



Request for Qualifications
02-2022
For
Superintendent's Office

Professional Consultant Services

Including

Cost-Benefit Study for District Facilities
Group Process Facilitation & Intervention
Program Review
Curriculum & Instruction Consultants
Testing Data & Assessment Analysis
Communications Consultant
Truancy Hearing Officer
Mentoring/Assisting Principals
Technology Consultant

District Enrollment Study
Secondary Schools Scheduling
Human Resources Report/Study
Staff & Community Surveys
Grant Writing Consultant
Videographer
Translation Services
Mental Health Services
Special Education Consultant

The period covered by this Request for Qualifications will be
September 1, 2022 thru August 31, 2027.

Marysville School District #25
4220 80th Street NE
Marysville, WA 98270
Phone: 360.965.0106
purchasing@msd25.org

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I. Introduction

Marysville School District (District) is requesting Statements of Qualifications for the following Professional Services:

- **Cost-Benefit Study for District Facilities**
- **District Enrollment Study**
- **Group Process Facilitation & Intervention**
- **Secondary Schools Scheduling**
- **Program Review**
- **Human Resources Report/Study**
- **Curriculum & Instruction Consultants**
- **Staff & Community Surveys**
- **Testing, Data & Assessment Analysis**
- **Grant Writing Consultant**
- **Communications Consultant**
- **Videographer**
- **Truancy Hearing Officer**
- **Translation Services**
- **Mentoring/Assisting Principals**
- **Mental Health Services**
- **Technology Consultant**
- **Special Education Consultant**

The District intends to pre-qualify firms from each discipline in order to maintain a Consultant Roster, and subsequently select pre-qualified Consultants as needed for each project at the appropriate time.

This Request for Qualifications (RFQ) describes the selection process and the documentation required for submittals. The selection of the consultants for these services will proceed in the following manner:

- A. The District will begin to review qualification packets beginning October 7th, 2022.
- B. An evaluation of the qualification submittals will result in a list of pre-qualified firms.
- C. In order to select the most qualified firm for a project, the Superintendent's Office may conduct telephone interviews with qualified firms when initiating a contract.

All information shall be submitted to:

Gregg Kuehn
Purchasing Manager
Marysville School District
4220 80th St. NE
Marysville, WA 98270
purchasing@msd25.org
Telephone: 360.965.0106
Fax: 360.965.0108

Any questions or requests for clarifications regarding this Request for Qualifications during the submittal preparation period must be emailed to purchasing@msd25.org.

II. Selection Process

A. Schedule

<u>Date</u>	<u>Selection Process</u>
9/21/2022	Advertisement for RFQ Published (First Notice)
9/28/2022	Advertisement for RFQ Published (Second Notice)
Continuous	Screening of Submittals

B. Method of Selection

1. An initial evaluation of the submittals will be conducted to identify those firms deemed to be the most qualified for the identified services, resulting in an alphabetical list without ranking.
2. Telephone or in-person interviews may be conducted by the Superintendent's Office to confirm qualifications, or to determine the ability of a pre-qualified service provide to perform services for a selected student or program.
3. The following general selection criteria will be used in determining pre-qualification:
 - Professional qualifications necessary for satisfactory performance of required services;
 - Specialized experience and competence in the requested services;
 - Past performance on contracts in terms of cost control, quality of work, and compliance with performance schedules;
 - Location in the general geographical area in relation to the district.
 - Fee/Cost

C. Notifications

Upon request, the District will provide the completed Consultant Roster to firms responding to the RFQ, upon request.

D. District Right to Reject

The District reserves the right to reject any and all submittals and, if deemed necessary, re-advertise the Request for Qualifications. All costs incurred in the preparation of the submittals and participation in the RFQ process shall be borne by the proposing firms. Proposals submitted in response to the RFQ shall become the property of the District and will be considered public documents under applicable Washington State laws.

E. Procedures Requirement

Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

III. Submittal Requirements

The Statement of Qualifications portion of the submittal shall be limited to a maximum of fifteen (15) pages (8-1/2 x 11") single sided, not smaller than 12-point type. Submittals exceeding the page limits are non-responsive.

Submittals shall include the following in the specified format:

- A. Cover Letter (maximum 1 page)
- B. Table of Contents (maximum 1 page)
- C. **Separate Section with a tab:** Statement of Qualifications, (maximum 15 pages)
 - 1. **Separate Section with a tab:** Executive Summary
Provide a summary highlighting the firm's qualifications for consideration of inclusion on the District pre-qualified professional services roster.
 - 2. **Separate Section with a sub tab:** Firm Profile
 - (a) Identification of firm including address, telephone number, email and date firm(s) were established.
 - (b) Areas of specialization of the firm.
 - (c) A firm organization chart.
 - 3. **Separate Section with a sub tab:** References
Provide the Client name, address, and client's project representative and telephone number, for the firm's three most recent contracts that most closely relate to the firm's qualifications for school district related contracts.

IV. Contract and Contracting Provisions

A. Contract Term

The period covered by this Request for Qualifications will be September 1, 2022 thru August 31, 2027.

B. Equal Opportunity Employer

Marysville School District complies with all federal and Washington State rules and regulations and will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society.

The following employees have been designated to address questions and complaints of alleged discrimination:

- Civil Rights Coordinator - Gregg Kuehn, gregg_kuehn@msd25.org, (360) 965-0110;
- Title IX Officer – Tracy Souza, tracy_souza@msd25.org, (360) 965-0071;
- Section 504 Coordinator, Allison Porter, allison_porter@msd25.org, (360) 965-00167;
- ADA Coordinator – Stephanie King, stephanie_king@msd25.org, (360) 965-0175.

C. Insurance

Proof of applicable insurance will be required prior to contracting with provider.

END OF REQUEST FOR QUALIFICATIONS