



**Lee's Summit R-7 School District
Purchasing and Distribution Services
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Lee's Summit, MO 64063
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**REQUEST FOR PROPOSAL FOR EQUITY BASED CONSULTANT WORK
RFP NO. 2019-34**

IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS

PROPOSALS MUST BE RECEIVED BY 3:00 PM (CST) ON APRIL 5, 2019.

The cutoff date for any written questions for this RFP is March 28, 2019 at 12:00 PM (CST).

**It is the responsibility of interested firms to check www.publicpurchase.com
for any addendums or notices of information prior to the opening date and time of this RFP.
All addendums must be signed and included with your submitted proposal.**

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the commodity and/or services in accordance with all terms, conditions, and pricing specified herein or to offer a "no response." Please type or print the information below. **The Respondent is REQUIRED to complete, sign and return this form with your submitted response for this RFP.**

_____		_____	
Company Name		Authorized Person (Print)	
_____		_____	
Address		Signature	
_____		_____	
City/State/Zip		Title	
_____		_____	
Telephone #	Fax #	Date	Tax ID #
_____	_____	_____	_____
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	
_____		_____	

If submitting a "no proposal" please provide a brief explanation for the reason why and return this page:

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REQUEST FOR PROPOSAL #2019-34 FOR EQUITY BASED CONSULTANT WORK LEGAL NOTICE

The Lee's Summit R-7 School District is accepting proposals for Equity Based Consultant Work. Specifications, terms, and conditions are noted in the RFP packet. The RFP and required specifications can be found on the District's website in the Purchasing & Distribution Services Department as well as the Public Purchase website. All questions, requests for information or clarification pertaining to this RFP must be submitted in writing to the District's Public Purchase website, www.publicpurchase.com before 12:00 PM on March 28, 2019. Proposals must be uploaded to Publicpurchase.com no later than **3:00 PM on April 5, 2019**.

SCOPE: The Lee's Summit R-VII School District is soliciting proposals for RFP #2019-34, Equity Based Consultant Work. This contract will include, but not limited to the systemic work of equity to assist the district in developing best practices to support the elimination of achievement gaps and cultural awareness. Utilizing a multi-tier system of approach, the District is seeking the services of a consultant with expertise in guiding organizations through a successful Diversity, Equity and Inclusion transformation.

1.0 INSTRUCTIONS TO RESPONDENTS:

- 1.1 All questions regarding this RFP shall be submitted in writing to the District's Public Purchase website. The District reserves the right to reject all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
- 1.2 Proposals submitted on separate forms are NOT acceptable unless specified in the document. Failure to complete forms to the satisfaction of the District may result in the rejection of your proposal.
- 1.3 It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be received in writing through the Public Purchase website no later than **March 28, 2019** at 12:00 PM (CST).
- 1.4 Changes to the specifications are not allowed, except by written addendum issued by the District through the Public Purchase website. Oral explanations or instructions given prior to award will not be binding.
- 1.5 Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
- 1.6 There will be no public opening of the proposals. (If construction, there will be a public opening)
- 1.7 Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
- 1.8 The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
- 1.9 Respondents shall initial all pages where the proposal document denotes "RESPONDENT'S INITIALS: _____".
- 1.10 To be considered, a firm must have at least five (5) years of experience in equity based consulting, with at least three (3) proven clients of similar size to the Lee's Summit School District.

1.11 SELECTION PROCESS

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

Step One: Evaluation of Proposals

Members of the DSC will review and rate each responsive proposal based on the following criteria:

- a. The firm's experience in providing similar services to school districts or governmental agencies during the past five (5) years.
- b. Key personnel that will be assigned to the District's project, and their experience with similar projects.
- c. Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the project within the proposed timeframe.
- d. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff.
- e. Cost (up front submitted with proposal-see Form 6)

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

2.0 SPECIFIC REQUIREMENTS OF RFP:

- 2.1 Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R-VII Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, experience, references, price, terms of bid, service, and is determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any or all proposals in part or in whole, and to accept the proposal that is in the best interest of the District.
- 2.2 The District may award a one-year contract with the possibility of three (3) additional one-year periods, for a total of four (4) years.
- 2.3 **RFPs must be uploaded to Publicpurchase.com no later than 3:00 PM on April 5, 2019. Please note, registration with Public Purchase can take up to 24 hours, so do not wait until the day of the RFP closing to register and upload your proposal.**
- 2.4 The Lee's Summit R-VII School District will review all proposal submissions concerning pricing, experience, performance, and references. The District plans to award the RFP within 30 days after the RFP opening.

3.0 SPECIFICATIONS:

The successful consultant will work to:

- 3.1 Develop a working definition for equity.
- 3.2 Develop a comprehensive, long-term plan for equity professional learning that is aligned with the District's Strategic Plan. One that will ensure that barriers to inclusion continue to decrease, while internal awareness, knowledge and skills continue to increase. This professional learning plan should include methods of long-term monitoring, evaluation, and proficiency for engaging in complex, focused dialogue and reflection about the intersections of all student demographics.
- 3.3 The professional learning support plan will outline the scope and sequence of equity-based work to include the following groups:
 - 3.3.1 LSR7 Board of Education
 - 3.3.2 Superintendent's executive and leadership team
 - 3.3.3 Building/District level leaders
 - 3.3.4 Certified and classified staff
 - 3.3.5 External stakeholder groups
- 3.4 Conduct an analysis of existing organizational strengths and challenges with clear recommendations on how best to build upon strengths that will foster equity, diversity and inclusion in all areas of our District
- 3.5 Guide and support development of a shared organizational goal on diversity, equity, and inclusion
- 3.6 Develop a mission regarding equity, diversity and inclusion for the LSR-7 District that serves as the guide for how we operate and make decisions that impact budgeting, policies and procedures, operations, and programming
- 3.7 Support the development and facilitation of learning conversations/dialogues that will engage school district stakeholder groups in the learning process of equity
- 3.8 Provide any other value added services and proven strategies in working with prior school districts, organizations, and clients

4.0 SCHEDULE OF RFP PROCESS AND PROJECT COMPLETION:

4.1 Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

RFP Notification	March 20, 2019
Receive Proposals	April 5, 2019
Meet to review	Week of April 15, 2019
Interviews (if applicable)	Week of April 29, 2019
School Board	May 16, 2019

Notice to Proceed May 17, 2019

4.2 Timeline of Contract Execution:

The District desires the execution of the contract to begin after June 1, 2019.

PROPOSAL RANKING SHEET

SCORING RANGES

	30 Point Questions		20 Point Questions		
Outstanding	25 – 30		17 – 20		
Exceeds Expectations	19 – 24		13 – 16		
Satisfactory	13 – 18		9 – 12		
Below Satisfaction	0 – 12		0 – 8		

	Evaluation Criteria	Maximum Points	Score
1.	<p>Evidence of Experience & References with Similar Sized Schools (Ref & Exp)</p> <p>Consider experience and references listed by the firm/provider. Is the firm/provider experienced in providing services similar to that requested in this RFP?</p> <ul style="list-style-type: none"> ● Familiarity and experience with similar projects. ● Consider the number of years of experience the firm/provider has. ● Consider the number of years the firm has been in business. ● Consider the references given by the firm/provider. 	30	_____
2.	<p>Applicable Resources (Personnel Qualifications)</p> <p>Evaluate the extent of applicable resources available to the provider to execute the contract:</p> <ul style="list-style-type: none"> ● Adequacy of proposed number of staff for the district’s needs ● Consider experience of person(s) assigned to service the district’s contract. ● Consider the qualifications of the supplemental staff proposed. 	20	_____
3.	<p>Approach and Understanding of Scope</p> <p>Evaluate the provider’s approach to and understanding of the scope of services required in the RFP as evidenced by the vendor’s proposal:</p> <ul style="list-style-type: none"> ● Detailed approach is reasonable /responsive to District’s needs. ● Familiarity with project location as evidenced by proposal. ● Identify/recognize critical or unique issues specific to the project. ● Unique approaches that have been successful elsewhere. ● Provide literature-outlining plan for implementation and training. 	30	_____
4.	<p>Cost</p> <p>Determination of cost and pricing data:</p> <ul style="list-style-type: none"> ● Consider the amount of time estimated for supplying staff and the fees associated with it. ● Consider whether all elements of pricing conform to the requirements of the RFP. ● Consider the variety of training offered. 	20	_____
Ranked By: _____		TOTAL POINTS (100)	