

SOUTH KINGSTOWN SCHOOL DEPARTMENT

REQUEST FOR PROPOSALS

South Kingstown School Department is seeking proposals for the following:

#2250 FACILITY UTILIZATION AND STAFFING AUDIT

This is a request for proposals, not a request for bid; responses will be evaluated on the basis of their relative merits of the consultant's qualifications; there will be no public opening or reading of the proposals received by the Purchasing Office of the South Kingstown School Department pursuant to this request. Interested consultants may provide a qualification submittal **on or before August 10, 2009 by the close of business**. The district reserves the right, at its sole discretion, to consider proposals received after this date.

Specifications may be obtained by visiting the South Kingstown School Department web site <http://fc.skschools.net/Purchasing/> or by contacting the Purchasing Manager, 307 Curtis Corner Road, Wakefield, RI 02879 – 2106, at (401) 360-1306.

The South Kingstown School Department reserves the right to reject any and all proposals, to waive any technical defect or informality in the proposals received, and to accept any of the proposals deemed most favorable to the interest of the school system.

The South Kingstown School Department does not discriminate on the basis of race, color, creed, national origin, age, sex, disability or sexual orientation. By submission of your proposal, you agree not to discriminate in named areas.

**SOUTH KINGSTOWN SCHOOL DEPARTMENT
REQUEST FOR PROPOSALS (RFP)**

#2250 FACILITY AND STAFFING AUDIT

The South Kingstown School Department is requesting proposals from professional consultants for a long range facilities master plan and a staffing study. This study should take into consideration the current and future use of existing district facilities based on student population projections and make recommendations relating to the appropriate level of staffing necessary to operate our programs within those facilities.

The South Kingstown School District is located in a suburban setting with approximately 3,500 students and 370 teachers. The district has 1 Pre K school, 4 operating elementary schools, 2 middle schools (one grade 6 only and the other grades 7 & 8) and 1 high school. In additions the district has one elementary building that was closed at the end of 2005. The district consistently scores high on NECAP testing in comparison to its cohort group.

Interested parties may obtain a Request for Proposals (RFP) package at the South Kingstown Administration Building, 307 Curtis Corner Road, Wakefield, Rhode Island 02879. Monday through Friday, from 8:00 a.m. to 4:00 p.m. or by visiting our website at <http://fc.skschools.net/Purchasing/>.

This is a request for proposals, not a request for bid; responses will be evaluated on the basis of their relative merits of the consultants qualifications; there will be no public opening or reading of the proposals received by the Purchasing Office of the South Kingstown School Department pursuant to this request. Interested facilitators should provide two copies of their proposal **on or before August 10, 2009 by the close of business**. The district reserves the right, at its sole discretion, to consider proposals received after this date. Send proposals to:

Purchasing Manager
South Kingstown School Department
307 Curtis Corner Road
Wakefield, RI 02879

STATEMENT OF NEED

The scope of work includes the following:

- a. Perform a study of the District's grade level and school configurations to include:
 1. A review and assessment of schools' academic performance, achievement and accreditation.

2. A general instructional program review to include: grades and levels configuration options, centralized programs, and programs delivered through the schools.
 3. A review and assessment of the school's physical infrastructure.
 4. A review and assessment of the district's staffing.
- b. Review to develop an understanding of the District's policies and practices of school facilities' use to support the instructional program.
 1. Review existing policies and practices that deal with school utilization.
 2. Review an analysis of the district school costs.
 3. Make recommendations where needed.
- c. Review the district's School Capacities Model.
 1. Review the district's definition of building capacity.
 2. Review how capacity is calculated at each level.
 3. Make recommendations where needed.
- d. Study the demographic trends of the district's current and future student enrollment patterns.
 1. Review and analyze the district's student enrollment, housing and birth data to find trends that should be considered in future school utilization decisions.
 2. Develop near and long-range enrollment forecasts for the district and for each school.
- e. Develop a Utilization Plan.
 1. Compare school capacity with demographics (specifically current and projected enrollment).
 2. Identify the conflicts of over or under utilized schools.
 3. Evaluate utilization in conjunction with student achievement.
 4. Identify and evaluate opportunities for better (more effective and efficient) utilization of existing and future school assets and staffing.
- f. Develop near term, intermediate and long range implementation recommendations.
- g. Obtain public input, as necessary, to solicit input, gather information and provide feedback on the study.
- h. Provide progress updates to the Superintendent. In addition, a coordination briefing to the Superintendent and Central Office Staff is required prior to completion, followed by a briefing to the School Committee at a public meeting.
- i. The research, findings and recommendations associated with this RFP, must be completed no later than November 1, 2009.
- j. This requirement aligns to the following goals:

Goal 1: Student Achievement – The district desires to be a top performing district in the state and a leader amongst its cohort group of comparable districts. How we structure our instructional delivery model plays a crucial role in facilitating this. Major facets in the instructional delivery system are the grades, levels and configuration of schools, and the placement and distribution of general and special programs throughout the schools.

Goal 2: Community – The community is affected when schools do not perform to their expectations. Community reputation, property values and even traffic flow are affected by the neighborhood schools. The study needs to be sensitive to these issues.

Goal 3: Effective and Efficient Use of Resources – About 90% of the district's resources are expended for direct instruction in the schools. With a declining enrollment trend and projection, these resources will also decline. Excess physical plant and staffing is a drain on these resources, making it more difficult to get the appropriate program resources to the classroom and students.

Proposal Submission

If your company specializes in the type of professional services identified in the above statement of need, and you are interested in performing these services for our district, you should note the following requirements:

1. This solicitation and any amendments will be posted on our web site at www.skschools.net.
2. Submit one original and seven copies of your proposal no later than 4:00 PM on August 10, 2009.
3. Inquiries or requests for further information shall be submitted in writing to the District Purchasing Manager. Any changes will be posted on the district web site.
4. Provide a thorough and detailed statement of your firm's qualifications and experience in working with utilization and staffing studies, especially K-12 school districts or educational institutions. You must address the statement of need above and the evaluation criteria below. A fee schedule should be included.
5. Proposals will be evaluated in accordance with the evaluation factors in the section entitled "Evaluation of Proposal and Award Criteria".
6. Past performance must be demonstrated by experience supplying information regarding contracts of a similar nature and scope. Provide a list of similar contracts, reference contact information.

Evaluation of Proposals and Award Criteria

All proposals will be carefully reviewed and a selection made on the following basis:

1. An evaluation and comparison of the provider's understanding and approach to the completion of the project.
2. Evaluation and comparison of each provider's ability to conduct assessments of the district's current facilities, programs and staffing and make recommendations for better utilization of these resources and ultimately savings to the district.
3. Evaluation and comparison of each provider's ability to develop and implement a successful plan and obtain public acceptance of the plan.
4. Evaluation of each provider's fee schedule and proposed cost for completion of the project.
5. Evaluation of any other expenses that would impact the "best value status" of each provider as measured against the Statement of Need.
6. Evaluation and comparison of qualifications and experience of specific personnel performing the study.
7. A past performance/customer satisfaction evaluation of similar work performed.

The above criteria will be categorized and weighted:

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| 1. Scope and content of the study | 50% |
| 2. Experience of company and staff in similar work | 25% |
| 3. Cost | 25% |

Milestones:

Required response to RFP	August 10, 2009
Evaluation and Recommendation to School Committee	August 18, 2009
Award Contract	August 18, 2009
Completion of Project	November 1, 2009

INDIVIDUALS REQUESTING INTERPRETER SERVICES FOR THE HEARING IMPAIRED MUST CALL 401-360-1306, AT LEAST 72 HOURS IN ADVANCE OF PROPOSAL DATE.