



## SALIDA SCHOOL DISTRICT R-32-J

### BOARD OF EDUCATION

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Dr. David Blackburn, Superintendent

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

#### **Salida School District R-32-J**

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 4:00 p.m. July 20<sup>th</sup>, 2023

Deliver 1 electronic copy via email in a .pdf format to:

David Blackburn, Superintendent

c/o Brett Pyle

Salida School District R-32-J

Salida, CO 81201

Phone (719)530-5206

[bpyle@salidaschools.org](mailto:bpyle@salidaschools.org)

#### **Project Schedule**

RFQ/P Available

7/5/2023

RFQ/P Responses due

Still Accepting Interested Parties

#### **District Background**

Salida School District R-32-J (District) is located in Salida, Colorado, in the Upper Arkansas Valley and serves the communities of Salida, Poncha Springs, and Howard. The District's current enrollment is approximately 1,300 pupils. The District has maintained a strategic plan with community check-ins of graduation expectations in 2017 and community values in 2018. That plan has guided the Board of Education (Board) in setting strategic priorities. The District has been named a District of Distinction 7 of the last 9 years. The District has won countless other recognitions, such as a Colorado Succeeds award. The District successfully led the community through an annexation ballot measure to bring in a new Colorado Mountain College campus to serve the greater Salida community. Simultaneous to launching that new higher education effort the global pandemic took over all operational concerns. The District sunset the Master Agreement with the local chapter of the Colorado Education Association (Association) in 2015, and redesigned a Collaborative Bargaining Team (CBT) using an Interest Based Bargaining (IBB) process. The District has been working with the CBT to review the process and improve the initial design. The District is looking for a new facilitator to lead the CBT through the 2023-24 IBB process.

#### **Invitation to Submit Proposals and Scope of Services**

The Salida School District, R-32-J, is looking for a qualified facilitator to provide support to the IBB process. The facilitator will be chosen through a collaborative process, including representatives from the Association and the District.

The facilitator will be expected to be familiar with the CBT's history and current process. The Board is operating under a temporary MOU with the CBT to finalize potential improvements to the IBB process. The facilitator will be expected to implement the IBB process with fidelity and efficiency. The facilitator will be expected to attend all CBT meetings. The facilitator is expected to have credentials and past experience in leading the IBB process.

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## Submittal Requirements

Proposal Format Proposals shall be in the following format and shall not exceed 5 pages:

1. Cover Letter - include the name, authorized representative, mailing address, email address, and telephone number of the Offeror.
2. Offeror Overview and Services – provide a brief description of the Offeror’s organization, experience, and services.
3. Facilitator Qualifications - Identify the key facilitator that will provide the Services, if the Offeror is an entity rather than a private individual, then provide a brief resume and/or summary of facilitator’s qualifications and experience.
4. References – provide at least 3 references for which Offeror has performed similar services within the last 5 years. Include the entity name, contact person name and address, and a description of the services performed, for each reference.
5. Insurance – provide a certificate of insurance evidencing Offeror’s current professional liability coverage.
6. Fees – describe the hourly billing rates or alternative fee structures (flat rates, phone rates, etc.) and expenses (legal research, copies, printing, etc.) that Offeror proposes to charge for the Services.

## Evaluation of Proposals

Salida Superintendent and Association President will review and score proposals received in accordance with the following criteria described:

- Completeness of proposal and overall responsiveness to RFP
- Cost for Services contained in the Proposal
- Qualifications and experience of the facilitator providing the Services
- Quality of references

Interviews, if conducted, will be scheduled after review of the proposals.

## Inquiries

Offerors may make written inquiries on or before 4:00 p.m. on Wednesday, July 19, 2023 via email concerning this RFP to obtain clarification of requirements. Late inquiries and inquiries made by mail, fax, or telephone or in person will not be accepted. Inquiries must be clearly marked with “Salida Facilitator RFP Inquiry”. Send all inquiries to:

Dr. Blackburn, Superintendent  
[dblackburn@salidaschools.org](mailto:dblackburn@salidaschools.org)

## Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the Offeror prior to the Proposal Submission Deadline. Proposals must be received on or before the proposal submission deadline as posted in this RFP to be eligible for award. Late proposals will not be accepted. It is the responsibility of the Offeror to ensure that the proposal is received by Salida School District on or before the proposal submission deadline date and time.

## Modification to RFP

In the event that it becomes necessary to revise or add to any part of this RFP, a modification notice will be issued by the District to the email supplied by the Offeror.

## Selection of Proposal

As described within the RFP, the Superintendent and Association President will review and score offers submitted and make a recommendation to the Board for engagement of the successful Offeror(s). This selection will be for engagement of the Offeror(s) whose proposal(s) is/are determined to be most advantageous to Salida School District, in the District’s sole discretion.

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## **Engagement Letter**

Salida School District will engage the services of the successful Offeror(s) by executing a mutually acceptable engagement letter.

## **RFP Cancellation**

Salida School District reserves the right to cancel this RFP at any time, without penalty.

## **Incurring Costs**

Salida School District is not liable for any cost incurred by Offerors prior to signing an engagement letter.

## **Rejection of Proposals**

Salida School District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the District.

## **News Releases**

News releases pertaining to this RFP or any resulting engagement letter shall NOT be made without prior written approval by the District.

## **Reservation of Rights**

Salida School District reserves the right to:

- reject any and all proposals received as a result of this RFP;
- waive or decline to waive any informalities and any irregularities in any proposal or responses received;
- request clarification(s) of an offeror's proposal;
- adopt all or any part of an offeror's proposal;
- negotiate changes in the services to be provided;
- engage the successful offeror(s) for future services related to the Services set forth in this RFP based upon future needs as determined by the District;
- withhold engagement of one or more offerors;
- select the offeror it deems to be most qualified to fulfill the needs of the District. The lowest priced response will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable response.

## **Personal Interviews**

Offerors may be invited by Salida School District to participate in personal interviews. Inability or refusal of an Offeror to participate in a personal interview may result in elimination of that Offeror from further consideration.

## **Board Approval**

An award of engagement letter under this RFP is conditioned on approval by the Board in accordance with District policy. Upon selection of an Offeror, the District will make efforts to obtain Board approval as soon as reasonably possible.

## **Colorado Open Records Act**

Proposals shall become the exclusive property of the District upon District receipt and shall be subject to public inspection and copying in accordance with the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. In issuing this RFP, the District is not seeking, and advises Offerors not to submit, trade secrets or confidential commercial or financial information. The District shall have no obligation to withhold all or any part of a proposal in response to an open records request.

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