

SMITHVILLE



School District

Tradition of Excellence

DEMOGRAPHER SERVICES REQUEST FOR PROPOSAL

CENTRAL OFFICE 816-532-0406

DEMOGRAPHIC SERVICES RFP (2023-2024 SCHOOL YEAR)

Overview

1.0 Request for Proposal-Purpose and Scope

The purpose of this Request for Proposal (RFP) is to seek proposals from experienced firms who perform detailed demographic and enrollment analysis and projects. The goal is for the data to be gathered and reviewed to identify enrollment trends, inform future staffing needs and potential future growth trends. The contract would be for one year with the option to renew

General information about the District can be found on the District's website at <http://www.smithvilleschooldistrict.net>

The District reserves the right to reject any and/or all proposals in response to this request. Force Majeure is in effect.

2.0 Scope of Services

The contractor will provide the following services to the District including, but not limited to, designing, preparing, writing or analyzing one or more of the following: Enrollment Analysis, Facilitation/Presentations, Facility Staffing Analysis, or other analysis/reports as may be necessary to perform and carry out all of the contraction's obligations set out in the Statement of Work.

Deliverables by the contractor shall consist of the following. Tables and reports shall be provided to the District in Excel format.

2.1 Enrollment Analysis: The Contractor will

- 2.1.1 Examine the District past and current enrollment
- 2.1.2 Factor in all types of residential products
- 2.1.3 Examine information about the residential development activity aspect in the District
- 2.1.4 Provide a 5-year Enrollment Forecast
- 2.1.5 Provide a final work product that will have a table with low, mid, and high enrollment projection for each facility in the District. There will also be a table with the same information as percentages and annual enrollment change

2.2 Facilitation/Presentations: The Contractor will facilitate/present at the following meetings

- 2.2.1 Board of Education Meetings – maximum of 2 meetings per school year

- 2.2.2 Superintendent Cabinet Meetings – maximum of 3 - meetings per school year
- 2.2.3 Committee/Small Group meetings – maximum 10 per school year
- 2.2.4 Available for a reasonable number of phone calls or emails to answer questions about data from approved District representatives
- 2.2.5 Aforementioned meeting use to be determined by the District, the contractor may request additional meetings beyond the maximum number allotted that if the District agrees to the additional expense
- 2.3 External Factors Impact Analysis: The Contractor will provide
 - 2.3.1 Information and be able to make short-term and long-term planning recommendations based on external factors
 - 2.3.2 Potential impact of implementation of “open enrollment” and/or students paying tuition

3.0 Responding to Smithville School District Request

Questions with regard to the RFP maybe asked via e-mail. Questions may be submitted by e-mail to hedgecor@smithville.k12.mo.us up to 2:00 PM, CST on Thursday, October 25, 2023.

Responses to submitted questions will be posted on District's web site at: <https://www.smithvilleschooldistrict.net/o/ssd/page/request-for-proposals>

4.0 Proposal Requirements

Proposal Requirements for evaluation purposes the following information shall be included in the proposal:

- 4.1 Introduction of your organization, history, and qualifications for this project
 - 4.1.1 Description of methods and processes to be used in acquiring data
- 4.2 Describe work experience with school districts; enrollment projections in the last five (5) years; provide contact names, phone numbers, and email addresses of at least three (3) clients
- 4.3 Proposed timeline for project completion
- 4.4 Describe the services the firm provides and how those services will benefit the District.
- 4.5 Cost Data and Proposer Information
 - 4.5.1 Initial report cost including presentation of results to District Administration and Board of Education.
 - 4.5.2 Annual update cost to initial report including presentation of results to the Administration and Board of Education (*as requested*)

- 4.5.3 Cost for other services offered that may be requested by the District on an as needed basis
- 4.6 Describe data that will need to be provided by the District to assist in the analysis and projections
- 4.7 Provide information on advance technology available to manipulate attendance areas
- 4.8 Provide a draft of a contract between the contractor and the District that you would like the District to approve

5.0 Timeline

The following schedule will be use for the implementation of this Request for Proposals:

- September 28, 2023 - RFP Posted online and distributed to known interested parties
- October 25, 2023 - Last day for question by 2 PM, CST. Questions shall be submitted to hedgecor@smithville.k12.mo.us
- October 27, 2023 - Proposals accepted up to 2:00 PM, CST
- November 1, 2023 - Proposals will be reviewed, possible interviews if needed
- November 8 or 15, 2023 - Recommendation for contract award will be made to the Board of Education
- November 17, 2023 – Notice of Award will be sent out to participating firms
If award is not made at the October Board meeting this will be extended to November

6.0 RFP Submission

Bids are due on or before October 27, 2023 at 2:00 PM, CST. Please adhere to the requested format for response.

Forms may be submitted in person or mailed to:

Attn: Bids- Demographer Services RFP
Smithville School District
Attn. Robert Hedgecorth
655 S. Commercial Ave.
Smithville, MO 64089

A copy of this Request for Proposal (RFP) may be obtained from the District's web site at <https://www.smithvilleschooldistrict.net/o/ssd/page/request-for-proposals>. It is the sole responsibility of the "proposer" to monitor the District website for any amendments to the RFP.

The District and/or Board of Education reserve the right to reject any and all offers, or any part thereof, and to waive informalities and to enter into such contract or contracts



as shall be deemed in the best interest of the Smithville School District.

7.0 Selection Process

The contract will be awarded based on best-value to the District and its constituents, as well as evaluation criteria set forth in this document. Any proposal that does not meet the requirements of the RFP or that does not address the questions as posed will be rejected.

The District will evaluate all responsive and responsible proposals based on the Evaluation Criteria as referenced below, and may afford firms the opportunity to clarify the contents of their proposal for the purpose of assuring a full understanding of their response to the RFP. The District will rank all proposals from highest to lowest evaluation score. After the District has selected a proposal, the firm will enter into negotiations for a contract. The contract will become final and binding only with the approval from the District's Board of Education. Any contract terms that are not acceptable by the District, may be grounds for dismissing the selected vendor. In the event the primary selection cannot provide the products or services, an alternate company will be selected. All companies will be notified within seven days of the selection

7.1 Evaluation Criteria

- 7.1.1 Responsiveness and completeness of the vendor's proposal
- 7.1.2 The vendor has provided all information requested in the RFP
- 7.1.3 The vendor has experience working with districts in the region and districts of similar size
- 7.1.4 Cost of the Demographer Report and anticipated presentations
- 7.1.5 The ability to provide services to the district by January 17, 2024 Board of Education meeting

Oral interviews are not anticipated

Smithville School District, Smithville, Missouri

