



REQUEST FOR PROPOSAL

RFP TITLE: Request for Proposal (RFP) for a Strategic Planning Facilitator

RFP NUMBER: RFP #51-P-09-23-AS

SCOPE OF WORK/SERVICE: The Washoe County School District (WCSD) is seeking proposals from individuals/firms to provide strategic planning process facilitation services. The anticipated timeframe for this project is December 2022 through June 2023.

RFP DUE / OPENING DATE & TIME: **October 17, 2022 at 2:00 p.m. (local time)**

***NOTE:** Proposal submissions will **NOT** be accepted via email, fax, or verbally at any point of time in the RFP process (e.g., withdrawal and/or resubmitting for updated pricing). Only sealed proposal submissions will be accepted. Any proposal submissions that are otherwise received will be rejected. WCSD only accepts signatures done manually (also known as a wet signature) or electronic digital signatures that are certified. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in a cursive font, does NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued through programs like Adobe Acrobat DC, DocuSign, or other similar programs that produce a digital stamp certifying the electronic digital signature. Any signatures on required forms that do not meet these requirements will not be accepted and the Proposer's submission will be deemed "Non-Responsive" and will be rejected. If there are any questions about this requirement, please submit a question by the Questions/Inquiries deadline, so that it can be answered prior to the submission deadline.*

RFP QUESTIONS/INQUIRIES: ALL questions/inquiries must be submitted in writing via email to solicitations@washoeschools.net no later than 4:30 pm (local time) on October 10, 2022.

SOLICITOR'S LOCATION: Washoe County School District
Purchasing Department, Room 0
14101 Old Virginia Road
Reno, NV 89521-8912

SURETY REQUIREMENT: **NONE REQUIRED**

RFP FACILITATOR *: Andrea Sullivan, Director of Procurement and Contracts

PUBLISH DATE: October 3, 2022

NUMBER OF PAGES IN THIS RFP: 25

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**** The Facilitator for this RFP is identified on Page 1. Proposers may NOT contact anyone else regarding this RFP. Proposers contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may be disqualified from RFP response submissions.***

GENERAL TERMS AND CONDITIONS

1.0 SUBMISSION OF RESPONSE TO RFP

1.1 In response to this RFP, Proposers shall submit clearly labeled and indexed portfolios/binders with appropriate section and sub-section numbers as referred to herein. Please provide the following:

1.1.1 One (1) original proposal marked "MASTER".

1.1.2 Six (6) identical bound "COPIES".

1.1.3 One (1) identical electronic response in Microsoft Word, Microsoft Excel, or Adobe PDF, on CD or flash drive; if discrepancies are found between two (2) or more copies of proposals, the "MASTER" copy will provide the basis for resolving each discrepancy.

1.1.4 Provide six (6) copies of itemized cost/pricing/fee and/or schedule (per Section 48.0 – Evaluation Criteria A). All copies must be submitted in one (1) separate, sealed envelope and identified as such.

1.2 Neither the WCSD nor any official or employee thereof shall be responsible for the pre/post-opening of, or failure to open an RFP not properly addressed, identified, and/or mislabeled.

1.3 Proposals submitted by email, facsimile or any other digital form will NOT be accepted.

1.4 RFP and any signed/acknowledged Addenda/Amendment(s) shall be submitted in a sealed envelope or box and labeled using the following format:

SUBMITTING PROPOSER NAME:

RFP TITLE:

RFP #:

DUE/OPENING DATE & TIME:

Strategic Planning Facilitator

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MAIL OR DELIVER PROPOSAL TO: Washoe County School District
Purchasing Department, Room 0
14101 Old Virginia Road
Reno, NV 89521-8912

1.5 In order for a proposal to be considered, it is mandatory that the RFP documents be received and time-stamped by the WCSD Purchasing Department, Room 0, no later than 2:00 pm (local time) on the due date identified on Page 1 of this RFP document.

1.5.1 **Late proposals will NOT be accepted.** A proposal may be received any time prior to the due date and time and no later than the due date and time. A proposal arriving after 2:00 p.m. (local time) will be returned to its sender unopened.

1.5.2 If the late proposal arrives via carrier (e.g., Fed-Ex, UPS, USPS, etc.), the Proposer will be responsible for all return shipping costs of proposal submission.

1.6 All accepted proposals and accompanying documentation by WCSD's Purchasing Department become the property of WCSD and will not be returnable to submitting Proposer.

1.7 Information should be prepared to provide a straightforward, concise delineation of capacities to satisfy requirements of the RFP and submitted using required forms identified Sections 51.0-53.0 in this RFP document. Expensive bindings, color displays, promotional materials, etc., are not necessary

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or desired. Emphasis should be placed on conformance to RFP instructions, responsiveness to RFP requirements, completeness, and clarity of content.

- 1.8 Any irregularities and/or lack of clarity in the RFP should be brought to the attention of WCSD's Purchasing Department for correction and/or clarification via email to: solicitations@washoeschools.net prior to the due date/time for questions identified on Page 1 of this RFP document.
- 1.9 When a **surety** is required (refer to Page 1), such surety shall be acceptable only in the form of a Bond, Certified Check or Cashier's Check in the amount identified in Section 38.0. The surety must accompany the submission. After award of RFP by the authorized WCSD representative(s) is obtained, the surety of any unawarded Proposer(s) will be returned.
- 1.10 Addenda/Amendment(s) issued may become an integral part of this RFP and are posted on the following websites:
- <http://www.washoeschools.net/Page/778>
 - <https://www.demandstar.com/app/login>
- 1.10.1 Proposer should acknowledge receipt of Addenda/Amendment(s) by signing and returning any Addenda/Amendment(s), if requested, with the Proposer's RFP submission. It is the Proposer's responsibility to ensure receipt of any Addenda/Amendment(s). Failure to submit a signed Addenda/Amendment(s) may result in rejection/disqualification of a Proposer's RFP submission.
- 1.10.2 To ensure that Proposer receives any Addenda/Amendment(s) issued for this RFP, Proposer must notify WCSD Purchasing Department via email at solicitations@washoeschools.net with name, address, phone, and email. Once request is received, Purchasing will email any addenda documents required by this RFP.
- 1.10.3 If Proposer is a member of DemandStar and has downloaded a solicitation document from DemandStar at www.demandstar.com, Proposer will electronically receive from DemandStar any Addenda/Amendment(s) issued. (*Demandstar requires paid membership*)
- 1.11 WCSD reserves the right to reject any and all proposals received, or any part thereof. An authorized representative of Proposer's organization must sign this RFP document (refer to Section 53.0). **An unsigned proposal will be rejected.** Proposals may also be rejected for any of, but not limited to, the following additional causes:
- A. Evidence of collusion among Proposers exists.
 - B. Proposer fails to meet any terms and conditions as specified in this RFP.
 - C. Evidence submitted by Proposer leads WCSD to believe that Proposer will be unable to carry out the obligations of any resulting contract of this RFP and complete the work/service described.
 - D. WCSD investigation determines that Proposer is not qualified to meet the obligations of the contract and complete work described.
 - E. Cost of work/service exceeds budgetary constraints.
- 1.12 Any prices provided in the Proposer's submission that are relevant to products that may be supplied in addition to the work/service shall be *F.O.B. Destination* and exclusive of all federal, state, and local taxes. No shipping charges will be allowed.
- 1.13 All costs incurred in the preparation and submission of responses to the RFP shall be the responsibility of the Proposer.

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- 1.14 Proposer assumes all risks involved with method of delivery the Proposer chooses. WCSD assumes no responsibility for Proposer's failure to deliver RFP submission in accordance with the specified receiving point and time stated herein.
- 1.15 All proposals and accompanying documentation that are accepted by WCSD's Purchasing Department become the property of WCSD and will not be returned.
- 1.16 Exceptions to any of the terms, conditions and/or specifications of this RFP must be noted in Section 52.0. Failure to note any exceptions shall be interpreted to convey that Proposer shall propose to perform in the manner described and/or specified. WCSD reserves the right to accept or reject any exceptions if deemed to be in the best interest of the WCSD.
- 1.17 **The Facilitator for this RFP is identified on Page 1 of this document. Proposers may NOT contact anyone else regarding this RFP. Proposers contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may be disqualified.**

2.0 WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn by written notification delivered via e-mail to solicitations@washoeschools.net provided such notice is received prior to the due date and time identified on Page 1 of this RFP. A request for withdrawal of a proposal received after the due date and time will not be considered.

3.0 PROPRIETARY & CONFIDENTIAL INFORMATION

- 3.1 WCSD is a public entity as defined by state law and, as such, it is subject to the Nevada Public Records Law (Nevada Revised Statute, Chapter 239 (NRS 239)). Under said law, all WCSD records are public (unless otherwise declared by law to be confidential), subject to inspection and may be copied by any person.
- 3.2 Proposers are advised that after a Letter of Intent/Recommendation of Award has been released (refer to Section 36.0), the complete content of all proposals will become public record, and nothing contained in the proposal will be deemed confidential.
- 3.3 Proposers should not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Thus, proposals should contain sufficient information to be evaluated without reference to any proprietary information.

4.0 FORMAL INTERVIEWS AND PRESENTATIONS

WCSD reserves the right to require, any or all, Proposers to give a presentation or demonstration (either by virtual means or in-person) illustrating their abilities relative to this RFP and/or attend an interview session to gauge suitability to provide work/service. If so requested, Proposer(s) shall make their personnel available for formal interviews and presentations. No cost allowance shall be permitted for this requirement. WCSD also reserves the right to make its own ROA from any written proposal without presentations and/or formal interviews.

5.0 GOVERNING LAW, COMPLIANCE WITH LAW, AND ATTORNEY FEES

Should there be any resulting contract of this RFP, the awarded Proposer agrees that it shall be governed by and construed in accordance with the laws of Nevada. No action involving the RFP submission and/or resulting contract may be brought except in the federal courts located in Washoe County, Nevada, USA. Proposer shall comply with all applicable federal, state and local statutes, regulations, ordinances, or other legal requirements which apply. All parties agree that in the event of a dispute, each party will bear its own costs of litigation and attorney's fees.

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6.0 DISPUTE RESOLUTION

- 6.1 Any breach, controversy, or claim arising out of, related to the RFP, and/or any resulting contract of this RFP shall be settled by arbitration unless WCSD, at its sole option, rejects arbitration by so notifying Proposer.
- 6.2 If the WCSD rejects arbitration, Proposer shall have thirty (30) days from the date of receipt of rejection to send notice to commence litigation of the work/service via a summons and complaint upon the WCSD.
- 6.3 Failure to effectively provide work/service to the WCSD within said time shall act as a bar to litigation of the claim, which was the subject of the request for arbitration.
- 6.4 If the matter is arbitrated, WCSD shall designate whether the rules of the American Arbitration Association or the rules of the Nevada Arbitration Association shall apply. Nevada courts may enter judgment on such awards.
- 6.5 The parties agree that any arbitrator may not award attorney's fees in any case.
- 6.6 Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this RFP, the awarded Proposer's response to this RFP, and any contract submitted by the awarded Proposer, the language in this RFP shall take precedence.

7.0 DEBARMENT, SUSPENSION, AND OTHER LEGAL MATTERS

- 7.1 As required by Executive Order 12549, Debarment & Suspension, and implemented at 34 CFR Part 85, Proposer must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any federal department or agency.
- 7.2 Submission of a signed proposal in response to this RFP is certification that Proposer's organization (or any Sub-Proposer) is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency. Submission is also confirmation that WCSD will be notified of any change in this status.
- 7.3 If WCSD was required by NRS 332.039 to advertise for this RFP, then by way of a submitted signed RFP, the Proposer provides a written certification that the Proposer is not currently engaged in, and during any term of any resulting contract of this RFP, shall not engage in, a Boycott of Israel as outlined in NRS 332.065 (effective July 1, 2018). The term "Boycott of Israel" has the meaning ascribed to that term per NRS 332.065(5)(a).
- 7.4 Loss of Contract and/or Inability to Fulfill Requirements
 - If Proposer has had a contract terminated, or has a pending termination, or a settlement to avoid litigation or termination for default during the past five (5) years, all such incidents must be described. Termination for default is defined as notice to stop performance, due to Proposer's non-performance, or poor performance, and the issue was either: (i) not litigated; or (ii) litigated and such litigation determined Proposer to be in default. Proposer shall submit full details of all terminations for default, settlements, or pending terminations experienced in the past five (5) years including the other party's name, address, and telephone number. Proposer shall also present its position on the matter to WCSD's Purchasing Department.
 - WCSD shall evaluate the facts and at its sole discretion may reject the Proposer's proposal if the facts discovered indicate that the completion of any contract resulting from this RFP may be jeopardized by selection of Proposer. If Proposer has experienced no such settlement or terminations for default in the past five (5) years, and has no pending terminations, it must affirmatively declare this to be so in the proposal submission.

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8.0 FUNDING OUT CLAUSE

- 8.1 Should the funding authority of WCSD fail to appropriate funds to continue payment on a resultant contract of this RFP, WCSD may cancel said contract without termination charge or penalty. Written notification from WCSD shall be made should this occur.
- 8.2 WCSD would only exercise the FUNDING OUT CLAUSE above, if WCSD is unable to appropriate the necessary funds to pay for the work/service under this RFP.
- 8.3 If WCSD is unable to appropriate necessary funds to pay for the work/service under this RFP per Section 8.2 above, WCSD reserves the right to contract with another party for the same work/service immediately following the termination of a resultant contract specific to this RFP. In addition, should WCSD appropriate the funds at a later time, WCSD also reserves the right to issue a new RFP for said work/service.

9.0 DEFAULT

In case of default by awarded Proposer, WCSD reserves the right to any/all of the following actions:

- Deduct any unpaid balance due the awarded Proposer.
- Procure the product, work, and/or service from another source.
- Hold the defaulting awarded Proposer responsible for any excess cost associated.
- Assess and apply a penalty equal to five percent (5%) of the total contract price.
- Commence with proceedings against any surety and/or performance bond held in conjunction with the resulting contract of this RFP.
- Prohibit the awarded Proposer for a period of not less than one (1) year.
- Pursue other applicable legal remedies.

10.0 TERMINATION OF CONTRACT

Any resulting contract from this RFP may be terminated in whole or in part by WCSD with or without cause without penalty or fee; however, only after the contracted Proposer is given (1) not less than thirty (30) calendar days written notice of intent to terminate and (2) an opportunity for consultation with the Director of Procurement and Contracts of WCSD prior to termination.

11.0 JOINDER OF LOCAL GOVERNMENTS

NOTE: Preference will not be given to any Proposer working under any other existing contracts that allow joint use by public agencies.

NRS 332.195 Joinder or Mutual Use of Contracts by Local Governments, states the following:

1. Except as otherwise provided in this section:

(a) A governing body or its authorized representative and the State of Nevada may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. The original contracting local government is not liable for the obligations of the governmental entity which joins or uses the contract.

(b) A governing body or its authorized representative may join or use the contracts of the State of Nevada or another state with the authorization of the contracting vendor. The State of Nevada or

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other state is not liable for the obligations of the local government which joins or uses the contract.

2. *A governing body or its authorized representative or the State of Nevada shall not join or use a contract pursuant to this section if a contractor's license issued pursuant to Chapter 624 of NRS is required for any portion of the work to be performed under the contract.*

12.0 AMERICANS WITH DISABILITIES

WCSD acknowledges its responsibilities under the Americans with Disabilities Act (ADA) of 1990. WCSD expects all Proposers to be knowledgeable about and comply with the requirements of the ADA.

13.0 INSTALLATION

If applicable, the awarded Proposer shall make good and to the satisfaction of WCSD any damage resulting from the work/service caused by any installation. Wherever, in these specifications, a specific brand, make, and/or model of item is specified, the awarded Proposer shall comply strictly with the specifications and recommendations of that manufacturer as to the installation and/or application of that particular item.

14.0 REQUIRED INSURANCE COVERAGE & VERIFICATION

NOTE: WCSD reserves the right to amend/adjust any limits (both occurrence and aggregate) listed herein with respect to all insurance coverages based on the estimated project/construction budget (if applicable) should it be deemed in its best interest.

- 14.1 The awarded Proposer shall, at the awarded Proposer's sole expense, procure, maintain, and keep in force for the duration of the resulting contract of this RFP, insurance conforming to the minimum limits as specified in this RFP document. The awarded Proposer shall furnish WCSD with a Certificate of Insurance (COI) Form and the Additional Insured Endorsement(s) to which required coverage the endorsement applies.
- 14.2 The authorized Insurer of the awarded Proposer and/or subsequent insurance company(s) issuing the policy(s) shall have no recourse against WCSD for payment of any premiums, costs, or assessments under any form of policy. The awarded Proposer's authorized Insurer(s) shall have no right of recovery or subrogation against WCSD.
- 14.3 The Acord 25 Certificate of Insurance (COI) Form or a form substantially similar must be submitted by the awarded Proposer to WCSD to evidence the insurance policies and coverages required. In addition to the awarded Proposer providing the COI, the Proposer shall also provide the Additional Insured Endorsement(s) effecting coverage required (refer to Section 14.6 below).
- 14.4 If not provided with the Proposer's response submission, all COIs and related endorsements are to be received from the awarded Proposer within 5 (five) business days following date of the formal award. Documents must be reviewed and approved by the WCSD's Purchasing Department prior to any work/service being rendered and/or products procured and shall continue in force until the completion of any contract term.
- 14.5 The COI must be signed by a person authorized to bind coverage on the behalf of the awarded Proposer. The COI must name WCSD as the Certificate Holder as follows:

Washoe County School District
Attn: Purchasing Department
425 E. Ninth Street
Reno, Nevada 89512
- 14.6 The Additional Insured Endorsement certificate should be the CG 20 10 11 85 form or a form substantially similar, providing coverage at least as broad as the required form noted. To substantiate the requirement of the WCSD to be named as an "Additional Insured", the COI's "Description of Operations/Locations/Vehicles" section shall state the following:

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The WCSD, its officers, employees and volunteers are to be named as an "Additional Insured" on the awarded Proposer's general liability. The coverages shall contain no special limitations on the scope of protection afforded to the WCSD, its officers, employees, agents, or volunteers.

- 14.7 The COI shall state that if any of the described policies are cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Each insurance policy shall not be suspended, voided, canceled, or non-renewed by either the awarded Proposer or the authorized Insurer without a replacement COI being provided to WCSD during any term of any resulting contract of this RFP contract.
- 14.8 Upon renewal of any coverage required by this RFP the awarded Proposer or authorized Insurer shall furnish the WCSD with any replacement COI.
- 14.9 WCSD reserves the right to require the awarded Proposer to make available/check of the wording of all required insurance policies at any time.
- 14.10 The awarded Proposer's insurance coverage shall be the primary insurance. Any insurance or self-insurance maintained by the WCSD, its officers, employees, agents, or volunteers shall not be more than the awarded Proposer's insurance and shall not contribute to Proposer's insurance coverage.
- 14.11 Failure of the awarded Proposer to comply with any of the reporting provisions of the required insurance policies shall not affect coverage provided to the WCSD, its officers, employees, agents, or volunteers.

15.0 GENERAL LIABILITY INSURANCE

- 15.1 During any term of the resulting contract of this RFP, the awarded Proposer providing work/service to WCSD shall maintain Commercial General Liability Insurance with the following coverages through an insurance carrier(s) licensed to do business in the State of Nevada and having a current A.M. Best rating of A-:VII or better:
 - A. Premises-Operations
 - B. Independent Contractor's Protection
 - C. Products and Completed Operations
 - D. Broad Form Property Damage
 - E. Personal Injury (with Employee Exclusion deleted)
 - F. Blanket Contractual Liability
 - G. Property Damage Liability
- 15.2 Limits shall not be less than one million dollars (\$1,000,000) per occurrence combined single limits with (at minimum) two million dollars (\$2,000,000) aggregate.

16.0 COMMERCIAL AUTOMOBILE LIABILITY INSURANCE

- 16.1 If applicable to the work/services outlined in this RFP, during any term of any resulting contract of this RFP, the awarded Proposer shall maintain Commercial Automobile Liability Insurance to include all owned autos, non-owned autos, and hired autos coverage through an insurance carrier(s) licensed to do business in the State of Nevada and having current A.M. Best rating of A-:VII or better.
- 16.2 Limits shall not be less than one million dollars (\$1,000,000) per occurrence.

17.0 WORKER'S COMPENSATION COVERAGE

Awarded Proposer shall have Worker's Compensation coverage as required by law, including Statutory Limits identified, for the duration of the resulting contract of this RFP to include Employer's Liability Coverage with minimum limits of one million dollars (\$1,000,000) for the duration of any term of the resulting contract of this RFP.

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18.0 PROFESSIONAL LIABILITY INSURANCE

During the initial term of resulting contract of this RFP and for any additional time specified by WCSD thereafter, the awarded Proposer shall maintain Professional Liability Insurance (Errors & Omissions) with minimum limits of at least one million dollars (\$1,000,000); however, WCSD reserves the right to require a higher limit for project(s) that may constitute said requirement. WCSD also requires that Professional Liability Insurance include coverage for unintentional breach of contract. The insurance required above may be proved under primary policies or by a combination of primary and excess policies. Professional Liability is not covered under additional Umbrella Liability coverage.

19.0 DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the WCSD before any work/service is rendered and/or products procured. WCSD reserves the right to request additional documentation, financial or otherwise, prior to giving approval of the deductibles and self-insured retentions before any work/service is rendered and/or products procured. WCSD shall be notified of any changes to the deductibles or self-insured retentions made during any term of any resulting contract of this RFP or during any term of any policy. It is understood that the awarded Proposer is responsible for and shall assume payment of all deductibles and/or self-insured retentions.

20.0 LICENSE AND CERTIFICATION

Proposer must be licensed and/or incorporated to do business in the State of Nevada. Proposer shall possess all applicable licenses and/or certifications to perform the type of work/service in this RFP. Proposer shall possess appropriate city and/or county business licenses, if applicable.

21.0 VESTED INTEREST

- 21.1 Awarded Proposer cannot receive any benefits (directly or indirectly) and/or be party to other contracts that may emanate from recommendations, contracting actions, and or activities related to this RFP.
- 21.2 The only benefit the awarded Proposer may derive from this project is payment for rendered work/service, products procured specific to the work/service, and applicable deliverables as outlined in any resulting contract of this RFP, including identified deliverables in awarded Proposer's initial RFP response and subsequent written additions to the resulting contract of this RFP authorized/approved by WCSD.
- 21.3 Proposer covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner and/or degree with the performance of work/service required under resulting contract of this RFP. Proposer covenants to its knowledge and ability that in performance of said work/service no person having any such interest shall be employed (refer to Section 51.0, PUBLIC DISCLOSURE FORM (**required** with RFP response submission)).

22.0 WARRANTY OF WORK/SERVICE

- 22.1 Proposer warrants that any work/service rendered under any resulting contract of this RFP shall be performed with the degree of skill, care, and judgment customarily accepted as sound quality practices and procedures.
- 22.2 Proposer further warrants that any work/service rendered under any resulting contract of this RFP shall fulfill the requirements and intent of the entire contract inclusive of Proposer's proposal. If work/service fails to meet the requirements and/or is deemed to be inadequate in the judgment of WCSD, awarded Proposer shall re-perform the work/service and/or portion of the work/service that is unsatisfactory. Awarded Proposer shall be liable for all costs/expenses incurred in the performance of corrective work and work/service, including travel, per diem, etc.

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23.0 ASSIGNMENT

Any attempt by awarded Proposer to assign and/or otherwise transfer any interest in any resulting contract of this RFP without the prior written consent of WCSD shall be considered "VOID."

24.0 CONFIDENTIAL TREATMENT OF INFORMATION

Proposer shall preserve any information obtained, assembled, and/or prepared in connection with the performance of any resulting contract of this RFP in the utmost professional confidence.

25.0 FORCE MAJEURE

25.1 Neither party shall be liable for failure and/or delay in performance under any resulting contract of this RFP, in whole or in part, to an act of God, including, but not limited to pandemic, epidemic, fire, naturally caused explosions and/or flood; employee/company strike, lockout and/or other labor dispute, civil commotion, human caused explosions, and/or sabotage; acts of any government; unforeseen shortages and/or unavailability of fuel, power, transportation, raw materials and/or supplies; inability to obtain and/or delay in obtaining governmental approvals, permits, licenses and/or allocations; and any other causes which are not within either party's reasonable control, whether or not the cause is specifically identified above.

25.2 WCSD will not terminate any contract with awarded/contracted organization that is unable to complete and perform the work/service due to FORCE MAJEURE. WCSD maintains the ability and right to secure other suppliers to provide said work/services, on a temporary basis, if deemed to be in the best interest of WCSD, until the awarded and contracted Proposer is able to return to said work/service and able to meet the requirements of any resulting contract of this RFP.

26.0 INDEMNIFICATION

26.1 Proposer agrees to defend, indemnify and hold harmless WCSD, its officers, employees, agents, and volunteers from and against all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, damage, which arises from any work performed under any resulting contract of this RFP, if such injury, loss, and/or damage is due to the gross negligence and/or intentional misconduct of Proposer, any Sub-Proposer of Proposer, and/or any officer, employee, and/or agent of Proposer in the performance of work/service hereunder. Proposer also agrees to indemnify and hold the WCSD harmless from any claim involving patent infringement and/or copyrights on goods supplied.

26.2 WCSD agrees to defend, indemnify and hold Proposer, its officers, and its employees harmless from and against any and all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, and/or damage which arises out of the work performed under any resulting contract of this RFP, if such injury, loss, and/or damage is due to the gross negligence and/or intentional misconduct of WCSD and/or any officer, employee, and/or agent of WCSD subject to the provisions of NRS 41, including, but not limited to NRS 41.035: Actions against certain officers and employees of political subdivisions for acts or omissions of other persons.

26.3 The obligation of this section shall not apply to damages for which WCSD is/shall become liable by final judgment to pay to a third party as the result of the negligence of WCSD. Nothing herein shall constitute a waiver by WCSD of any and all rights and privileges under any governmental immunity act and/or related statute.

27.0 INTELLECTUAL PROPERTY

Any drawings, written reports, and/or other works (works) made and/or provided to WCSD by Proposer shall be considered works for use and become the property of WCSD. Any such works shall not be stamped with the Proposer's proprietary markings.

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28.0 NO THIRD-PARTY RIGHTS

Any resulting contract of this RFP is made for the benefit of WCSD and the awarded Proposer and not for any outside party.

29.0 NON-ENDORSEMENT

As a result of the selection of an awarded Proposer to supply work/service and/or products under this RFP, WCSD is neither endorsing nor suggesting that the Proposer's work/service is the best and/or only solution. The awarded Proposer agrees to make no reference to WCSD in any literature, promotional material, brochures, sales presentations, or the like, without prior express written consent of WCSD.

30.0 RECORDS

Records shall be maintained as required by awarded Proposer in compliance with applicable municipal, federal and/or state laws, ordinances, codes, and as prescribed by WCSD. Upon prior written notice, at a mutually agreed upon time and place, all records shall be made available to WCSD. WCSD may audit, examine and/or take excerpts and/or transcripts from such records including, but not limited to, invoices, materials, payrolls, records of personnel, conditions of employment and/or any other data as may be pertinent to this RFP.

31.0 EXPENSES

In the event that WCSD agrees to pay for any of Proposer's expenses directly related to work/service and/or products relevant to this RFP, no overhead and/or profit shall be permitted AND Proposer shall only receive reimbursement in amounts that are consistent with applicable travel guidelines established by WCSD policies, regulations, and procedures for its own employees at the time the reimbursement request(s) are is/are made.

32.0 REJECTION/DISQUALIFICATION OF PROPOSALS

32.1 WCSD reserves the right to reject any and all proposals received, or any part thereof. Proposals may be rejected for any of, but not limited to, the following causes:

- A. Evidence of collusion among Proposers exists.
- B. Proposer fails to meet any terms and conditions as specified in this RFP.
- C. Evidence submitted by Proposer leads WCSD to believe that Proposer will be unable to carry out the obligations of any resulting contract of this RFP and complete the work/service described.
- D. WCSD investigation determines that Proposer is not qualified to meet the obligations of the contract and complete work described.
- E. Cost of work/service exceeds budgetary constraints.

33.0 REFERENCES

WCSD may investigate information supplied by Proposer to determine its accuracy. Proposer supplying a reference and/or customer list gives the WCSD permission to contact references listed and understand that any information gathered may be used in evaluation of the proposal.

34.0 PROPOSAL NEGOTIATIONS

WCSD may open negotiations with responsive Proposers after submission of proposals and prior to award. At its sole discretion, the WCSD reserves the right to award any resulting contract of this RFP without negotiation based upon written proposals. The WCSD reserves the right to accept any proposal, which it deems most favorable to the WCSD, and to reject any or all proposals or any portion of any proposal submitted which is not in the WCSD's best interest.

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35.0 CONTRACT AWARD GUIDELINES

- 35.1 WUSD reserves the right to waive any minor informalities or irregularities in proposals and/or any resulting contract of this RFP in its best interest.
- 35.2 WUSD reserves the right to award resulting contract of this RFP on the basis of individual scope of work/service elements, groups of elements or all elements to a single Proposer. Taking into consideration the specified evaluation criteria, WUSD will select the Proposer whose proposal is most advantageous to the WUSD.
- 35.3 Contractual commitments are contingent upon the availability of funds as evidenced by the issuance of a purchase order.
- 35.4 Any additional contract documents conjoined as part of this RFP for final award consideration are subject to approval by WUSD's legal counsel and may require approval of the Chief Financial Officer (CFO) or Board of Trustees prior to execution.
- 35.5 Once awarded, this RFP and any resulting contract of this RFP, will be the final expression of a contract between the parties and may not be altered, changed, and/or amended except by mutually approved and executed Amendment.
- 35.6 Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this RFP document, the awarded Proposer's proposal, and any additional contract submitted by the awarded Proposer, the language in this RFP document shall take precedence unless otherwise approved by WUSD.
- 35.7 WUSD reserves the right to hold proposals for a period of ninety (90) days from date of opening before awarding or rejecting said proposals.

36.0 LETTER OF INTENT (RECOMMENDATION OF AWARD)

- 36.1 It is the responsibility of the interested Proposer to obtain the Letter of Intent (Recommendation of Award). Both documents are also posted on the following websites:
- <http://www.washoeschools.net/Page/778>
 - www.DemandStar.com (*DemandStar requires paid Membership*)
- 36.2 Proposer may also obtain a copy of the Letter of Intent and Recommendation of Award via email at solicitations@washoeschools.net

37.0 APPEAL BY NON-AWARDED PROPOSER

- 37.1 Any non-awarded Proposer may appeal following the posting/distribution of the Letter of Intent (Recommendation of Award).
- 37.2 Appellant must submit a written protest to the Director of Procurement and Contracts no later than five (5) business days after the date of the Letter of Intent (Recommendation of Award). The notice of protest must include a written statement setting forth with specificity the reasons the person filing the notice believes the applicable provisions of the law were violated.
- A. Appellant shall submit a surety/bond (i.e., Protest Bond or Appeal Bond) with a good and solvent surety company authorized to do business in the State of Nevada or submit other security in a form approved by WUSD, which will hold the bond or other security until a determination is made on the appeal. Such bond must be submitted with the written protest to the Director of Procurement and Contracts.
 - B. The bond or other security shall be in the amount of twenty five percent (25%) of the total dollar value of Appellant's proposal, up to a maximum bond or other security amount of two hundred fifty thousand (\$250,000).

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- 37.3 The Director of Procurement and Contracts will review the letter of appeal and all relevant documents to provide a determination of the appeal to the submitting Appellant.
- 37.4 If Appellant is not satisfied with Director of Procurement and Contracts' response, Appellant may then appeal to an Appeals Committee designated by the WCSD. If Appellant is not satisfied with the Appeals Committee's response, Appellant may then appeal to the Board of Trustees, who will render the final decision.
- 37.5 WCSD will stay any award action until a final decision is made on the appeal.
- 37.6 Appellant will not seek any type of judicial intervention until WCSD has rendered its final decision on the protest.
- 37.7 WCSD is not liable for any costs, expenses, attorney's fees, and loss of income or other damages sustained by Appellant in proposal appeal process.
- 37.8 If an appeal is granted and a bond was required, the full amount of the posted bond will be returned to Appellant. If the appeal is denied and/or not upheld, WCSD has the right to file a claim against the bond for expenses suffered by WCSD because of the unawarded appeal.

38.0 **SURETY**

- 38.1 When a **surety** is required (refer to Page 1), proposal submission shall be accompanied by a surety company certified Bid Bond or Cashier's Check made payable to:

Washoe County School District
425 East Ninth Street
Reno, Nevada 89512
RE: RFP # _____

- 38.2 Depending on the requirements, the amount of surety shall not be less than five percent (5%) of the total RFP submitted. Said amount to be forfeited to WCSD should the Proposer, to whom the contract is awarded, fail to enter into any resulting contract of this RFP.
- 38.3 Surety of the awarded Proposer shall be retained by WCSD until replaced by a Performance Bond.

39.0 **PERFORMANCE BOND**

- 39.1 When a Performance Bond is required, the awarded Proposer shall agree to furnish WCSD with a Performance Bond in the amount equal to one hundred percent (100%) of the total amount of the RFP award for the initial term of the contract.
- 39.2 The Performance Bond shall be made payable to WCSD, executed by one or more surety companies authorized to do business in the State of Nevada.
- 39.3 The Performance Bond shall be conditioned upon the awarded Proposer's full performance of the work/service, in accordance with the plans, specifications, terms and conditions of the award of RFP by the Board of Trustees.
- 39.4 In the event the contract is renewed, a new Performance Bond, if applicable, shall be requested for one hundred percent (100%) of the total amount of the RFP for the renewal term.

40.0 **PENALTIES**

In case of default by awarded Proposer, the WCSD may procure the work/service and/or products from other sources and may deduct from any unpaid balance due Proposer and/or collect against submitted surety, bond, or security for the amount of excess costs so paid.

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41.0 SEVERABILITY

If a competent court or arbitrator holds any of the terms, covenants, provisions and contracts contained herein invalid, illegal and/or unenforceable, any resulting contract of this RFP shall be interpreted as if such invalid terms, covenants, provisions, and/or contracts were not contained herein and the remaining provisions shall be valid and enforceable.

***** **END OF GENERAL TERMS AND CONDITIONS** *****

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SPECIAL TERMS AND CONDITIONS

42.0 SCOPE OF WORK/SERVICE

WCSD is seeking proposals from individuals/firms to provide strategic planning process facilitation services. The anticipated timeframe for this project is December 2022 through June 2023. Individuals/firms are requested to submit written materials as detailed below and participate in meetings/presentations/interviews with the District evaluation committee upon request to discuss their qualifications.

Consultants should be experienced in working with organizations and their constituencies in the development of a multi-year strategic plan. In addition, experience working with school districts is preferred. The District's intent is to garner proposals from qualified strategic planning consultants to work in partnership with the Strategic Planning Core Team, the Board of Trustees, District staff and community stakeholders. The successful individual/firm will work directly with the Strategic Planning Core Team to ensure all activities in this project are completed within the time frame established by the board.

The scope of work for this RFP include, but are not necessarily limited to the following activities:

- Assist WCSD in developing a broad, inclusive Strategic Planning Core Team and facilitate pre-meetings with this team prior to community-wide launch.
- Identify Goal Area Teams as needed and facilitate meetings with them.
- Review relevant documents identified by the trustees, Superintendent and team including the District's current strategic plan, leadership goals, etc.
- Organize and facilitate workshops, focus groups and meetings to encourage participation and gather input regarding critical issues and priorities for the District.
- Work with the Strategic Planning Core Team to ensure broad-based staff and community engagement, including the participation of diverse/marginalized groups.
- Partner with the Communications Team on all related invitations and event notifications.
- Provide the Strategic Planning Core Team with documentation of findings from the staff and community workshops, focus groups and meetings. Assist District staff in synthesizing and organizing input into themes.
- Facilitate workshops in which draft goals and objectives are written by Goal Area Teams.
- Provide draft goals and objectives to District staff for feasibility review and additional stakeholder feedback.
- Assist Goal Area Teams in finalizing the draft goals and objectives based on feasibility review and additional stakeholder feedback.
- Assist the Superintendent and District staff in prioritizing and sequencing the draft goals and objectives.
- In collaboration with the Strategic Planning Core Team, present a draft strategic plan at a Board meeting by no later than May 2023.
- Incorporate any final changes from the Board, and work with the Communications Team to prepare the final strategic plan document.
- Assist the Strategic Planning Core Team in presenting the strategic plan for adoption at a WCSD board meeting anticipated for June 2023.

Below are proposed phases for the scope of work:

Phase 1. Organization readiness

Phase 2. Data collection/engagement

Phase 3. Data aggregation and interpretation

Phase 4. Visioning/planning/sequencing

Phase 5. Implementation

1. Organization readiness (December 2022)

- 1.1 Develop strategic planning process and timeline
- 1.2 Board study session (overview process and timeline/garner board feedback)
- 1.3 Form a Strategic Planning Core Team (solicit interest and extend invitations)
- 1.4 Research external change forces, best practices, etc.

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- 1.5 Develop a communication plan for the strategic planning process
- 1.6 Organize stakeholder engagement activities: workshops/symposia and focus groups (may include both in-person and virtual options)
- 1.7 Define strategic plan parameters and specifications
- 1.8 Launch initial ThoughtExchange(s) with anchor questions for students, staff and community

2. Data collection/engagement (January-March 2023)

- 2.1 Conduct workshops/symposia
- 2.2 Conduct focus groups

3. Data aggregation and interpretation (March-April 2023)

- 3.1 Aggregate, synthesize and interpret data
- 3.2 Board study session (review emerging strategic priority themes)
- 3.3 Form Goal Area Teams (one for each theme)

4. Visioning/planning/sequencing (April-June 2023)

- 4.1 Goal Area Teams write goals and objectives; link to KPI's/district scorecard
- 4.2 Board study session (review draft goals and objectives)
- 4.3 Solicit internal/external stakeholder feedback on draft goals and objectives
- 4.4 Goal Area Teams revise draft goals and objectives based on feedback
- 4.5 Cabinet prioritizes/sequences goals/objectives (3-5 year goal initiation schedule)
- 4.6 Communications Team edits final draft plan for style, clarity, accessibility
- 4.7 Board study session (review final draft plan)
- 4.8 Communications Team makes final edits and formats the plan
- 4.9 Superintendent/Strategic Planning Core Team present strategic plan to board for adoption

5. Implementation (summer 2023 and moving forward)

- 5.1 Communications Team develops and implements a communications plan to support the launch of the strategic plan
- 5.2 ELT aligns budget recommendations with strategic goals and objectives
- 5.3 Goal Area Leads/Teams develop and implement annual work plans
- 5.4 Trustees/Superintendent monitor progress

43.0 WASHOE COUNTY SCHOOL DISTRICT BACKGROUND INFORMATION

History, Population, and Geography

Prior to the creation of the WCSD, there were seventeen (17) separate school districts within the County lines. Most had only one school per district but the two largest districts – Reno School District and Sparks School District – had more. Between 1912 and 1955 fifteen (15) schools were built in Reno/Sparks; ten remain in use today as schools, administrative offices, or other business dwellings.

Area districts throughout the state were consolidated into countywide districts as a result of legislation enacted in 1956 that created school districts with boundaries coterminous with the state's sixteen (16) counties and Carson City. As such, all public educational services provided by the District are restricted to the boundaries of Washoe County.

Washoe County, located in the northwestern part of the State of Nevada, is the second most populous county (486,492 in 2020) in the State of Nevada covering an area of 6,342 square miles with the county seat in the City of Reno. Other communities in the county are Gerlach, Sparks, Wadsworth and Incline Village at Lake Tahoe.

District Data Points

WCSD has over 4,000 certified teachers and over 400 teachers that are nationally board certified. Approximately 70% of the District's educators have a master's degree or higher and one-third have been teaching for fifteen (15) or more years.

WCSD is among the 75 largest school districts in the nation, with enrollment of 61,100 as of September 2022. WCSD had a graduation rate of 82% last school year, which is up from 62% in School Year 2009-2010. Of the approximately 61,000 students in the District, 14% are on an Individualized Education Plan (IEP), 14% are

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English Language Learners, and 4% are Gifted and Talented students. WCSD's free and reduced lunch (FRL) percentage is 46%. Minority students make up approximately 57% of the student population.

The District's total Fiscal Year (FY) 2022-23 budget is just over \$1 billion, of which the General Fund budget is \$536 million. The FY 23 budget was the fourth consecutive year that the General Fund was structurally balanced with no need to access reserves to cover revenue shortfalls, and the District expects to achieve a modest General Fund surplus in FY22, the fourth consecutive fiscal year that has occurred as well. The District's long-term debt rating is AA by Standard & Poor's and Aa3 by Moody's Investors Service.

Academic Performance

Data on academic performance at WCSD can be found at <https://www.wcsddata.net/>.

WCSD uses the Smarter Balanced Assessment for grade 3-8. The Smarter Balanced assessments are criterion referenced, computer-based tests that measure student knowledge of Nevada's English language arts/literacy (ELA) and Mathematics standards. The interpretive scores range from Level 1 (Understanding) to Level 4 (Advanced). Students are considered proficient if they reach Levels 3-4 for both ELA and Math assessments.

Although recent 2021-22 data from SBAC indicates WCSD is on the path to recovery (increase of 2 percentage points between SY 21-22 and SY 20-21), at the current pace, WCSD is still several years away from pre-pandemic levels of achievement in many areas. Districtwide, 45.3% of students were proficient in ELA in 2021-22, versus 49.0% in 2018-19. Students in all grades experienced increases in ELA proficiency between SY 2021 and SY 2022, except in Grade 8. That said, proficiency rates still lag behind pre-pandemic levels.

In math, the declines in proficiency were steeper post-pandemic, with 33.7% of students in grades 3-8 proficient versus 40.0% in 2018-19. However, the District did increase proficiency rates in all grade levels compared to 2020-21 (up 3 percentage points overall), indicating positive upward momentum.

WCSD has sizable opportunity gaps, as proficiency rates for certain racial/ethnic and special populations are significantly below that of the overall proficiency rates noted above.

Graduation rates have steadily increased 27 percentage points since 2008 and in SY 2021, the WCSD achieved a graduation rate of 82% of students graduating on-time with their four-year cohort. This is lower than the 86% rate achieved pre-COVID. The Class of 2021 was the fifth class to eclipse the 80% mark since the 4-Year Cohort Graduation Rate has been reported. WCSD continues to perform slightly better than the state of Nevada at 81% in SY 2021.

Structure

The governing board of the District consists of seven (7) trustees – five (5) represent geographical divisions of the county and two (2) are "at-large". Members are elected by the public for overlapping four-year terms to serve as the stewards and guardians of the District's values, vision, mission and resources. The legal power, duties and responsibilities of the Board of Trustees are defined by NRS and Board Policy. The Board establishes District policy and oversees the budget. The Board appoints the Superintendent as its Chief Executive Officer to administer the day-to-day operations of the District.

The Superintendent of Schools is responsible to the Board of Trustees for the general efficiency of the school system including instruction, student services, personnel, finance, administration, and all other phases of District operations. In addition, the Superintendent develops policy for constructive relations between schools and the community, and assures programs are responsive to current and future student needs, and compatible with community expectations. The District is focused on creating an education system where all students achieve academic success, develop personal and civic responsibility, and achieve career and college readiness for the 21st century.

An organization chart of the District is found at <https://www.washoeschools.net/site/Default.aspx?PageID=238>.

Capital Facilities

District facilities include 64 elementary schools, 18 middle schools, 14 comprehensive high schools (including a K-12 school in the Gerlach area); one adult achievement high school, four alternative schools, and one school for medically fragile students. The District also sponsors seven charter schools, which are independently funded and receive a share of local and state education funding.

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For several decades, WCSD suffered from a lack of funding sources for construction of new schools to address growth in the region and for rehabilitation and repairs of existing schools. The inability to issue bonds between 2012 and 2015 meant a lack of funding for capital needs, including construction and repairs and maintenance. Recognizing the critical need for repairs and expansion of schools, in November 2016, Washoe County voters approved a ballot question (WC-1) that increased the sales and use tax within the county by 0.54%, with revenues restricted to capital needs. This significantly increased capital revenues for the District and since 2017, the District has constructed three new elementary schools, three middle schools and one new comprehensive high school to address past overcrowding issues.

The District's most recently filed Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2023 through 2027 provides for a total of \$1.10 billion of capital projects and associated costs over the next five years. The CIP includes planning or construction of two additional new elementary schools, completion of the conversion of an existing comprehensive high school to a new career and technology education high school, significant core school investments involving major upgrades of existing schools, and planning for a new high school. In addition, an annual capital renewal plan of \$36 million to \$46 million per year is funded.

Concurrent to the District's strategic planning process for 2023, WCSD has engaged a consultant to prepare a facilities modernization study to examine the capital needs of the District for the next 10 years and to address equity issues and possible reconfiguration of schools in the future based on needs, demographic trends and other factors. The development of this plan will involve participation by the community and stakeholders.

44.0 STRATEGIC PLAN BACKGROUND

The District's "*Envision WCSD 2020 - Investing in our Future*" strategic plan set the vision, mission, core beliefs, goals, and metrics for the District through 2020. With the onset of the COVID-19 pandemic, and because the November 2020 general election provided for the election of four of the seven trustee positions, the District began work on a bridge strategic plan document, ahead of a new strategic planning process that is being initiated now. The "Response to Recovery" strategic plan for school years 2021-2022 and 2022-2023 is currently the bridge plan. In this plan, the District describes its vision, mission, core beliefs, guiding principles, and goals.

Vision

As a courageous, innovative leader in education, WCSD will be one of the nation's top performing school districts, graduating all students college and highly-skilled career ready.

Mission

To create an education system where all students achieve academic success, develop personal and civic responsibility, and achieve college and career readiness for the 21st century.

Core Beliefs

1. All students can learn and be successful.
2. The achievement gap can be eliminated by ensuring every student is challenged to learn at or above grade level.
3. Effective teachers and principals, dedicated support staff, rigorous curriculum, culturally responsive practices, measurable outcomes, timely interventions, ongoing monitoring and assessment, collaboration, professional learning, and a culture of continuous improvement ensure classroom success for all students.
4. Superior performance will be achieved through clear goals that set high expectations and standards for all students and employees.
5. Student academic and social emotional learning require family, student, school, and community engagement.
6. Leadership and passion, together with accountability and transparency, are the keys to success.
7. A strong education system ensures the well-being of a community.

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8. We will address the academic, social, emotional, and mental health impacts as a response to recovery from the COVID-19 pandemic.

Guiding Principles

1. All decisions are based on a foundation of "Do No Harm".
2. Ensure that the basic needs of students, families, and staff are being met.
3. Ensure equitable access for all students.
4. Maintain high academic expectations for all students.
5. Follow all federal, state, and local health related guidelines as practical.
6. Continue to provide safe in-person instruction, maximize in-person instructional time, sustain the safe operation of schools, and address the academic, social, emotional, and mental health impacts of the COVID-19 pandemic.

Summary of Goals

Goal 1

To ensure annual student academic growth through a system of curriculum, instruction, and assessment that is aligned, rigorous, and relevant. Instruction will be designed to meet the needs of every child in our diverse student population.

Goal 2

To develop and retain highly-effective personnel who are driven to support students and their academic success as well as the success of the District. The WCSD will accomplish this goal through recruitment, selection, professional development, and training.

Goal 3

To engage family, staff, Trustees, and community members in strong relationships, provide meaningful opportunities to increase their educational expertise and trust, and to share responsibility for student success.

Goal 4

Provide and continuously improve operational systems that are effective, efficient, transparent, and accountable by using meaningful structures and processes.

Goal 5

To ensure our schools are safe, secure, supportive, and welcoming environments where students and staff are able to succeed academically and professionally at the highest possible levels.

The entire Response to Recovery Plan can be found at:

<https://www.washoeschools.net/strategicplan>

With the recent appointment of Dr. Susan Enfield as the District's Superintendent, the District is embarking on the creation of a new strategic plan. The successful Proposer to this RFP will help to facilitate and consult on this important work.

45.0 TERM OF CONTRACT

WCSD's intent is to award this RFP to one (1) Proposer for a term beginning December 1, 2022 and ending June 30, 2023 following formal award by WCSD's Board of Trustees on November 22, 2022. Multiple firms with different skills and specialties may combine forces and may submit a joint proposal; however, the District will only award a contract with a single entity, with other firms being considered subcontractors.

46.0 PRICE ADJUSTMENT AND COST ESCALATION

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46.1 Pricing provided by Proposer shall not increase during the awarded contract of this RFP's initial term.

46.2 While the work being provided as a result of this RFP is anticipated to be completed by June 30, 2023, the resulting contract may be renewed for an additional term if determined to be in the District's best interest. Should the contract be renewed, an amendment outlining the new term, services, and costs will be agreed to and executed by both parties.

47.0 CHECKLIST FOR PROPOSAL FORMAT AND SUBMITTAL REQUIREMENTS

☐ Provide a complete TABLE OF CONTENTS of the proposal submission.

☐ Include a Statement/Letter of Interest as follows:

☐ Submit on Proposer's letterhead with full organization name.

☐ Address; phone number; fax number; organization direct email address (if available); and website address.

☐ Legal status (i.e., sole proprietor, partnership, corporation, etc.).

☐ State whether the organization is national, regional, or local.

☐ State the location of the office from which the organization's work/service would be provided from. For organizations with multiple offices, briefly summarize for each office (identify *HOMEBASE*, if multi-office organization).

☐ Explain why the organization is interested in providing work/services to WCSD.

☐ Evaluation Criteria A through E (per Section 48.0) must be addressed and included in submitted proposal.

☐ Provide an overview of the organization and its work/service, describing its capabilities, experience, and knowledge. Overview should demonstrate range of experience (project types, client mix) with other public sector clients including other school districts. Explain the organization's experience with school districts of similar size.

☐ Provide **ALL** itemized cost/pricing and fee information and/or schedule (Section 48.0 – Evaluation Criteria A) in **one (1) separate, sealed envelope** as instructed in Section 1.1.4.

☐ Complete and submit **ALL** Required Submittal Forms (Sections 51.0 through 53.0) or the proposal may be rejected with exception to not providing a signature in Section 53.0. Provide these required forms in RFP submission under a separate tab or tab(s) within the proposal binders.

- **Should Proposer fail to sign the RFP document (Section 53.0), the proposal will be disqualified/rejected (refer to Page 1).**

☐ Provide an organizational chart showing the structure of the organization.

☐ Identify each principal of the organization and all key personnel with detailed resumes that clearly reflect specific experience and/or professional educational background in the represented field(s) of expertise.

☐ Clearly identify one individual who will serve as WCSD's main point-of-contact for this project and include a phone number, email address and resume.

☐ Clearly identify all other proposed project staffing based on project size and complexity. Include resumes and a brief synopsis of experience for each person.

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- ☐ If the organization's assigned personnel changes for any contracted project, WCSD must review and approve the replacement personnel in advance. The replacement personnel shall have, at minimum, equivalent qualifications as the original assigned personnel.
- ☐ Identify potential sub-consultants, if any, by name, address and describe work that may be performed.
- ☐ If applicable, provide any information related to Loss of Contract and/or Inability to Fulfill Requirements (refer to Section 7.4).
- ☐ Provide at least four (4) business related references specific to the scope of work/services requested of this RFP. References must include:
 - ☐ Organization Name
 - ☐ Organization Address
 - ☐ Phone Number
 - ☐ Fax Number
 - ☐ Contact Person Name
 - ☐ Contact Person's Email
 - ☐ Organization's Website Address
 - ☐ Description of Proposer's Work/Services Provided to the Referring Organization
- ☐ Submit any proposed contract required by the Proposer. WCSD may elect to execute Proposer's contract provided WCSD's standard terms and conditions in this proposal are incorporated into the final contract. Unless otherwise identified as such, WCSD's contract language takes precedence in all cases.

48.0 EVALUATION CRITERIA

Evaluation Criteria A through E listed below must be addressed/included in submitted proposals. An Evaluation Committee will review the RFP submissions and determine the best proposal in accordance with the scoring of the following Evaluation Criteria, which are listed below in no particular order. Final selection will be subject to review and approval by WCSD's Board of Trustees:

A. Costs

Provide **ALL** itemized cost/pricing and fee information and/or schedule in **one (1) separate, sealed envelope** as instructed in Section 1.1.4. All costs associated with performing this scope of work should be included. If there are any additional related services a Proposer would like to propose, those costs should be outlined as well.

B. Methodology and Approach to the Project

Provide the detailed approach the firm proposes to accomplish everything outlined in the scope of work thoroughly demonstrating an understanding of the entire project. Timeline, project milestones, and deliverables will also be considered.

C. Demonstrated Expertise and Experience

Provide evidence and examples of firm's demonstrated expertise and experience in this particular field including experience and success in conducting similar work with school districts, and/or other government agencies of similar size and structure.

D. Qualifications of Proposed Team

Provide resumes with a description of responsibilities, experience, and education of each staff member proposed to be the team that will support WCSD.

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E. References

Provide references as required in Section 47.0 validating past experience and quality of services. WCSD will minimally check the references of the finalists and may check the references of all Proposers. Proposers should ensure the references listed are aware they may be contacted by WCSD and agree to provide information to WCSD.

49.0 FORMAL INTERVIEWS & PRESENTATIONS

WCSD may elect to request formal presentations/interviews of the Finalists to provide an opportunity to present proposals to the evaluation committee. These formal interviews and presentations are TENTATIVELY scheduled to take place November 3, 2022. The formal presentations/interviews will take place via a Microsoft Teams meeting. Proposers chosen to participate in the interview and presentation process will be notified of the actual date, time, and meeting link.

50.0 TIMELINE OF EVENTS RELATED TO RFP:

The following is the **TENTATIVE** schedule of events for the RFP submittal and selection process. WCSD reserves the right to change the schedule at any time.

Schedule of Events:	Date & Time:
RFP Released/Posted/Distributed	October 3, 2022
Deadline for Submitting Questions (<i>via email</i>)	October 10, 2022 at 4:30 pm (local time)
Addendum for Q & A Posted	October 11, 2022
Sealed Proposals Due/Open	October 17, 2022 at 2:00 pm (local time)
Formal Interviews & Presentations of Finalists	November 3, 2022
Letter of Intent/Recommendation of Award (ROA)	November 4, 2022
Award by Board of Trustees	November 22, 2022
Notice of Award	November 23, 2022

***** **END OF SPECIAL TERMS AND CONDITIONS** *****

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REQUIRED SUBMITTAL FORMS

Sections 51.0 through 53.0

51.0 PUBLIC DISCLOSURE FORM

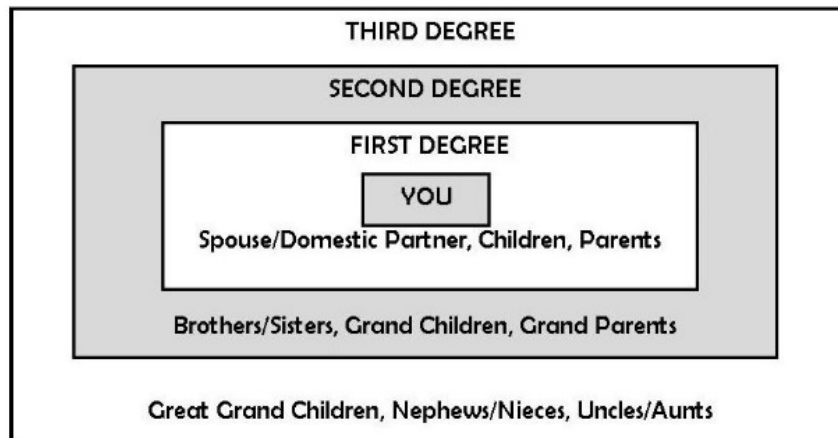
Submitting Organization Name: _____

I understand that per NRS 281A.020 a public office is a public trust and shall be held for the sole benefit of the people; and a public officer or employee must commit himself or herself to avoid conflicts between the private interests of the public officer or employee and those of the general public who the public office or employee serves.

Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek and/or accept any gift, work/service, favor, employment, engagement, emolument and/or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure and/or grant unwarranted privileges, preferences, exemptions and/or advantages for the public officer or employee with any business entity.

I certify and acknowledge by signature below that I am a duly authorized agent of the submitting organization named above and that failure to disclose all facts relative to a conflict and/or potential conflict of interest (ethical standards) with regards to the specific solicitation to which the organization is submitting to WCSD may result in a rejection of said solicitation submission and/or termination of any resulting contract should the above-named organization be awarded.

- A. I certify that I and my organization and/or principals of my organization have no pecuniary/financial interests between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members, and any other current and former WCSD personnel.
- B. To the third degree of consanguinity (refer to chart below), I have listed all of mine and the organization's principals and key personnel's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employee of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel.



RFP TITLE: Strategic Planning Facilitator

RFP #: RFP #51-P-09-23-AS

Complete Public Disclosure Form below. Additional sheets may be attached if necessary. Write/type "N/A" one the first line entry the fields are not applicable. This form is **required** with RFP response submission.

Submitting Organization Employee Name (First, Last)	Title / Position	Relations / Association to WCSD Personnel	Name of WCSD Personnel	Pecuniary Interest (Y or N)

Signature: _____

Print Name: _____

Title: _____

Date: _____

RFP TITLE: Strategic Planning Facilitator

RFP #: RFP #51-P-09-23-AS

52.0 EXCEPTIONS TO TERMS, CONDITIONS AND SPECIFICATIONS

Exceptions to any Terms, Conditions and Specifications of this RFP must be noted in the space provided. Failure to note said exceptions shall be interpreted to convey that Proposer shall propose to perform in the manner described and/or specified. If more space is required, please attach additional sheet(s) referencing RFP title and number.

53.0 RFP SUBMISSION AUTHORIZED SIGNATURE

Proposal submissions will NOT be accepted via email, fax, or verbally at any point of time in the RFP process (e.g., withdrawal and/or resubmitting for updated pricing). Only sealed proposal submissions will be accepted. Any proposal submissions that are otherwise received will be rejected. WCSD only accepts signatures done manually (also known as a wet signature) or electronic digital signatures that are certified. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in a cursive font, does NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued through programs like Adobe Acrobat DC, Docu-Sign, or other similar programs that produce a digital stamp certifying the electronic digital signature. Any signatures on required forms that do not meet these requirements will not be accepted and the Vendor's submission will be deemed "Non-Responsive" and will be rejected. If there are any questions about this requirement, please submit a question by the Questions/Inquires deadline, so that it can be answered prior to the submission deadline.

In compliance with this RFP and subject to all the terms, conditions, and specifications thereof, the undersigned authorized agent offers and agrees that if this RFP is awarded, the company named below will furnish any or all the items herein at the prices, terms, and delivery stated. Per Section 7.3, by way of a submitted signed proposal, the Proposer provides written certification that the Proposer is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency AND per Section 7.3 is not currently engaged in, and during the term, shall not engage in, a Boycott of Israel as outlined in NRS 332.065 (effective July 1, 2018).

Authorized Signature

Print Name

Title

Organization Name

Date