



DISTRICT OFFICES
Tom Flanagan, Superintendent

150 Colchester Avenue
Burlington, VT 05401

802-865-5332
superintendent@bsdvt.org

Burlington School District Request for Proposals Development of a Five Year Strategic Plan

This Request for Proposal (RFP) is soliciting written proposals from professionally qualified contractors to provide services to the Burlington School District for the development of a five year strategic plan. All proposals should clearly define how they will work with the Burlington School District to assist in a comprehensive, participatory planning process.

Issue Date: December 23, 2020

Closing Date: January 25, 2021

Submission: Deliver an electronic proposal (pdf, google docs or ms word) to:
Victor Prussack, Coordinator of Engagement
Burlington School District
vprussac@bsdvt.org

Broad Goal: Develop a 5-year strategic plan for the Burlington School District to present to the School Board for adoption in mid-August, 2021.

BACKGROUND

New Leadership

Our district is in the final year of a 5-year strategic plan. We are in our first year with a new Superintendent, Tom Flanagan, and as such the timing is fortuitous for the creation and implementation of this new plan. Equity has been a long-standing focus of the district and the Superintendent's three goals for us are Equity, Engagement and Deep Learning.

Our Students

Burlington School District serves ~ 3,900 students with diverse cultural and widely varied socioeconomic backgrounds. Within this population:

- 20% receive special education services under an IEP
- 16% receive EL Services
- 51% qualify for FRL
- 39% identify as BIPOC

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- Over 20 languages are spoken as a first language by our students

The school district consists of a preschool program, six elementary schools, two middle schools, one high school, and two alternative programs.

Mission

The Mission of the Burlington School District is to graduate students who:

- Value different cultures
- Engage with the community
- Communicate Effectively
- Think Creatively
- Skillfully solve problems
- Achieve at their highest academic, intellectual, and personal potential

Goals

Our goals for this school year are:

- Our schools are **restorative and equitable communities**.
- Students are **at grade level** in reading and math **by the end of third grade**.
- Students are **at grade level** in math **by the end of 8th grade**.
- Students graduate from high school having **successfully completed Algebra II**.
- AP, Honors, and dual enrollment completion and successes **reflect the demographics of the high school**.
- Faculty and staff are a **mirror of our student population**. They are highly skilled and set high expectations for all students.

PURPOSE OF PROJECT

The Burlington School District wants to consider new and existing strategies to guide us in the next five years. This strategic planning process is intended to address the following questions:

- How do we most clearly and effectively define the three to five critical goals for our district?
- How do we improve outcomes for all students, especially for those who are not at grade level and because of this are less likely to be prepared for career and college as they enter adulthood?
- How will we lessen the Opportunity Gap faced by many of our students?

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- How will we ensure that Deep Learning is part of our culture in all schools and classrooms?

Scope of Work and Deliverables

The Work

The consultant will:

1. Create a plan to engage the community in gathering their input into the focus of the strategic plan. Community includes:
 - a. Teachers
 - b. Cabinet (our administrative team of district and school leaders)
 - c. School staff
 - d. Students
 - e. Families
 - f. School board members (we have 12)
 - g. Community partners
 - h. The greater Burlington community of taxpayers and businesses
2. Develop a series of recommendations, and an action plan with short, mid term and long term goals to get us to our mid-August, 2021 deadline.
 - a. Gather feedback from constituents
 - b. Organize feedback
 - c. Support us in writing a draft of a strategic plan
 - d. Support us in bringing this plan to our school board
3. Check-in weekly with the Superintendent and his designees to review progress.

Total Compensation

The Burlington School District will expend appropriate funds for completion of a high-quality planning process and product.

SUBMISSION REQUIREMENTS

Please provide a proposal electronically to yprussac@bsdvt.org, by January 25, 2021. The proposal should outline how you or your organization would approach the work and all associated costs. Burlington School District can be available to meet with potential

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organizations to provide additional information about the scope of work as needed. Questions can be directed to:

Victor Prussack, Coordinator of Engagement
Burlington School District
vprussac@bsdvt.org
(802) 316-6653

Applicants shall submit a proposal that includes, at a minimum, the following elements:

1. Name of firm or lead contractor, address, telephone, email, and contact person.
2. Summary of interest in the project and proposal for what this strategic planning process might realistically look like. Please include a proposal that takes into account the continued restrictions on in-person indoor gatherings.
3. Profile of the Contractor must include:
 - a. A list of the names and title of the members, partners, officers, management and staff of the contractor's firm. Include the number of years the firm has operated.
 - b. Three references for which the contractor has provided comparable contractual services to those specified in the RFP along with the subcontractors and contacts where applicable.
 - c. A summary and samples of the contractor's work on similar projects.
 - d. Evidence of experience working with issues relating to diverse populations.
 - e. Resumes of key individuals and any subcontractor(s) associated with this proposed project.
4. A Work Plan that incorporates the scope of services outlined. The work plan should generally identify the expected duration of each task and reflect associated personnel and other resources required for all tasks to be performed. This should include a schedule for all deliverables. On-site and off-site time should be separately stated. There should be a clear delineation of contractor's and the Burlington School District's task responsibilities.
5. Project Fees, including a line item project expense budget indicating all costs for carrying out the proposed work, including personnel, travel, lodging, meals, supplies, materials, overhead and all other necessary expenses.

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SELECTION

Technical Approach

In outlining your proposed approach to creating a strategic plan for the Burlington School District, please consider the following:

- Your experience in working with an organization like a school district to create a strategic plan, and based on your understanding of our organization, explain the particular challenges and opportunities to address in a strategic plan in this community.
- Your experience with planning for community based organizations. What were the particular challenges and how were they managed?
- Based on your knowledge and experience, list up to five critical factors that contribute to successful planning.
- Your role in the process relative to that of the Burlington School District.
- Your unique capabilities/experiences that your firm would bring to the process.

Selection Process

- Burlington School District staff will review and examine all proposals received. Those proposals that do not respond to the requirements of the RFP will be rejected.
- A strategic planning committee of the Burlington School District will review the proposals and will choose a limited number of contractors for follow up conversations.
- Contractor will make an official presentation that will be followed by committee questions.
- Selection will be made based on the best value to the value, cost, and fit with our district and the quality of the proposal. Burlington School District reserves the right to select a consultant based upon the best fit with the organization, and not on overall score or pricing, and reserves the right to reject all proposals.
- Availability on February 10, 2021 from 12p-4p for scheduled Strategic Planning session with our cabinet.

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