

# **REQUEST FOR PROPOSAL**

**Cultural Audit, Improvement Planning,  
and Implementation Support**

**Woodford County School System**

**RFP # 2019-10**

Proposal Due Date/Time

**May 31, 2019**

**4:00 P.M. (EST)**

Woodford County School System  
**Cultural Audit, Improvement Planning,  
and Implementation Support**

## PROPOSAL INSTRUCTIONS

### SCOPE

The Woodford County School System is requesting proposals from qualified vendors (“Vendor”, “Proposer”) for a Common Assessment Platform Software program and data warehouse.

Woodford County Schools is looking to find a qualified vendor to develop and facilitate a strategic planning process that engages all Woodford County Public Schools stakeholders in ownership of cultural intelligence awareness and development. The strategic plan will enable the district to provide a culturally responsive learning experience for every student consistent with the district values (PRIDE) as expressed in “The Woodford County Way”. The strategic planning process shall support the district in its ability to:

- Determine the current cultural climate
- Establish priorities
- Establish clearly stated and measurable objectives that define what is to be achieved
- Determine who is accountable for implementation of priorities
- Support communication of strategies to all stakeholders
- Monitor implementation

The specifications contained herein describe the minimum requirements of the Woodford County School System and any omission shall not relieve the vendor of furnishing quality service in a timely manner. Any variances or exceptions to these specifications must be clearly identified, otherwise full compliance is understood.

### PROCEDURE FOR SUBMITTAL

The RFP will be advertised on the district website (<http://www.woodfordschools.org/>) under the section “Invitation to Bid” the business day following board approval to publish the RFP.

To be considered, Proposers must submit a complete response to this RFP. Proposals must include a statement as to the period during which the proposal remains valid but for purposes of this RFP, the period must be at least ninety (90) days.

Three (3) copies and one (1) original (4 total) of the entire proposal package shall be enclosed in a sealed envelope plainly identified in the upper left hand corner with the company’s complete name and address and in the lower left hand corner with **“RFP # 2019-10 - Cultural Audit, Improvement Planning, and Implementation Support”**. Proposals shall be received by Jimmy Brehm, Chief Academic Officer, Woodford County School System, 330 Pisgah Pike, Versailles, KY 40383 on or before **4:00 P.M. (EST) May 31, 2019**. A list of respondents will be available the following business day at 8:00 a.m. Late submittals will not be considered. Telephone or facsimile offers will not be accepted.

Proposals must be signed in ink by the agent or person authorized to bind the Proposer to its provisions. Unsigned offers will not be accepted and will be declared non-responsive.

## **CONTACT PERSONS**

Any questions relative to the specifications and/or requests for clarification may be directed Jimmy Brehm, Chief Academic Officer, Woodford County School System, 330 Pisgah Pike, Versailles, KY 40383; 859-879-4600; e-mail: jimmy.brehm@woodford.kyschools.us.

## **ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

## **INCURRING COSTS**

The Woodford County School System is not liable for any costs incurred by Proposer prior to issuance of a contract.

## **PROPOSAL FORMAT**

The proposal shall be formatted in such a way that the all components below are included:

1. Cover letter demonstrating understanding of Woodford County School System's requirements, and description of service proposed
2. Company qualifications
3. Outline and detail of proposed plan to address the focus of the work as described in "Scope" within this RFP:
  - Determine the current cultural climate
  - Establish priorities
  - Establish clearly stated and measurable objectives that define what is to be achieved
  - Determine who is accountable for implementation of priorities
  - Support communication of strategies to all stakeholders
  - Monitor implementation
4. References
5. Descriptive literature and/or research references related to the plan and expectancy of success of the proposal.
6. Project completion timeline
7. Cost proposal sheet with timelines for payment.

## **WARRANTY**

Not applicable for scope of work.

## **PROJECT TIMEFRAME**

Project shall be completed during the 2019-2020 school year, beginning no earlier than July 1, 2019 and ending no later than July 1, 2020.

## **WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn upon written request received from Proposer prior to the time fixed for receipt.

**ACCEPTANCE OF PROPOSAL CONTENT**

Proposals are to be valid for a minimum period of ninety (90) days from the date of receipt by the Woodford County School System.

The contents of any proposal received shall become contractual obligations upon the execution of a contract by authorized representatives of both the Woodford County School System and the Proposer. Failure of the successful Proposer to accept these obligations may result in cancellation of the award.

The Woodford County School System reserves the right to reject any or all proposals and to waive informalities, irregularities, and technicalities in the proposal process.

The Woodford County School System may negotiate separately with any source in any manner necessary to arrive at a contract agreement that is in the best interest of the Woodford County School System.

**RFP ADDENDA**

Any change to the specifications herein will be brought forward in the form of a written addendum from Woodford County School System and will be provided to all interested parties. No oral interpretations or communication will affect or change in any way the information contained herein.

**CONTRACT AWARD**

Contract award, if made, shall be the vendor who offers the most responsive proposal. The Woodford County School System reserves the right to choose the proposal that is in its best interest.

Considerations in the award shall be: Clear plan that addressed all parts of the scope of the work, cost, company qualifications, experience, and best practice evidence. The Proposer’s past service/support performance will be a consideration in the award.

**The Woodford County School System may request a sandbox or trial account for evaluation purposes.**

<b>Criteria</b>	<b>Point Value</b>
Articulated plan to determine the current cultural climate	10
Articulated plan to establish improvement priorities	10
Articulated plan to establish clearly stated and measurable objectives that define what is to be achieved	10
Articulated plan to support communication of strategies to all stakeholders	10
Articulated plan to monitor implementation and progress	10
Cost	30
Evidence provided to demonstrate likelihood of plan success.	10
Company qualifications, experience, and references	10
<b>TOTAL POINTS</b>	<b>100 points</b>

**REFERENCES**

Vendor may be required (upon request) to provide a minimum of three (3) user references of proposed software initiated within the last three (3) years. Each reference shall have the company

## **RIGHTS AND OPTIONS OF THE WOODFORD COUNTY SCHOOL SYSTEM**

The Woodford County School System reserves the following rights and options:

- Determine those proposers who are most qualified.
- Reject any or all proposals, for any reason, at its sole discretion.
- Supplement, amend, or otherwise modify this RFP.
- Cancel this RFP with or without submission of another RFP.
- Issue additional solicitations for information and proposals, and conduct investigations with respect to the qualifications of each respondent.

## **CANCELLATION OF AGREEMENT/CONTRACT**

**The Woodford County School System may cancel the agreement/contract if the software program is unable to frequently update student data from Infinite Campus Student Information System. Woodford County School System student data is hosted by the State of Kentucky; not locally.**

## **NON-DISCRIMINATION:**

The Woodford County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, creed, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504.

## **CONFLICTS OF INTEREST:**

KRS 45A.455 prohibits conflicts of interest, gratuities or kickbacks to employees of the Board of Education in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees that are designed to secure a public contract for supplies or services.

**We have read and understood the General Conditions and Specifications and the Official Quote Form for Woodford County Board of Education and agree to comply with all said stipulations should we be selected as the Board's solution. We hereby offer our Quote to the Woodford County Board of Education under terms and conditions as above specified.**

Date:

Company Name:

Name (print or type):

Signature :

Title:

Address

Telephone