

# **Capital School District**

## **Bid # 1504 – Strategic Planning Services**

### **Request for Qualifications and Evaluation Criteria**

#### **I. Introduction**

The Capital School District is seeking proposals from interested consultants and/or firms to provide Strategic Planning Services.

#### **Background**

The Capital School District is a comprehensive district serving preschool through 12<sup>th</sup> grade. The district has retained financial stability while ensuring all students are academically successful. The organization is seeking to revisit and update its existing long-range vision.

#### **II. Project Requirements**

##### **A. Project Description**

Capital School District is seeking a consultant/firm to facilitate the strategic planning process and revisit the existing goals and vision for the school community and update the plan for the next five years. The completed long-range plan should serve as a guide for the school district to make decisions aligned with the district mission. In short, the strategic plan should serve as a framework to make future decisions concerning Capital School District. The successful applicant or applicant team must have extensive organizational strategic planning expertise with public schools and school boards. The capability to facilitate planning sessions is required. The plan will clearly define long-term goals and objectives, formulate strategies for implementation, and provide methods to evaluate performance and make adjustments as necessary to stay on track.

##### **B. Scope of Services**

Successful applicants will submit a proposal designed to address the following.

Please compose the proposal by identifying each numbered service:

1. Customize the process aligned with the district's specific needs.
2. Ensure inclusion of all stakeholders.
3. Review existing planning and assessment documents, including the current long-range Strategic Plan, vision and mission, as well as current success plan required for submission to the Department of Education.
4. Author the report with the guidance and assistance of the steering committee and develop an outcomes-based dashboard to track progress against milestones over time.
5. Keep the process on track, on time and on budget.
6. Final planning document should be completed within 120 days of initiation of agreement.

##### **C. Evaluation Criteria for Proposal (35 points total)**

1. Understanding of the project (2 page limit) – 5 points
  - State your firm's understanding of the project and the issues surrounding the successful delivery of the strategic plan.
2. Experience (3 page limit) – 15 points
  - Discuss and demonstrate your firm's experience in developing strategic plans.
3. Reputation (2 page limit) – 10 points
  - Submission of references
4. Geographical Location of the Firm (1 page limit) – 5 points
  - Main office and any branch offices beyond 1 hour response time or 35 miles = 0

- Main office beyond 1 hour response time or 35 miles with branch office responsible for work within 1 hour response time or 35 miles = 1
- Main office within 1 hour response time or 35 miles = 3
- Main office within 30 minutes response time or 15 miles = 5

#### **D. Selection Process**

The proposals for each firm will be reviewed and a shortlist of the most qualified firms will be invited to interview. The interviews will consist of a presentation to the selection committee and a brief question and answer period. Key members of the staff to be assigned to the project are expected to attend and perform the lion share of the presentation. The District will then enter into negotiations with the preferred firm. If negotiations cannot be completed to the satisfaction of the District, then the owner will be notified in writing, and the District will enter into negotiations with the next highest ranked firm.

#### **E. Submission of Proposal**

Questions regarding the RFP can be directed to the Business Manager, and proposals should be submitted as hard copy no later than Thursday, November 13, 2014 at 3:00 pm to:

Sean Sokolowski

Business Manager

Capital School District

198 Commerce Way, Dover, DE 19904

302-857-4205; sean.sokolowski@capital.k12.de.us