

**Pelham Union Free School District
Business Office
575 Colonial Avenue
Pelham, New York 10803
Phone 914-738-9140 - Fax 914-738-2384**

REQUEST FOR PROPOSALS

The Board of Education of the Pelham Union Free School District hereby invites the submission of proposals for the following professional services:

Consulting Services – Strategic Planning Consultant

Proposal specifications are available at the Pelham UFSD website (www.pelhamschools.org) by selecting “District” from the drop-down menu and choosing “District Office Requests for Proposal (RFP).” The Request for Proposal may also be obtained from the Pelham UFSD Business Office located at 575 Colonial Avenue, Pelham, New York 10803 or by calling the Business Office at 914-738-9140 x1142.

In all cases, it must be understood that conditions and specifications of the Pelham Union Free School District shall apply. Sealed proposals must be clearly marked, “Consulting Services – Strategic Planning Consultant”, and will be received until 10:00 a.m. on Friday, September 28, 2018 at the Pelham UFSD Business Office located at the above address, at which time and place all proposal packages will be publicly opened and subsequently evaluated.

The Board of Education reserves the right to consider qualifications, experience, and reputation in the strategic planning industry, as well as the specific qualifications of a proposer set out herein, in considering proposals and awarding the contract. The Board of Education reserves all rights and may reject any or all proposals, as it may deem appropriate.

DATED: September 6, 2018

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REQUEST FOR PROPOSALS
CONSULTING SERVICES – STRATEGIC PLANNING CONSULTANT
Proposals accepted until September 28, 2018 at 10:00 a.m.

INTRODUCTION

The Pelham Union Free School District, is seeking a consultant/firm to facilitate the strategic planning process that will design the direction and vision for the school district for the next five years and beyond. The completed strategic plan should help the district make decisions aligned with the District's Mission and Vision. The strategic plan should serve as a framework to make future decisions concerning the Pelham Union Free School District.

SELECTION PROCESS

This Request for Proposal (RFP) describes the selection process and documentation required for submitting a proposal. Any firm failing to submit their proposal in accordance with the procedures set forth may be considered nonresponsive.

It is the intent of the District to award the project listed above to one firm.

The selection of the consultant for these services will proceed in the following manner:

- Pelham Union Free School District shall receive proposals no later than the due date and time specified in this RFP.
- An initial screening will follow, resulting in a short-list of one or more qualified firms that will be selected for interviews (if deemed necessary).
- The District may conduct interviews (if deemed necessary) with the selected firms, in accordance with a schedule to be determined by the Selection Committee in order to choose the best proposals, all factors considered.
- The District reserves the right to seek clarifications about the proposals.
- The District may award a contract based solely on the written proposals. However, the District may elect to engage in negotiations with a selected short list of vendors in order to improve the proposals and obtain the best contract(s) for the District.
- The District reserves the right to request post-proposal modifications, including best and final offers and considerations.
- Please note that the District will select the successful firm/s based on the best interests of the District, all factors considered. The District reserves the right to reject any or all proposals, waive minor irregularities and informalities, and make the awards in its best interest.

QUESTIONS AND COMMUNICATION

All communication and/or questions/clarifications needed regarding this Request for Proposal shall be directed to James Hricay at jhricay@pelhamschools.org. We will respond via e-mail to all proposers who provide email contact information.

PROPOSALS

Please submit a master copy (so marked), one (1) additional copy and an electronic version of your proposal.

Submitted proposals should include:

1. Table of contents (maximum 1 page).
2. Executive Summary (maximum one page)
 - a. Provide a summary highlighting the firm's qualifications and special expertise to provide the services requested in the Request for Proposal.
3. Company Profile and Qualifications of Team Members
 - a. Identification of firm including address, telephone number, email address and date firm(s) were established.
 - b. Areas of specialization of the firm.
 - c. Please identify the primary team members who would lead this project and their qualifications.
4. Awareness and Understanding of the Pelham Union Free School District and the Westchester County, NY area
 - a. Please include your firm's and team's experience and describe your familiarity with the unique characteristics, culture, and opportunities of the Westchester County, NY area and how the consultant/firm will incorporate a broad range of stakeholders
5. Project Approach
 - a. Describe how you would approach this project, including a timetable. Include examples of approaches and amounts/levels of community engagement you have used in other similar projects.
6. Experience, Capabilities, and Availability & Capacity
 - a. Include your firm's experience working for comparable districts (and specifically districts of comparable size), your firm's capabilities, and your availability and capacity to complete this project.
7. References
 - a. Provide the client name, address, email address, and client's project representative and telephone number for the firm's three most recent projects that most closely relate to the firm's qualifications for this project.
8. Pricing
 - a. Detailed costs for services including hourly rate or project fee, estimated expenses and any miscellaneous charges.

- b. Please also include costs for reimbursable and direct expenses, such as supplies, postage, couriers, etc.

EVALUATION CRITERIA

The Pelham Union Free School District will use the evaluation criterion listed below to measure the desirability of responses to the RFP.

Firm’s experience with comparable school districts, capabilities, and availability and capacity	20%
Qualifications of team members	20%
Approach	15%
Awareness and understanding of Pelham Union Free School Districts strengths and challenges	15%
References	10%
Price of Services	20%