

REQUEST FOR PROPOSALS

for Diversity, Equity, Inclusion and Anti-Racism Consulting and Professional Development

MERIDIAN CUSD 223



May 2021

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Professional Development for Meridian CUSD 223
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Introduction

The Board of Education for Meridian CUSD 223 is soliciting Statements of Interest, qualifications, and proposals from qualified providers to enter into a multi-year agreement to provide Diversity, Equity, Inclusion (DEI) and Anti-Racism training and consulting for the district. The provider selected shall have the primary responsibility for execution of the planning, design, delivery, and evaluation of success of the training provided.

This RFP is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the qualifications and unique needs of the district. There will be no public opening and reading of responses received by the School District pursuant to this request.

RFP Submission

RFP's are due by **July 1, 2021 at 10:00 a.m.** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit all materials via e-mail to pcaposey@mail.meridian223.org and you will receive a confirmation of receipt within 2 business days.

Qualifications must have a subject line of: ***"Request for Proposals – DEI and Anti-Racism Training for Meridian CUSD 223"*** and the Respondent's name.

Submittals should be limited to fifteen [15] pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Schedule

The following is the proposed schedule for the selection of providers to produce proposals for professional development services:

June 1, 2021

RFP Released

June 11, 2021, 9 am

Suggested, but not mandatory Pre-submittal Zoom Meeting with Meridian Anti-Racism Team.

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<i>June 25, 2021</i>	Last date for respondents to send clarifications / questions
<i>July 1, 2021, 10 am</i>	Submissions due; evaluation of qualifications begins
<i>July 6, 2021</i>	Successful short-list and unsuccessful provider notified
<i>July 8, 2021</i>	Interviews with qualifying provider(s)
<i>July 15, 2021</i>	Ranking of top 3 providers and contract negotiations
<i>July 22, 2021</i>	Committee recommends provider for Board Approval
<i>August 2021</i>	Proposed Board action on recommended provider

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFP shall be directed in writing, via email, to **BOTH**:

Dr. PJ Caposey
Superintendent

AND

Joe Mullikin
Highland Elementary Principal
jmullikin@mail.meridian223.org

pcaposey@mail.meridian223.org

Any responses to questions, or changes in this RFP, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

About District 223

A member of the Illinois Association of School Boards, Meridian CUSD 223 has been serving the community for more than 100 years. Approximately 1,600 students attend the district's four schools: Highland Elementary School (Pre-K-2), Monroe Center Elementary School (3-5), Meridian Junior High, and Stillman Valley High School. With more than 150 teachers and instructional aides, District 223 ranks as one of the top area school districts in a number of statistical areas and is a highly regarded throughout the state-line area.

District 223 is located in Ogle County, approximately 5 miles south of Rockford. Students residing in Stillman Valley, Monroe Center, and Davis Junction attend the district's schools.

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Meridian CUSD 223 is a district with over 80% of its students and staff being white and its percentage of students that are recognized as coming from households with low socioeconomic status under 30%. These demographic data points has led to a lack of a sense of urgency around issues of equity, cultural competence, and anti-racism.

The district intends to continue to attempt to address these issues in order to ensure that the student experience for a student of color is equitable in comparison the student experience for a white student. In addition, in the mission statement of our district we state that we have 21st century schools and that it is part of our district culture to prepare students for life.

We believe that work in understanding our world, building our own cultural awareness and the awareness of our students, and becoming aware of our biases is essential work in preparing students for their tomorrow.

Simply these two cornerstones are serving as our North Star and as our WHY as we set out on the journey of improvement in areas of DEI and anti-racism.

General Information, Notifications, and Purpose

- a) Respondents are advised to review all sections of this RFP carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b) Joint venture and/or cooperative professional teams WILL BE considered.
- c) Resumes of project leader(s) must be included.
- d) The District reserves the right to decline in part or whole submittals based on sub-consultants.

General Terms and Conditions

- a) All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFP does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFP does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no

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- contract(s) in response to this RFP. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the selection committee, upon approval of the School District Board of Education. The school district will take into account qualifications, past record and experience – particularly with similar sized districts with similar demographics, past record and experience, location, workload of the provider and such other qualification-based factors as the School District may determine in writing are applicable.
 - d) The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.

General Description of Scope of Services

- a) The selected Professional Development provider will become part of a team consisting of members of the School District and community stakeholders and to perform services as required.
- b) The Provider and Team's primary areas of work will include:
 - a. Acting as a true partner to district staff in creating, planning and delivering staff training
 - b. Student engagement
 - c. Curricular and Policy review
 - d. Community outreach
- c) The provider may be requested to:
 - a. Attend meetings with School District administrative staff as necessary.
 - b. Attend School District Board of Education meetings as necessary.
 - c. Consult with the School District on an as-needed basis as emergent situations occur

Proposal Content

Statement of Interest –

Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

Provider Description – Provide the following:

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- Provider Name, address, web address, telephone numbers
- Contact person (provide direct phone number and email)
- Number of years in business under current name (if applicable)
- Type of organization (sole proprietor, LLC, etc.)
- Special areas of expertise
- Staffing information (number of consultants, PD providers, etc. if applicable)

Provider Experience and Capabilities –

- Provide a list of all School District clients for which you have provided services for in the last five years. Include project description.
- Please highlight your experience in performing work with districts of similar size and demographics.

Provider Workload -

- Provide a list of all projects/districts for which you currently provide services.

Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the organization, including consultants. (if applicable)
- Provide resumes of key staff, and consultants relevant to the requirements of this RFP, including their work experience, education, affiliations and awards.
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the provider must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.
- Key personnel assigned to District 223 need to be present during the interview process.

Project Approach –

Provide a brief discussion of the following:

- The methodology that you will use in conducting a plan to develop the internal capacity of Meridian CUSD 223 so that we may eventually lead this work on our own.
- The number of trainings and meetings you would conduct over a multi-year period in order to support staff development in the areas of DEI and anti-racism, curricular and policy review, student engagement, and community outreach.
- The plan for thought-partnering with the superintendent and district's anti-racism team in order to ensure a collaborative approach to the services provided. .

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References –

- Provide a minimum of FIVE [5] references for professional development services provided in the educational environment in the last five [5] years.
- Provide a list of contacts for each reference.