



**INGENUITYPREP**

## **REQUEST FOR PROPOSAL (RFP)**

Strategic Planning

Deadline: February 26, 2016



## **I. Introduction**

Ingenuity Prep's mission is to prepare students to succeed in college and beyond as impactful civic leaders. Currently in its second year of operation, Ingenuity Prep is a PreK3 – 2nd grade school currently serving 288 students with 52 staff members. Ingenuity Prep will expand – adding a grade level each year – to serve grades PreK3 through 8th grade. Ingenuity Prep is located at 4600 Livingston Rd. SE Washington D.C. 20032.

## **II. Project Description**

The purpose of this Request for Proposal (RFP) is to solicit proposals from consultants experienced in strategic planning to lead Ingenuity Prep's Board of Directors and staff through a long-range strategic planning process.

## **III. Request for Proposal Process Schedule**

Listed below is the schedule for activities related to this RFP. The following schedule reflects the expected completion dates but may be modified by Ingenuity Prep at any time at its sole discretion:

- Legal Notice/Publication of RFP: Friday, February 12, 2016
- Proposal Due Date: Friday, February 26, 2016 no later than 3:00 p.m. EST
- Notification of Award: By March 4, 2016
- Start of contract: 10 days after submission to D.C. Public Charter School Board (estimated: March 14, 2016)

## **IV. Scope of Services and Specifications**

Specifically, Ingenuity Prep is seeking a consultant to provide the following services listed below:

- Conduct current-status assessment of organization that examines internal and external opportunities and perceptions impacting the organization's ability to achieve mission.
- Best practice research of high performing charter school network structures.
- A thorough assessment of infrastructure needs including, but not limited to space, technology, human capital and financial resources.
- Identification of potential strategic options with analysis of the benefits and drawbacks of each option
- Work with the Board of Directors and staff to determine best strategic options and;

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- Develop a strategic plan document with necessary supporting materials (financial model, staffing plan, etc.)
- Regularly collaborate with Board of Directors, staff, and other key stakeholders throughout the process.
- Ability to begin project as early as March 1, 2016 but not later than March 14, 2016.

## **V. Format of Bidder's Proposal**

Please provide a complete written response to this RFP. Proposals should include:

1. A brief Executive Summary
2. A description of the applicant's general approach to strategic planning consultation, including methodology, perspective, or philosophy that guides your work with organizations in this undertaking
3. A list of project deliverables to be created with a detailed timeline for each deliverable and overall project completion
4. A detailed budget that breaks out expenses, including any additional fees for services not explicitly covered in the agreement
5. Credentials and qualifications of key personnel who will take responsibility for working directly on this project, including three references and a list other relevant clients
6. Example(s) of a finished strategic plan created by your company.
7. Quality Assurance Plan – Description of how the bidder will monitor, measure and ensure service quality, safety and reliability; include detail on the bidder's methods/programs for quality assurance.

## **VII. Evaluation Criteria**

1. The extent to which the proposal addresses and clearly describes the scope of work.
2. Specific plans or methodology to be used to perform the services.
3. Qualifications and experience of consultant in providing strategic planning development, specifically with other charter school organizations and in Washington, D.C.
4. Availability for work to be conducted during March through June 2016 with strategic plan draft presented to the Ingenuity Prep board no later then at the July 2016 board meeting.
5. Project cost

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## VI. Proposal Submission and Point of Contact

This RFP is being administered by the following Ingenuity Prep point of contact. Bidders should not communicate with any other Ingenuity Prep representative during the RFP process. All communication regarding this RFP shall be delivered via email only (no telephone calls) to:

Christopher Pitts  
Procurement Consultant  
bids@ingenuityprep.org

Documents attached to the proposal email should clearly indicate the Vendor's name. Proposals not submitted to this address will not be considered. Responses to questions from bidder's regarding the RFP will be delivered and communicated to all bidders as a group versus single, individual responses to each bidder.

## VIII. Reservation of Rights

- Any proposal not providing the required information, or not conforming to the format specified in this RFP, may be disqualified on that basis.
- Ingenuity Prep reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP) to accept or reject, in whole or in part, any or all proposals with or without cause.
- Ingenuity Prep further reserves the right to waive any irregularity or informality in the RFP process or any proposal.
- Ingenuity Prep further reserves the right to make corrections or amendments due to errors identified in proposals by Ingenuity Prep or the bidder.
- Ingenuity Prep further reserves the right to modify and/or amend the final contract in negotiation with the contractor.
- Ingenuity Prep further reserves the right to select one or more bidders.
- Ingenuity Prep will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.