

REQUEST FOR PROPOSALS

STRATEGIC PLANNING SERVICES

Proposals are due January 24, 2025 at 11:00 A.M. at 1177 S. Dee Road, Park Ridge, IL 60068, Attention Mary Kalou, Assistant Superintendent for Business. Questions shall be submitted via email to: mkalou@maine207.org.

PART 1: GENERAL TERMS & CONDITIONS

1. GENERAL

- a. Proposals shall be submitted in an envelope properly marked “RFP: Strategic Planning Services.” Proposals must be received in the Administrative Office on or before the time scheduled for the opening.
- b. **Hand delivery** of proposals shall be made to the reception desk at 1177 S Dee Rd, Park Ridge, IL 60068
- c. In addition to paper copy, each vendor shall submit an electronic copy of their proposal via USB drive, to be included in a sealed proposal envelope.
- d. Any explanation or statement that proposers wish to make must be placed in an envelope with their proposal but shall be written separate of the proposal and attached thereto. Unless a proposer so indicates, it is understood that the proposer has responded in strict accordance with this RFP.
- e. Any interpretation of the proposed documents will be made only by an addendum issued by the School District. A copy of an addendum will be emailed to each person who received the RFP documents. Vendors shall acknowledge receipt of each addendum issued in the space provided on the proposal form. Oral explanations will not be binding.
- f. All correspondence shall be directed Mary Kalou, Assistant Superintendent for Business mkalou@maine207.org

2. ERRORS AND OMISSIONS

- a. All proposals shall be fully completed when submitted. The submission of a proposal shall be construed as an acceptance of all provisions contained herein. All proposals shall be deemed final, conclusive, and irrevocable. No claim for relief because of errors or omissions in the proposal will be considered. Vendors will be held strictly to the proposals as submitted.
- b. Vendor acknowledges that any variation from the specifications will be grounds for the Board of Education to reject the proposal, although the Board of Education may accept the proposal with the verification if, in its sole discretion, it determines that such vendor’s proposal is in the School District’s best interest.
- c. Should a vendor find any discrepancies in, or omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Assistant Superintendent for Business who will issue the necessary clarifications to all prospective vendors by means of addenda.

d. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items or services requested will be entertained by either party.

3. FIRM PROPOSAL

All prices, terms, and conditions will be considered to be firm for a period of ninety (90) days from the date of the proposal due date.

4. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by letter or in person prior to the time and date established for the opening of Proposals.

5. INVESTIGATION OF VENDORS

a. District 207 will make such an investigation as is necessary to determine the ability of the vendor to fulfill proposal requirements. If requested, the vendor shall be prepared to show completed types of service similar to those included in this proposal.

b. The Board of Education reserves the right to reject any proposal if it is determined that the vendor is not properly qualified to carry out the obligations of the contract.

6. RESERVATION OF RIGHTS BY THE DISTRICT

a. The Board of Education reserves the right to reject any and all proposals or portions of proposals, waive informalities or irregularities in any proposal, and award the contract in the best interest of the School District, considering conformity with specifications, terms of delivery, quality, and serviceability. The contract will be awarded, if at all, to the lowest responsible vendor meeting specifications as determined by the Board of Education. While the financial responsibility of the vendor is a significant concern, the Board of Education is equally concerned with the proven ability of the vendor to satisfactorily perform the contract so that the service will be provided in accordance with the proposed contract documents.

7. AWARD AND CONTRACT

All proposals will be awarded upon approval by the Board of Education. The successful vendor will be required to enter into a contract incorporating the terms and

conditions of this proposal document. The contract is attached to this RFP. Any changes required to the contract must be submitted as part of the RFP response.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these forms will indicate the vendor's compliance with all proposal specifications and included terms and conditions.

9. INVOICING

Include in your response your proposed invoicing schedule. The District reserves the right to negotiate this schedule with the successful vendor.

10. DISTRICT EMPLOYEES

Each vendor shall affirm that no Board of Education member, officer or employee of District 207 or their immediate family members, is interested financially in the proposed contract.

11. INSURANCE

In cases of ongoing deliveries, the successful vendor shall carry insurance in company or companies acceptable to the District. Should additional limits be required for a specific project/purchase, it will be noted in the attached specifications.

The vendor shall provide such insurance naming District 207 as "Additional Named Insured" and shall state that all insurance listed below is primary and noncontributory. All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

Within ten (10) days after the proposal award, Certificate(s) of Insurance, the additional insured endorsement, and the waiver of subrogation endorsements shall be submitted to the Assistant Superintendent for Business. The vendor shall provide and maintain insurance in the minimal amounts as outlined below with companies acceptable to the District:

- a. Worker's Compensation Insurance:
 - i. Coverage A - Illinois Statutory Limits
 - ii. A waiver of subrogation in favor of District 207 shall be included.
- b. Automobile Liability Insurance:
\$1,000,000 combined single limit per occurrence for bodily injury and

property damage and include coverage for all owned, non-owned, and hired automobiles and garage keepers.

c. Commercial General Liability Insurance shall provide the following limits:

i. Bodily Injury & Property Damage

1. \$1,000,000 per occurrence

2. \$2,000,000 general aggregate

d. Professional Liability Insurance:

i. \$2,000,000 per claim

ii. \$3,000,000 aggregate

f. The Vendor shall also purchase and maintain such insurance as will protect the School District from and against claims, damages, loss, and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury to or destruction of tangible property, including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Vendor or anyone directly or indirectly employed by them or anyone for whose acts they may deem liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to his paragraph.

17. HOLD HARMLESS AND INDEMNIFICATION

The vendor shall assume all liability for, and shall protect, defend, indemnify, and hold harmless the Board of Education and its members individually, their officers, employees, servants, and agents from and against all claims, actions, suits, judgments, costs, losses, expenses, and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of

a. Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the vendor under this contract or by reason of anything to be supplied by the vendor pursuant to this contract.

b. Bodily injury, including death, to any person or persons (including vendor's officers, employees, agents, and servants) or damage to or destruction of any property, including the loss of use thereof:

i. Caused in whole or in part by any act, error, or omission by the vendor or any subvendor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

- ii. Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent thereto.
- iii. Arising directly or indirectly out of the use, misuse, or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

12. GOVERNING LAW

The contract shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects, the terms hereof shall remain in full force and effect.

13. VENDOR'S AGREEMENT

The vendor hereby declares understanding, agreement, and certification of compliance to provide the products to the School District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original proposal specifications, and any issued addenda. The vendor further agrees that the language of this document shall govern in the event of a conflict with (1) his/her proposal or (2) any subsequent purchase order between the vendor and the School District. The vendor further agrees that upon receipt of an authorized purchase order or when an authorized official of the School District countersigns this document, a binding contract shall exist between the vendor and the School District. This document combined with amendments, the vendor proposal, its required submittals, and the purchase order, if any, shall comprise the binding contract.

Maine Township High School District 207 Request for Proposals: Strategic Planning Partner

I. Introduction

District 207 seeks proposals from qualified consulting firms to provide strategic planning consulting services that meet the needs of the district and its unique approach to creation of a strategic plan that includes robust engagement of the community to develop the strategic plan. The selected firm will lead the development of a long-term strategic plan that will guide the work in the District for the next 3-5 years. In addition, the consulting firm will lead the process to establish administrative work plans, as well as a reporting structure for the Board of Education and community on strategic plan progress.

II. District 207 Profile

Approximately 6,200 culturally diverse students in grades 9-12 are provided an educational program to meet their individual needs in District 207. Offerings include academic, advanced placement and dual-credit classes. In addition, District 207 has a robust integrated career services program to assist students in making decisions about plans after graduation that might include a certification program, an apprenticeship, a path directly to work, a two-year degree program or a four-year degree program. Beyond the classroom, District 207 offers outstanding athletic and fine arts programs, and more than 100 clubs and activities to provide ample opportunities for personal growth and development.

Students consistently perform at levels well above the national and state norms as well as earn recognition in the National Merit and Illinois State scholar competitions and in other academic, career-related, fine arts and athletic programs.

District 207 schools feature recently renovated facilities after the passage of a \$195 million bond issue in 2018. The schools include well-equipped classrooms, laboratories, radio stations and general purpose areas such as gyms, auditoriums, field houses and cafeterias. This allows students to receive their education in an environment that promotes a range of learning opportunities.

Professional development and continuous improvement are points of emphasis for teachers in District 207. The district is unique in that all instructional staff members have a coaching plan and work with an instructional coach annually. Each school includes instructional coaches, teachers who teach courses and have time in their schedule to work with colleagues. In addition to the school-wide instructional coaches, there are also department coaches, who provide additional support to colleagues with implementing new strategies for instruction and assessment.

Maine East, Maine South, Maine West and Frost Academy serve students from all or part of Des Plaines, Park Ridge, Glenview, Harwood Heights, Morton Grove, Niles, Norridge, the Norwood Park Neighborhood and Rosemont. District 207's partner K-8 school districts include River Trails School District 26, Des Plaines School District 62, East Maine School District 63, Park Ridge-Niles District 64, Rosemont School District 78 and Pennoyer School District 79.

Beyond academics, the District offers an extensive range of co-curricular activities, including athletics, arts, music, student government, and various clubs, encouraging high student participation.

For the first time in 15 years, District 207 has a new superintendent, Dr. Tatiana Bonuma. Dr. Bonuma brings a collaborative approach to leadership and is looking to set a long-term strategic vision to set the District's course with input from all those with a vested interest in the district. The district has been without a strategic plan informed by students, parents, community members and staff/administrators for several years. The District has a long history of innovation, and the strategic planning process will allow it to focus on key initiatives that will ensure high quality education and experience for students.

III. Scope of Services

The consultant will be responsible for:

- Facilitating the development of a long-term strategic plan.
- Conducting thorough environmental scanning and benchmarking including surveys, focus groups and other engagement activities if needed to reach the goal of engaging as many in the community (students, parents, community members and staff) as possible
- Engaging diverse stakeholders in multiple languages, including students, parents, staff, and community members.
- Unique and innovative approaches to strategic planning process (District 207 is not interested in a cookie-cutter approach to strategic planning).
- Providing innovative strategies for district improvement and growth.
- Key elements of the approach from the selected firm:
 - Engages students meaningfully.
 - Engages parents, community members, and other stakeholders.
 - Describes a successful learner and emphasizes college, career, and life readiness.
 - Communicates our values, agreements, and commitments.
 - Is clear, streamlined, and aligned with our other accountability structures.

- Is actionable, dynamic, and flexible.
- Helps tell a compelling story and provides an “elevator speech” for stakeholders.
- Recommends an accountability and data tracking structure that allows us to evaluate our return on strategic investments to all stakeholders.
- Devises a reporting structure/dashboard that allows stakeholders to easily understand our annual strategic goals and progress toward them.
- Coaches members of the senior administrative team on best practices and ways to be more effective in our work as it pertains to communicating goals and objectives.
- Minimum deliverables shall include:
 - Needs Assessment
 - Methodology/Dissemination
 - Assessment of Representative Stakeholders’ Input, Report to share that information and Recommendations on how that information impacts the strategic plan and other initiatives within the district
 - Communications and marketing materials for the finished plan
 - Final report that includes long-term vision within the strategic plan
 - One page graphic overview of strategic plan that will serve as the representation of the plan for the next 3-5 years
 - Web based interface to track progress of the strategic plan

IV. Consultant Qualifications

Consultants must demonstrate:

- Proven experience in strategic planning within the public school districts.
- Strong project management and facilitation skills.
- Strong ability to lead the process with minimal supervision and support from the school district. District 207 is looking for a partner, not a firm to direct District 207 staff on how to complete the work. The ideal partner will be doing the work with input and support from the school district.
- Ability to synthesize diverse inputs into coherent strategic directives.
- Familiarity with the unique challenges and opportunities within high school districts, especially those in the Chicago suburbs.
- Skills in scenario planning to develop the long-term strategic vision.
- Strong presentation and communication skills.

Consultants must be able and committed to:

- Providing a single point of contact that the District will meet on a regular basis with those leading the process. That single point of contact will be introduced and vetted prior to moving forward with a contract.
- Customize the process to align with District 207's specific needs.
- Identify high-leverage strategic goals and a long-term strategic vision that will set the stage for developing the short-term strategic goals.
- Ensure inclusion of all stakeholders (community, parents, students, and staff) that are proportionately representative of the district, and ensure all have an opportunity to provide structured input.
- Involve Board of Education members as an integral part of the process, providing input, support, and commitment.
- Facilitate conversations with stakeholders, especially students.
- Lead and facilitate any strategic planning committees and subcommittees in gathering and organizing internal and external environmental assessments.
- Help communicate the work of the strategic planning committee and subcommittees and the outcomes of their work.
- Keep the process on track, on time, and on budget.
- Review existing planning and assessment documents, including the most recent facilities assessment, academic data, and other relevant information.
- Employ Quantitative and Perceptive Data to guide District 207 in identifying priority goals/strategies.
- Outline a process to ensure implementation and evaluation of the plan with measurable key performance-based indicators/metrics.
- Utilize effective practices and trends within the educational industry.
- Include guidelines for resource allocation in the strategic plan.
- Create a transparent process with regular stakeholder updates.
- Review existing planning and assessment documents to use information previously gathered by the district.

V. Proposal Contents, Submission, and Evaluation

To evaluate the ability of the strategic planning partner to meet stated goals, please include in your proposal the following Required Sections of Response:

1. Cover Letter

2. Company Profile
3. Project Overview

1. This section should convey the firm's understanding of the nature of the work related to strategic planning and the general approach that will be used to implement a strategic plan. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach. This section should also include expected outcomes from stakeholder engagement during the strategic planning process, timelines for the process knowing that District 207 is looking to sign a contract with the partner in February/March of 2025; begin prep work in April-August of 2025; begin engagement and committee work in September-November of 2025; with the goal for presentation and approval to the Board of Education in December of 2025 or January of 2026, and resource considerations for your firm and District 207. Please also include details on the full range of implementation services your firm offers. It must include:

1. Approach to Strategic Planning
2. Approach to determining the long-term strategic plan for District 207 and ensuring it is viable and that it is communicated the Board of Education and the community on a regular basis
3. Approach to ensuring the plan remains relevant and adaptable in changing educational climates

4. Summary of Strategic Planning Experience
5. Anticipated Role and Work (differentiation between firm and District and school staff); outline expectations of those roles and work responsibilities
6. Suggested Project Timeline by Project Stage (include tactics, milestones and deliverables by project stage) based upon District 207's goal of presentation to the Board of Education in December of 2025 or January of 2026 and timeline outline above.
7. Line-item Budget for Project Completion
8. Sample Project Plan (include opportunities for gathering feedback from stakeholders)
9. Plan for Community Outreach and Communications, including a standalone strategic planning website developed in partnership with the District 207
10. Identification of who will be involved from your team with the District 207 project, particularly the individual who will be the main point of contact throughout the project, including resumes, project-specific references, and experience of each
11. Examples of Work (include at least three similar projects to this RFP)

12. References: At least three references from the K-12 education sector over the past 2-3 years

Selection Criteria:

- Firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of District 207. The selection criteria may include, but not be limited to, the following items:
 - Demonstrated understanding and responsiveness to the Request for Proposals.
 - Proposals and experience of the firm and personnel named in the proposal.
 - Past experience assisting school districts creating and implementing strategic plans.
 - Past experience in scenario planning.
 - Project understanding and approach, including an understanding of the District.
 - Satisfaction of previous clients.
 - Presentation to District 207.
 - Completeness and quality of the proposal.
 - Sample(s) of finalized strategic plans from other projects.
 - Cost.

VI. Proposed Timeline

Below is the District 207 proposed timeline but District 207 is open to tweaks or changes based upon recommendations by the firm due to experience with similar projects.

Winter 2024

- January, 2025: Issue Request for Proposals
- January 24, 2025: Deadline to submit proposals
- January 2025: Complete screening of proposals and identify finalists
- January-February 2025: Interview finalists and determine successful consultant
- February-March, 2025, 6:30 pm: Board of Education Presentation by finalist(s)
- March, 2025: Board of Education Meeting and Contract Finalization

Spring and Summer 2025:

- Prep work begins on implementation of community engagement and all aspects of the strategic planning process

Fall 2025:

- Engagement and committee work

December 2025/January 2026:

- Board of Education approves long-term strategic vision and strategic plan

July 2025

- Strategic Plan goes into effect

Send questions about the project to mkalou@maine207.org.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207 CERTIFICATIONS

1. **CERTIFICATION** - The undersigned vendor hereby certifies that he/she is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended. Additionally, the undersigned bidder certifies that they, either individually or corporately, are not under investigation or currently under suspension by IDOT, IDOL or any other State or Federal agencies. The bidder also certifies that he/she has read, understands and agrees that acceptance by District 207 of the bidder's offer by issuance of a purchase order and/or contract will create a binding contract. District 214 may declare the contract void if the certification is false.
2. **NON-COLLUSION AFFIDAVIT** - The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting,

nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

Bidder further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

3. FAIR EMPLOYEE PRACTICES - It shall be mandatory that the vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further that he will comply with all provisions of the Illinois Fair Employment Practices Commission as required by the Rules and Regulations for Public Contract.
4. SEXUAL HARRASSMENT CLAUSE - Each vendor must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 207 is in full compliance with this law.
5. DRUG-FREE WORKPLACE - Each vendor must certify compliance with the Drug-Free Workplace Requirement, which stipulates the prohibition of the unlawful manufacture and distribution, dispensing, possession, or use of a controlled substance while on District 207's premises or while performing work for the district.
6. COMPLIANCE - The vendor is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the contract throughout, and will be deemed to be included in the contract the same as though herein written in full.
7. CRIMINAL BACKGROUND CHECK CLAUSE - The vendor understands and acknowledges that its work, in whole or in part, will be performed on public school property where there may be direct, daily contact with school students. The vendor further understands and acknowledges that the State of Illinois requires that all employees of vendors, licensees, vendors or others having direct, daily contact with students are subject to a criminal background check and may not be listed on the State Sex Offender Registry. Prior to allowing any of its employees who will be performing the scope of work access to school property, the vendor agrees to provide the District with the following in writing:
 1. Evidence that each employee, agent, vendor, or other person performing work on school property under this agreement was subjected to a criminal background check in conformity with 105 ILCS 5/10-21.9; that said persons are not listed on

said Registry; and said persons have no criminal convictions for the offenses listed under 105 ILCS 5/10-21.9;

2. The vendor will provide the District, upon request, a copy of the criminal background check conducted on each such person.

In the event the vendor plans to subcontract with or use the services of another person or firm that may have direct, daily contact with students on school property, in order to fulfill its obligations under its agreement with the District, then in that event the vendor will require all such persons or firms to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9.

In the event the vendor fails to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9, and as a result a suit or claim is instituted by a student for harm caused by an employee of the vendor, or caused by an employee of a subvendor to the vendor, then in that event the vendor agrees to fully defend and indemnify the District, including reimbursement of the attorney's fees and costs, against any such claims.

11. FAITH'S LAW - As a vendor of Maine Township High School District 207, you must ensure that the following criteria are met for each individual who is assigned to work in District 207

1. The individual must complete the Illinois State Board of Education Sexual Misconduct Disclosure Template for Applicant (available at: <https://www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf>);

2. You and the individual both must complete the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template, and you must forward the form to the individual's current and former employer(s) (available at: <https://www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf>). This form must be completed multiple times if the individual has multiple current and/or former employers.

3. You must ensure that you have no knowledge or information pertaining to the Individual that would disqualify the individual from working with the School District;

4. You must initiate a review of the employment history of the individual by contacting those employers listed by the individual in the Illinois State Board of Education Sexual Misconduct Disclosure Template; and

5. You must not assign an individual to perform work for District 207 if the individual fails or refuses to provide the information listed on the Illinois State Board of Education Sexual Misconduct Disclosure Template.

6. Prior to assigning an individual to perform work for District 207, you must inform District 207 of any instance known to you in which the individual (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.

By signing this document, I state and declare that the Bidder/vendor listed below and I are in compliance, and will comply with all of the Certifications listed herein.

Name (Printed): _____

Date: _____

Signature: _____

Company Name: _____

[Link to Contract](#)

REFERENCES

In order to determine the ability of the vendor to fulfill all requirements, vendors that have not done business with District 207 in the last 12 months must furnish reference information listing at least three customers (schools or school districts are preferred) where the vendor has provided similar products.

Business Name			
Address			
Contact			
Contact Phone		Contact Email	
Business Name			
Address			
Contact			
Contact Phone		Contact Email	
Business Name			
Address			
Contact			
Contact Phone		Contact Email	