

**REQUEST FOR PROPOSALS (RFP)
FOR
EDUCATIONAL PLANNING FOR INDEPENDENT SCHOOL DISTRICT #256**

December 20, 2021

PROPOSALS MUST BE RECEIVED NO LATER THAN 3:00 PM LOCAL TIME

ON JANUARY 20, 2022

REQUEST FOR PROPOSALS FOR

EDUCATIONAL PLANNING FOR INDEPENDENT SCHOOL DISTRICT #256

I. PURPOSE OF THE REQUEST FOR PROPOSALS

Independent School District #256, Red Wing, Minnesota (the "District") will accept proposals for professional services from an Educational Planner to assist the District with development of an Education Plan focused on a shared vision for the next 10 years.

II. SCOPE OF SERVICES

- A. The Educational Planner will prepare, facilitate, and document up to three steering committee meetings to determine the plan scope and timelines. The District will select approximately 5-8 steering committee members.
- B. The Educational Planner will review existing documentation from the District, including its current Education Plan, Education Plan in Action, demographics and enrollment trends, financial information, planned scheduling and room utilization, facility condition assessment reports, and other information compiled by the District.
- C. The Educational Planner will prepare a capacity assessment, utilization assessment, and educational adequacy assessment for each school facility.
- D. The Educational Planner and District will host an open house to preview the educational planning process and obtain initial feedback.
- E. The Educational Planner and District will develop and distribute online surveys to obtain additional feedback from a variety of stakeholders. The Educational Planner will compile, analyze and present results of surveys.
- F. The Educational Planner and District will identify topics to explore during workshop sessions. Examples may include topics such as options for grade configurations, early childhood education, sustainability/environmental programming possibilities, examples of effective magnet programs, career/technical programming possibilities, and other identified areas of interest.
- G. The Educational Planner will prepare, facilitate, and document up to ten workshops (up to five workshops for students during the school day and up to five workshops for students, employees and community members).
- H. The Educational Planner and District will host an open house to summarize findings and recommendations for the Education Plan.
- I. The Educational Planner will compile and provide a digital and hard copy publication documenting the educational planning process.

III. ADDENDA OR CHANGES TO RFP; QUESTIONS ABOUT PROCESS

- A. Those interested in submitting a proposal are encouraged to provide contact information to Superintendent Karsten Anderson klanderson@rwps.org. This will allow the District to contact interested parties in the event that there are any addenda or changes to this RFP. Individuals who do not submit contact information to the District shall be solely responsible for independently verifying if any addenda or other changes have been issued for this RFP by contacting the District in writing prior to the submission deadline.
- A. All questions or requests for clarification should be submitted in writing via electronic email to klanderson@rwps.org. The District shall not be responsible for the delay in the transmission of any request for clarification or other communication. The District will make all questions and answers available to all interested parties who have provided contact information to the Superintendent.

III. SUBMISSION OF PROPOSALS

- A. To be considered, proposals must be submitted to the District by email, personal delivery, or mail no later than 3:00 pm local time on January 20, 2022. Emailed proposals shall be sent to klanderson@rwps.org. Proposals mailed or delivered must be in a sealed envelope marked "Educational Planning RFP" and delivered to:

Independent School District #256
Educational Planning RFP
2451 Eagle Ridge Drive
Red Wing, MN 55066

- B. At a minimum, each proposal must include the following:
 - 1. Proposed process that meets the expectations outlined in Item II: Scope of Services of this RFP.
 - 2. Names and background information for the key individuals to be involved in the process;
 - 3. At least one example of completed educational planning work conducted by the key individuals and/or Educational Planner. References and contact information for those projects must also be included.
 - 4. Costs associated with the project. Overall costs may not exceed \$50,000.
- C. The District is not responsible for expenses or costs incurred by respondents in connection with this RFP process and submitting an RFP. This includes, but is not limited to, costs associated with preparing the proposal and of participating in any site visits, oral presentations, or negotiations.
- D. Any respondent who has a conflict of interest or potential conflict of interest with the District or its elected or appointed officials shall disclose the same in its proposal. The District will review any potential conflicts of interest in its evaluation of the proposals.

- E. The District reserves the right to reject any and all proposals received and the right to waive non-material formalities and technicalities according to the best interests of the District.
- F. All submissions are subject to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.

IV. EVALUATION CRITERIA AND SELECTION PROCESS

- A. In evaluating the proposals, the District’s selection will be based upon those factors deemed necessary to promote the best interests and welfare of the District.
- B. Tentative Schedule:

January 20, 2022 at 3:00 pm	Proposals due and opened
January 24, 2022 – February 4, 2022	Presentations / Interviews
February 7, 2022 - February 11, 2022	Responded selected
February 22, 2022	School Board approval of contract
- C. This RFP shall not create any legal obligation to enter into any contract with a respondent who submits a proposal except on terms and conditions that the District deems, in its sole and absolute discretion, to be satisfactory and desirable.
- D. Services are subject to the approval of a contract between the selected respondent and the District by the School Board. The District reserves the right to negotiate with respondents and to reject any and all proposals.