

SMITHVILLE



School District

Tradition of Excellence

STRATEGIC PLANNING
FACILITATION
REQUEST FOR PROPOSAL

ACADEMIC SERVICES 816-532-0406

STRATEGIC PLANNING FACILITATION RFP (2022-2023 SCHOOL YEAR)

Overview

1 Request for Proposal-Purpose and Scope

The purpose of this Request for Proposal (RFP) is to solicit information and proposals for a consultant to facilitate the strategic planning process to direct the district's priorities for the next five years. The consultant selected will work with the district's strategic planning committee and others as directed by the Superintendent.

This RFP seeks replies from experienced and qualified consultants with experience in strategic planning for public school districts. SSD will work with the selected consultant(s) to develop a strategic planning process and a timeline.

General information about the District can be found on the District's website at <http://www.smithvilleschooldistrict.net>

The District reserves the right to reject any and/or all proposals in response to this request. Force Majeure is in effect.

1.1 Timeline

The District anticipates initiating the strategic planning process in the fall of 2022 with a final plan presented to the Board of Education in the spring of 2023.

1.2 Requested Services/Activities

The items below represent those activities where SSD expects assistance/input from the selected consultant(s). Activities marked with ** are to be priced as itemized options so that the District may determine if it is more cost effective to perform these functions in-house.

- **Work with District's Strategy Team and others as directed by the Superintendent.**
- **Planning and Communication**
 - Work with SSD to design the overall strategic planning process resulting in a 5-year plan to provide comprehensive direction for school years 2023-2024 through 2028-2029. **
 - Design a robust and inclusive student, community and staff engagement process to maximize stakeholder input, including in-person meetings, online feedback tools, and other effective modes. **
 - Engage with Superintendent, leadership team, and School Board
 - Assist in the development of communications materials including materials for the community, staff, and School Board **

- **Information Gathering and Synthesis**
 - Facilitate a “Portrait of a Graduate” activity to define common outcomes for SSD students which will drive the development of the strategic plan**
 - Review pertinent SSD data and programs, including student outcomes data, program offerings and evaluations, and budget.
 - Present relevant research and best practices to inform the plan **
 - Synthesize and identify themes from student, community, staff, and Board feedback, data review, and research **
- **Plan Formation**
 - Facilitate Strategy Development Team in the development of strategic plan elements including goals, activities, and metrics **
 - Develop actionable plan documents for communicating with students, staff, community, Board, and partners
- **Implementation**
 - Facilitate Strategy Development Team in development of an implementation plan **
 - Develop internal process for cross-functional and vertically integration implementation of plan
- **Design progress monitoring system**

2 Responding to Smithville School District Request

2.1 Deadline for Questions

Questions with regard to the RFP may be asked via e-mail. Questions may be submitted by e-mail to kratofim@smithville.k12.mo.us up to 11:59 PM CST on April 22, 2022. Responses to submitted questions will be posted on District's web site at: <http://www.smithvilleschooldistrict.net/Page/1145>

2.2 Inclusion in Proposal

The following items are to be included with proposal submission:

- Complete and submit the proposal form (one hard copy and one electronic copy on a flash drive).
- Proposal forms must be signed in longhand, executed by a principal duly authorized to enter into a contract.
- Please provide at least three (3) references, requiring similar services showing the company’s ability to provide the products and services required by this contract. SSD may conduct other reference checks with entities whose names have not been provided by responder, but that SMSD has knowledge.

2.3 RFP Submission

Bids are due on or before May 4, 2022 at 1:00 PM, CST. Please adhere to the requested format for response. Please use the subject of Bid: STRATEGIC PLANNING FACILITATION RFP.

Forms may be submitted in person or mailed to:

Smithville School District
Attn: Michelle Kratofil
655 S. Commercial Ave., MO 64089

A copy of this Request for Proposal (RFP) may be obtained from the District's web site at <http://www.smithvilleschooldistrict.net/Page/1145>. It is the sole responsibility of the "proposer" to monitor the District website for any amendments to the RFP.

The Academic Services Department and / or Board of Education reserve the right to reject any and all offers, or any part thereof, and to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Smithville School District.

3 RFP Response Form

Respond to each point below, in the order listed.

1. Completed proposal form
2. A letter of interest including company history
3. Response to the stated scope of work including how consultant will carry out the general and specific activities
 - How you propose to communicate and work with the superintendent and Strategic Planning Committee.
 - Your plan for effective community engagement, including working with diverse communities.
 - How you will synthesize information from stakeholders and data to develop themes for the plan.
 - How you will lead the SSD Strategic Planning Committee in the process of forming a strategic plan and implementation plan.
 - What you see as the major challenges to the development of a strategic plan and how you would address them.
 - What information, services and assistance you will require from the SSD staff to enable you to successfully assist in the development of a strategic plan.
4. Approach: How the consultant will approach this work to meet Smithville School District's unique needs
5. Schedule: Timeline of planning (with readiness to incorporate the District's timeline)
6. Fees: Consultant's fees including an analysis of itemized options
7. Staff: Key personnel to be assigned to this search, including resumes



8. Qualifications and experience relevant to this scope of work:
 - Experience developing strategic plans for school districts
 - Track record of inclusive engagement
 - Flexibility to adjust plans following stakeholder feedback
9. References: List of references, plus at least three recent letters of reference from clients comparable to Smithville School District
10. Optional: Other information related to consultant's expertise and performance

3.1 Selection/Interview Process

The Superintendent will review all proposals and may invite selected respondents to participate in an interview process. Participants will present and discuss their proposal, and respond to questions. The primary contact listed in the RFP response will be contacted in regard to the status of their proposal, including the interview.

SSD leadership will select the proposal that it deems will best serve the interest of the Smithville School District, taking into account a range of technical, managerial and cost-related criteria, including the scope, clarity, relevance and feasibility of each respondent's proposal; the qualifications of the individuals who will work on the project; the demonstrated ability of the respondent to perform the services set forth in the proposal; and the relative cost of the proposals. Price being but one factor that will be considered. SSD reserves the right to reject any and all submitted proposals.

The consultant's contract agreement will be subject to final approval from the District's School Board.

3.2 Basis for Proposal Award

Proposal award will be based on, but not necessarily limited to, the following factors:

1. ability of provider to fulfill contract and scope of services, and
2. quality of services and products; and
3. price of services and products

PROPOSAL FORM: Strategic Planning Facilitation

1. Provider Information – Corporate

Name:

Address:

City State Zip

2. Primary Contact Person Information

Name:

Email Address:

Phone Number:

3. Authorization

Signature:

Title:

Date:

Return by (DATE & TIME): May 4, 2022 at 1:00 PM, CST

Smithville School District

Attn: Michelle Kratofil

655 S. Commercial Ave.

Smithville, MO 64089



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Adopted:11/7/2016

Revised: 03/14/2022

Smithville School District, Smithville, Missouri

