successful outcomes in prior engagements

4. ANTICIPATED DELIVERABLES



The selected consultant or firm will be expected to provide:

1. A detailed project plan and timeline.
2. A stakeholder engagement and communication plan.
3. Materials and tools for in-person and online engagement.
4. Facilitation of stakeholder feedback sessions.
5. An analysis and summary of stakeholder feedback.
6. Facilitation of planning sessions with district leadership and the Board of Education.
7. Draft strategic areas, goals, and measurable outcomes.
8. A draft five-year strategic plan.
9. A final five-year strategic plan.
10. A final presentation to the Board of Education.
11. Recommendations for implementation, progress monitoring, and communication.
12. Electronic copies of all reports, presentations, summaries, and final planning documents.

5. ANTICIPATED TIMELINE

Derby Public Schools anticipates the following selection timeline. The district reserves the right to modify dates as needed.

Activity	Anticipated Date
Board Discussion of Request for Proposal	August 3, 2026
Board Approval of Request for Proposal	September 14, 2026
RFP released	September 15, 2026
Proposal submission deadline	October 16, 2026
Review of proposals & identify finalist	October-November 2026
Notification of finalists	No later than November 13
Finalist interviews	November-December 2026



Preferred consultant or firm identified	December 2026-January 2027
Recommendation presented to the Board of Education for discussion	No later than January 2027
Contract approval and project initiation	February 8, 2027
Stakeholder engagement process	Spring 2027
Final strategic plan presented	Prior to June 30, 2027

Finalists must be available for a one-hour interview. Interviews may be conducted virtually or in person, as determined by the district.

6. CONSULTANT QUALIFICATIONS

Respondents should demonstrate:

- Successful experience facilitating strategic planning or similar processes for public school districts, educational institutions, governmental entities, or similarly complex organizations.
- Experience designing and leading inclusive stakeholder engagement processes.
- Ability to facilitate productive discussions among groups with differing perspectives.
- Experience analyzing qualitative and quantitative feedback.
- Experience developing measurable goals, outcomes, benchmarks, and progress indicators.
- Strong facilitation, communication, presentation, and project-management skills.
- Knowledge of current opportunities and challenges facing public education.
- Ability to provide an objective and neutral perspective.
- A record of completing similar projects within established timelines and budgets.

Experience working with Kansas public school districts is preferred but not required.

7. PROPOSAL REQUIREMENTS

Proposals should be concise and organized in the following order:



A. Cover Letter and Firm Information

Include:

- Legal name and business address.
- Primary contact person, telephone number, and email address.
- Brief history and description of the consultant or firm.
- Signature of an authorized representative.

B. Understanding of the Project

Describe the respondent's understanding of the district's needs, the purpose of the strategic planning process, and the anticipated outcomes.

C. Proposed Approach

Describe the proposed process, including:

- Project phases and major activities.
- In-person and online stakeholder engagement strategies.
- Methods for encouraging broad and representative participation.
- Methods for analyzing and presenting feedback.
- Process for identifying strategic focus areas.
- Process for developing goals and measurable outcomes.
- Approach to working with district leadership and the Board of Education.
- Process for developing and presenting the final strategic plan.

D. Proposed Timeline

Provide a timeline that identifies major activities, meetings, milestones, and deliverables.

E. Project Team

Identify the individuals who will be assigned to the project, including:

- Names and titles.
- Roles and responsibilities.
- Relevant experience and qualifications.
- The individual who will serve as the lead facilitator and primary contact.



F. Relevant Experience and References

Provide information regarding at least three similar projects completed within the past five years. Include:

- Name of the organization.
- Brief description and scope of the project.
- Dates of service.
- Results or outcomes.
- Reference name, title, telephone number, and email address.

G. Work Samples

Include or provide access to examples of relevant strategic plans, stakeholder engagement summaries, reports, or presentations.

H. Fee Proposal

Provide a detailed fee proposal that includes:

- Total project cost.
- Professional service fees.
- Travel and related expenses.
- Survey, technology, materials, or production costs.
- Optional services.
- Payment schedule.
- Any anticipated costs not included in the total fee.

The proposal should clearly indicate whether the proposed price is fixed or estimated.

I. Conflicts of Interest

Disclose any actual, potential, or perceived conflicts of interest.

8. EVALUATION AND SELECTION

Proposals will be evaluated by a district selection committee. Evaluation criteria may include:

- Understanding of the district's needs and desired outcomes.
- Quality and feasibility of the proposed approach.



- Strength of the stakeholder engagement process.
- Relevant strategic planning and facilitation experience.
- Qualifications of the proposed project team.
- Ability to develop meaningful and measurable outcomes.
- Quality of references and work samples.
- Ability to meet the proposed timeline.
- Overall cost and value.
- Performance during the finalist interview.

Derby Public Schools is not required to select the lowest-cost proposal. The district will select the proposal determined to provide the best overall value and alignment with district needs.

Following the initial review, selected finalists will be invited to participate in a one-hour interview, either virtually or in person. The district may request clarification, additional information, or revised pricing before making a final recommendation.

A recommendation will be presented to the Derby Public Schools Board of Education for discussion no later than January 2027. Final selection and contract approval are subject to Board of Education action and successful negotiation of contract terms.

9. PROPOSAL SUBMISSION

Proposals must be received no later than **close of business, 4:30 PM (Central Time) on October 16, 2026**.

Proposals should be submitted electronically in PDF format to:

Heather Bohaty

Superintendent

Derby Public Schools, USD 260

Email: hbohaty@usd260.com

Telephone: (316) 788-8410

The email subject line should state:

Proposal for Five-Year Strategic Planning Facilitation Services



Questions regarding this RFP must be submitted via e-mail by **September 30, 2026** to the contact listed above. Responses may be shared with all known respondents to provide a fair and consistent selection process.

Late or incomplete proposals may not be considered.

10. DISTRICT RIGHTS AND GENERAL CONDITIONS

Derby Public Schools reserves the right to:

- Accept or reject any or all proposals.
- Waive minor irregularities or informalities.
- Request additional information or clarification.
- Conduct interviews with one or more respondents.
- Negotiate the scope of services, timeline, and cost.
- Modify, postpone, or cancel this RFP.
- Verify references and information included in a proposal.
- Award all, part, or none of the services described.
- Select the proposal determined to be in the best interest of the district.

All costs associated with preparing and submitting a proposal are the responsibility of the respondent. Submission of a proposal does not guarantee that a contract will be awarded.

The selected consultant or firm will be required to enter into a written agreement with Derby Public Schools and comply with applicable laws, Board policies, confidentiality requirements, data privacy expectations, insurance requirements, and other contractual provisions.

Unless otherwise agreed to in writing, all reports, presentations, survey summaries, strategic planning documents, and other materials developed specifically for Derby Public Schools through this project will become the property of the district.