

**RAYMORE-PECULIAR SCHOOL DISTRICT
REQUEST FOR PROPOSAL
Community Survey**

Title: Community Survey RFP

Issue Date: March 7, 2024

Proposal Due Date: 2 p.m. Monday, March 18, 2024

This document constitutes the Raymore-Peculiar School District's (hereafter called the "District") Request for Proposals ("RFP") soliciting proposals from qualified individuals, firms or organizations to provide survey services as described in this RFP.

The District seeks to obtain proposals from qualified and experienced persons, organizations, companies or firms to conduct a telephone survey of District patrons. The District intends to enter into an agreement with the successful Proposer to provide the services described herein.

The initial term of the agreement is for the 2024 survey, with options to renew for two additional years.

Point of Contact:

Michele Stidham
Communication Director
Raymore-Peculiar School District
21005 S. School Rd., P.O. Box 789
Peculiar, MO 64078

Important Dates

RFP Issue Date	March 7, 2024
Proposal Due Date	March 18, 2024 at 2:00 PM CDT
Anticipated School Board Approval Date	March 21, 2024
Implementation Start Date	March 25, 2024
Summary Report Due Date	May 31, 2024

SCOPE OF SERVICES

Contractor shall conduct a telephone survey of a representative sample of community patrons so that results obtained will be generalizable to the overall population with no more than a 5% survey margin of error. The contractor shall demonstrate the expertise required to determine representative sample size required to obtain the results within the margin of error.

The District seeks demographic information and perception data related to quality of schools, experiences of students in our schools, satisfaction with general communications and crisis communications, and program marketing. The District has prepared some survey questions. The contractor should be prepared to provide sample questions and/or edit the District-provided questions.

The District desires a final report, including a summary, an explanation, and analysis. The final document must be in a format that can be distributed electronically or printed. A presentation by the Contractor is not required as a part of this project.

The District will use the survey results to assist in making organizational decisions affecting communication with stakeholders.

1. ORGANIZATION OVERVIEW

The Raymore-Peculiar School District serves more than 6,000 students, made up of one high school, one career center, one ninth grade center, two middle schools, and seven elementary schools, an early learning center, and a school for at-risk students in grades K-12. The District employs over 900 people, and covers 92 square miles in northern Cass County, Mo. The District has consistently earned the accreditation of Distinction in Performance by the Missouri Department of Education. Additional detailed information about the District may be found at www.raypec.org.

2. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. Proposers must submit two (2) hard copies of the proposal and one electronic copy. Proposals shall be signed and printed or type written, submitted, and sealed with the envelope plainly marked with the title: Community Survey RFP. Proposals shall be delivered to:

Pam Steele
Board of Education Secretary and Executive Assistant to the Superintendent
Community Survey RFP
Raymore-Peculiar School District
21005 S. School Rd., P.O. Box 789
Peculiar, MO 64078

SEALED PROPOSALS FOR PROVIDING THE SERVICES DESCRIBED HEREIN MUST BE RECEIVED NO LATER THAN: 2 p.m. Monday, March 18. Proposals submitted after that time and date will be rejected.

All inquiries for information regarding Proposal Preparation and Submission Requirements shall be in writing and shall be directed to: Michele Stidham, Communication Director, Raymore-Peculiar School District, 21005 S. School Rd., P.O. Box 789, Peculiar, MO 64078, michele.stidham@raypec.org, (816) 892-1314.

All communications and questions regarding this RFP must be directed to the above individual. No other contact with any members of the Raymore-Peculiar School Board, any administrators, staff or employees of the District is permitted before or after completion of the RFP process. Failure to follow this directive or any attempt to contact or to influence any such person may result in rejection or disqualification of a proposal.

Any and all responses to written requests for information and questions will be in writing and will be sent to all known interested parties. Any oral responses will be considered unauthorized and non-binding on the District.

B. Proposals shall be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. At the same time, proposals should be as thorough and detailed as possible so that the District may properly evaluate the Proposer's capabilities to provide the required services. Electronic or facsimile proposals alone will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.

C. Proposers must include at least the following information, data and responses labeled accordingly in their proposals:

- (1) Proposer's full name and principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.).
- (2) The name, title, mailing address, telephone number, and email address of the contact person for this RFP and the proposal.
- (3) A summary description or work plan which describes how Proposer intends to perform the required services and include a description of any involvement and responsibilities which would be required of the District.
- (4) The name(s) of the employees, persons or contractor(s) proposed to perform the services, and describe the qualifications and experience of each.

(5) Description of the manner by which Proposer proposes to be compensated for the services to be provided, including a listing or schedule of fees, commissions, costs and expenses, including reimbursable costs and Proposer's total cost for the services to be provided. Please indicate if proposed pricing includes the acceptance of payment with a procurement card (p-card) or credit card in lieu of a check. If Proposer agrees, no additional fees shall be charged to the District for card acceptance. **Please include pricing information for possible contract renewal for up to two additional years.**

D. Proposers must provide a description or evidence of their experience and qualifications to undertake and to provide the services described in this RFP with a particular emphasis upon experience and services provided to K-12 public school districts.

E. Proposers must provide a minimum of three (3) references with names, addresses and phone numbers, and including specifically any governmental entities and school districts for which the Proposer has provided services.

3. AWARD

Award will be made to the responsive and responsible Proposer whose proposal is deemed to be most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications of the firm and staff assigned and quality and content of the manner in which the services are proposed to be performed. The District may request additional information and/or an interview with some or all Proposers as part of the selection process. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

4. RIGHT TO REJECT

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

5. PROPOSALS FINAL

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

6. COST OF PREPARATION

The cost of preparing and submitting a response to this RFP will be assumed solely by each Proposer, whether or not any agreement is signed as a result of this RFP.

7. OWNERSHIP OF SUBMITTALS

All completed proposals submitted in response to this RFP become the property of the District upon submission. The District may use the proposal for any purpose deemed

appropriate. The proposal material may become part of any contract between the successful Proposer and the District.

8. RFP INTERPRETATION

Interpretation of the wording of this RFP will be the responsibility of the District and that interpretation will be final and binding.

9. PRICE

Proposers are cautioned that services must be furnished at the fees, costs and/or rates submitted and proposed unless otherwise stated. No increase in costs will be permitted during the term of the contract.

10. CONTRACT

The Raymore-Peculiar Board of Education must formally approve the award of any agreement to purchase with approval anticipated to be received no later than April 15, 2024. The successful Proposer will be required to enter into a written contract with the District which will include, but not be limited to, the scope of services described herein and the contract provisions included herein. It is anticipated the contract term will commence on April 18, 2024..

11. BILLING AND PAYMENT

Invoices shall be submitted directly to the Raymore-Peculiar School District via email or mailed to the District's Finance Office at P.O. Box 789, Peculiar, MO 64078.

CONTRACT TERMS AND CONDITIONS

INTRODUCTION TO THIS SECTION

The successful Proposer will be expected to enter into a written contract with the District. The terms and conditions in this section are expected to be incorporated into any contract awarded as a result of this RFP. In submitting a proposal, the Proposer agrees to the terms and conditions in this section, unless a statement is made to the contrary. Acceptance of alternate language, terms and conditions is at the sole discretion of the District. While the exact term of the contract is subject to final determination, the successful Proposer would be expected to commence the services on or about March 25, 2024, and complete the services as mutually agreed. The following terms and conditions are not to be considered complete, and other terms and conditions will be included in any resulting contract.

WARRANTY FOR SERVICES

Contractor warrants and represents to the District that Contractor possesses the background, experience, expertise and qualifications to undertake and to carry out the Services. Contractor further warrants and represents that the Services will be performed in a professional, good, thorough and workmanlike manner, and consistent with accepted industry standards.

REMEDIES FOR UNSATISFACTORY SERVICES

In the event Contractor fails to provide the Services consistent with the warranties and representations set forth above, the District at its option, may: (a) require Contractor to reperform the unsatisfactory Services at no cost to the District; (b) refuse to pay Contractor for Services, unless and until Services are corrected and performed satisfactorily; (c) require Contractor to reimburse the District all amounts paid for such unsatisfactory Services; and/or (d) proceed with, and assert, any and all remedies available at law.

INDEPENDENT CONTRACTOR

The District and Contractor agree that Contractor will act as an independent contractor and not as an employee, in the performance of Contractor's duties under this Agreement.

NONDISCRIMINATION

The District actively follows a policy of nondiscrimination on the basis of age, race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, genetic information, or any other characteristic protected by law and as required by the Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972 regarding sex discrimination; the Americans with Disabilities Act, as amended by the ADA Amendments Act; the Missouri Human Rights Act; Section 504 of the Rehabilitation Act of 1973 regarding discrimination based on disabilities and handicaps; the Age Discrimination in Employment Act; the Missouri Anti-Discrimination Against Israel Act; and other state and federal laws and regulations. By entering into this Agreement, Contractor agrees to be bound by all aforementioned laws and regulations. Contractor shall also comply with all legal requirements of the Americans with Disabilities Act and the Missouri Human Rights Act regarding accessibility of facilities and programs, as may apply. Further, Contractor certifies that it is not currently engaged in and shall not, for the duration of this Agreement, engage in a boycott of goods or services from the State of Israel; companies authorized by, licensed by, or organized under the laws of the State of Israel; or companies, persons, or entities doing business in or with the State of Israel.