



## **\*PROPOSER INFORMATION**

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal ID or Social Security Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Toll-Free Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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*I agree to abide by all conditions of this request for proposal (RFP) and certify that I am authorized to sign for this proposer.*

Authorized Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_ Title: \_\_\_\_\_

### **1.1 PURPOSE OF THE REQUEST FOR PROPOSAL**

South Carolina Public Charter School District (SCPCSD) is seeking a strategic planning consultant.

## **INSTRUCTIONS AND INFORMATION TO PROPOSERS**

1. Please submit a comprehensive proposal for the creation of a refreshed strategic plan for the SCPCSD.
2. Proposals will be received until 5PM on May 2, 2019.
3. Award: These services are exempt from the competitive sealed bidding or proposal requirements of the District Procurement Policy. The award will be given based upon the proposal that the COO/CFO and Superintendent determine best suits the needs of the District.
4. Termination: Subject to the provisions below, the contract may be terminated for any reason by the Superintendent with a sixty (60) day advance notice in writing to the firm.
  - a. Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the District without required sixty (60) days advance written notice, the District may negotiate reasonable termination costs, if applicable.
  - b. Termination for Cause: Termination by the District for cause, default or negligence on the part of the firm shall be excluded from the foregoing provision, termination costs, if any, shall not apply. The sixty (60) days advance notice requirement is waived and the default provision in this bid shall apply.
5. Term/Option to Extend: The initial contract period shall be June 2019 through January 2020.

## **2 DESCRIPTION OF ENVIRONMENT AND EXISTING INFRASTRUCTURE**

*The following information should be used to determine the scope of this project and provide pricing for this engagement. Further details can be provided upon request.*

The SCPCSD, a statewide charter school authorizer now ten years in existence, is looking to accelerate its improvement and impact through the creation of a refreshed strategic plan. While SCPCSD-sponsored charter schools have made significant gains in recent years – outperforming the state in all subjects, enrolling more students of color, and earning a record-high graduation rate -- there is still much to be done to improve education and close achievement gaps in SCPCSD charter schools. Students of color and poverty still lag behind their peers and charter school performance remains mixed. The district has come a long way in recent years and can build on this momentum by solidifying its key strategic levers

and its mission and vision. We are seeking a strategic partner who can help us refresh our plan and set the course for game-changing work in South Carolina over the next 5-10 years.

### **3 Information Requirements**

For the purposes of understanding more about your company and your ability to successfully fulfill this important South Carolina Public Charter School District requirement, please provide the information below as part of your response, clearly referencing each specific question.

#### **3.1 Corporate Information**

1. Give a brief overview of your organization’s involvement in strategic planning in education, including previous contracts with authorizers.
2. Exhibit the relevant direct-experience of your staff related to both strategic planning and authorizing.
3. Describe your strategic planning philosophy and vision, including key exercises and activities central to the process.
4. What differentiates your organization from your competitors in the marketplace and how will this be relevant to us?
5. Will you subcontract any components of the proposed solution to third party organizations? If so, please describe the components to be subcontracted and provide details of any agreement in place with the subcontracted firm/individuals as well as a summary of past work that you have successfully completed together.

#### **3.2 Proposed Approach and Solution**

##### **Deliverables**

1. Updated 5-year SCPCSD strategic plan
  - a. 15-20 slide deck to include—
    - i. Snapshot of current state (where we are)
    - ii. New mission and vision (big “why” and where we’re going)
    - iii. 5-year goals (how we’ll know we’re successful)
    - iv. Strategic priorities (the big levers we’ll pull in order to get there (e.g. currently authorization, accountability, equity/access, conditions))
2. Summary one-to-two-pager
3. Final presentation to Board with invited community/school leaders

##### **Key activities & Timeline**

- **June-August 2019:** Strategic planning session(s) with Board, analysis of current state (data review, focus groups, interviews)
- **September-November 2019:** Draft plan, work sessions with staff
- **January 2020:** Present plan to Board

##### **Proposed top-end budget: \$30,000**

- Daily rate + travel for on-site visits
- Hourly/project rate for drafting plan/materials

#### **3.3 Financials**

1. Describe the pricing model(s) that you typically employ for your standard services.



2. Please indicate the charges associated with each of the following services including the key driver of each cost and whether it is included in a standard per-unit cost vs. charged on an ad hoc basis.
3. Do you offer service bundles and if so, describe the effect of this bundling on pricing?

**4 Communications and Response**

Taylor Fulcher is the designated SCPCSD representative for this initiative. For any information relative to this RFP, please direct all inquiries to:

Taylor Fulcher  
 South Carolina Public Charter School District  
[tfulcher@sccharter.org](mailto:tfulcher@sccharter.org)  
 803-908-3849

**5 Notification of Intent to Respond and Clarification Questions**

Please indicate your intention to respond, by email, to the above email address by the *Intent to Respond and Questions Due* date outlined in the *Key Dates* table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the *Answers Provided* date.

**6 Response Delivery Instructions**

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 pm ET) on the *Proposals Due* date indicated in the *Key Dates* table below.

**7 Vendor Presentations**

Our intention is to hold presentations/demonstrations with one or more firms on the *Presentations* dates indicated in the *Key Dates* table below. The presentations will be held at SCPCSD at {Address} and we will endeavor to provide the successful firms with as much advance notice as possible.

**8 Key Dates**

Event	RFP Issued	Proposals Due	Presentations
Date	3/28/19	5/2/19	TBD
Time	5:00PM	5:00PM	

## **9 No Obligation**

The submission of a proposal shall not in any manner oblige SCPCSD to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

## **10 Agreement of Non-Disclosure**

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of SCPCSD solely for the benefit of SCPCSD.

## **11 No Guarantee**

SCPCSD makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

### *Compensation:*

1. Provide details of the estimated total work hours, travel hours and hourly rate for each staff classification, estimated out-of-pocket costs and the resulting all-inclusive maximum fee for which the requested work will be done. The fee must clearly describe the method of calculation.

### *Additional Information to be provided:*

1. Affirm the proposer does not discriminate in employment of persons based on the basis of race, color, creed, national origin, sex, age or physical handicap.
2. Affirm the proposer operates a drug-free workplace. The State of South Carolina has amended Title 44, code of Laws of South Carolina, 1976, relating to health, adding Chapter 107, so as to enact the Drug-Free Workplace Act (see Act No. 593, 1990 Acts and Joint Resolutions). By submission of a signed proposal, the proposer is certifying that they will comply with this Act (Section 44-107-30).
3. Please identify any conflicts of interest or potential conflicts of interest that could impact your ability to perform the proposed services.

## **Service**

All proposers are required to have an adequate service organization with service representatives for the geographical area for which the proposal is applicable. The service representative should be employed by the proposer or designated as an authorized representative on a full-time basis and not as a subcontractor. *Any expansion of services beyond the maximum fee must have the prior written approval of the Superintendent.*

