

City of Portsmouth  
Portsmouth, New Hampshire  
School Department

**REQUEST FOR PROPOSAL**

***RFP #17-21, STRATEGIC PLANNING SERVICES – PSD***

**Sealed** proposals, **plainly marked RFP #17-21 “Strategic Planning Services - PSD”** on the **outside of the mailing envelope as well as the sealed envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **December 3, 2020 @ 2:00 pm.**

The City of Portsmouth School Department seeks a qualified provider to facilitate and support information gathering, community interface, and synthesis of data with the goal of building a comprehensive picture of the current state of the Portsmouth School Department and its schools, community, and resources that explores strengths, weaknesses, opportunities, and risks and leads to an innovative, strategic plan to advance the Portsmouth Schools into the future.

Proposal packages may be obtained from the City’s web site:

<http://www.cityofportsmouth.com/finance/purchasing.htm>. Addenda to this proposal document, if any, including written answers to questions, will be posted to the website under the project heading. Addenda and updates will **NOT** be sent directly to vendors. Questions may be addressed to Stephen Zdravec, Superintendent at (603) 431-5080.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept and negotiate any terms of a proposal that may be in the best interest of the City.

## **SCOPE OF WORK**

The City of Portsmouth (hereinafter the “City”) is soliciting proposals from qualified providers to facilitate and support information gathering, community interface, and synthesis of data with the goal of building a comprehensive picture of the current state of the Portsmouth School Department and its schools, community, and resources that explores strengths, weaknesses, opportunities, and risks and leads to an innovative, strategic plan to advance the Portsmouth Schools into the future.

The selected provider will include the following minimum services outlined below.

1. Design and present a detailed outline of a strategic planning process.
2. Present strategies and plans for outreach to various community stakeholders.
3. Detail strategies to create authentic involvement of our most vulnerable school populations.
4. Facilitate information gathering from identified stakeholder groups.
5. Engage stakeholders/community for feedback across multiple interface platforms.
6. Support synthesis of data and presentation of findings.
7. Present example of format for final report, including recommendations for implementation.

## **SUBMITTAL REQUIREMENTS**

Submissions shall include the following:

1. A cover letter briefly summarizing the Applicant, its services, resources and qualifications as well as providing contact information;
2. Names and qualifications of specific persons who are likely to be most involved in providing service;
3. Completed Statement of Qualifications included in this document;
4. At least three (3) references, including current contact name and phone number for similar services;
5. Detailed Price Proposal; and
6. Applicant may submit such additional information as it deems necessary or helpful to the City's evaluation process.

With regard to the Detailed Price Proposal, the School Department prefers a fixed base fee for the minimum scope of services to be provided with a price breakdown for such additional services as the Applicant may wish to suggest or recommend. Any assumptions in the price proposal (for example the number of public hearings to be covered for a set fee) should be clearly identified. Hourly or other fees not included in a base price should be clearly noted.

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## **EVALUATION CRITERIA**

Proposals will be evaluated using the following criteria:

1. Responsiveness to the RFP;
2. Applicant’s general qualifications including background and referenceable experience, its reputation for performance, schedule availability, and the depth of available resources;
3. Ability, qualifications and reputation of professional staff most likely to be assigned; and
4. Price and rates.

The City, at its discretion, may select a provider outright or select a finalist(s) for in person and/or telephone interviews.

Questions may be directed to: Stephen Zadavec, Superintendent at (603) 431-5080.

## **SELECTION**

The highest ranking applicant will be offered the opportunity to enter into contract negotiations with the City of Portsmouth. If the parties cannot agree on the final contract terms and scope, the City may proceed to the next highest ranked applicant.

## **RESERVATION OF RIGHTS**

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept or negotiate any terms of a proposal that may be in the best interest of the City.

By submitting a proposal, the Applicant authorizes the City to undertake such investigation as may be necessary to verify the Applicant’s qualifications and reputation. The Applicant may be requested to execute a release(s) in favor of third parties who have information relative to the Contractor's qualifications and reputation. Refusal to execute a release may result in disqualification.

**STATEMENT OF QUALIFICATIONS**

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Complete on or add separate sheets if necessary. **This statement shall be submitted with Proposal.**

1. Name of Applicant?
2. Permanent Main Office Address?
3. Form of Entity?
4. When and Where Organized?
5. How many years has the Applicant been engaged in that business under its present name? Also state names and dates of previous firm names, if any.
6. In the last five years, has the Applicant ever been terminated from a contract?  
\_\_\_\_\_ (no) \_\_\_\_\_ (yes) If so, where and why?
7. In the last five years, has the Applicant ever been a party to any litigation, arbitration, mediation, or other dispute resolution process?  
\_\_\_\_\_ (no) \_\_\_\_\_ (yes) If so, please provide a brief summary of the claim and resolution.
8. In the last three years, has the Applicant been the subject of any federal or state investigation or regulatory action relative to the provision of services?  
\_\_\_\_\_ (no) \_\_\_\_\_ (yes) If so, please provide a brief summary of the investigation or regulatory action.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

NAME: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that the Contractor is  
\_\_\_\_\_ of \_\_\_\_\_ (Name of Organization) and  
answers to the foregoing questions and all statements contained therein are true and correct.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary of Public  
My Commission Expires: \_\_\_\_\_