



## **POUDRE SCHOOL DISTRICT R-1**

### **REQUEST FOR PROPOSALS**

# **ANALYSIS OF DISTRICTWIDE BOUNDARY, BUILDING UTILIZATION, SCHOOL CHOICE PATTERNS, AND CURRICULAR PROGRAM STUDY**

**RFP 23-716-001**

#### **PROPOSAL SCHEDULE**

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**REQUEST FOR PROPOSALS**  
**ASSET INVENTORY, VALUATION AND LIFE CYCLE MANAGEMENT SERVICES**  
**RFP 23-716-001**

**BACKGROUND**

Poudre School District is a high-performing district, covering more than 1,800 square miles in northern Colorado with diverse school settings. The District's instructional program is centered around District Ends, under the Policy Governance model, developed to support a comprehensive curriculum.

While more than 70% of the District's families choose to send their children to their neighborhood school, the District does support school choice and offers a wide spectrum of educational programs to fit any child's needs. Program options include International Baccalaureate, Core Knowledge, Bilingual/Dual Language Immersion, Hybrid/Online, Expeditionary Learning, Science, Technology, Engineering and Math (STEM) along with extra-curriculars and athletics. The District has two LEED certified school buildings and over 30 Energy Star awards and supports operational sustainability in all areas of work.

Our Schools:

- 32 elementary schools
- 10 middle schools
- 4 comprehensive high schools
- 2 additional combined middle/high schools opening in Fall of 2022
- 6 option (100% choice) schools
- 3 alternative high schools
- 5 charter schools
- 1 online school

The District is fully accredited by the Colorado Department of Education Accreditation and Accountability Unit and is subject to periodic monitoring to ensure continued compliance with accreditation standards.

## **1.0 GENERAL CONDITIONS**

- 1.1 Information and materials submitted in response to this solicitation may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that Service Provider believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which Service Provider believes they are confidential. The District, not Service Provider, shall determine whether information and materials so identified will be withheld as confidential, but will inform Service Provider in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.
- 1.2 This is a solicitation for an offer and is not an offer to contract for goods or services.
- 1.3 Service Provider must provide all requested information. Failure to do so may result in rejection of the proposal at the option of the District.
- 1.4 Proposals must meet or exceed specifications contained in this document.
- 1.5 The District is exempt from city, county, state, and federal sales/excise taxes. Tax exempt certificates will be issued upon request.
- 1.6 Submission of a proposal is deemed as acceptance of all terms, conditions and specifications contained in the District's solicitation package initially provided to the Service Provider. Any proposed modification must be accepted in writing by the District prior to award of the contract.
- 1.7 Each Service Provider, its employees, representatives, and subcontractors, agrees to abide by all applicable federal, state, and local codes, laws, rules and regulations.
- 1.8 The successful Service Provider shall furnish all supplies, which conform to all applicable safety codes and regulations.
- 1.9 Contact with District personnel regarding this RFP, other than inquiries to the specific Procurement Agent identified in this document, may be grounds for elimination from the selection process.
- 1.10 Proposals shall contain a signature of an authorized representative in the space provided on the Proposal Certification Form. Failure to properly sign the proposal may invalidate same and it may not be considered for award.
- 1.11 The accuracy of the solicitation is the sole responsibility of the Service Provider. No changes in the proposal shall be allowed after the submission deadline, except when the Service Provider can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake.

- 1.12 For services requiring Service Provider's presence on District property and the project site(s), the Service Provider must provide proof of insurance that meets the insurance requirements stated in Section 6.0 of this document.
- 1.13 Health and Safety Standards. The Service Provider shall have and maintain a set of protocols and guidelines to meet evolving health and safety requirements and implement any applicable communicable disease protocols, which must follow guidance and orders from state and/or local public health officials and be no less strict than the District's protocols.
  - 1.13.1 Service Provider shall ensure all individuals providing Services under this agreement for the Service Provider wear appropriate personal protective equipment as designated in this section 1.13, at all times while on District property.
  - 1.13.2 If the District is directed, or the District determines to limit or restrict access to any or all of its facilities or District Location due to a public health or safety concern, the District m

- 1.19 Responses to this solicitation will be independently evaluated by an evaluation committee to be established for such purpose.
- 1.20 Proposals submitted will be evaluated using pre-determined objective rating criteria. Those that are clearly non-responsive to the stated requirements may be eliminated prior to the evaluation. Prior to proposal submission, Service Provider are encouraged to check the BidNet website to ensure additional requirements are incorporated into its submissions.
- 1.21 The District reserves the right to negotiate further with one or more Service Providers or to request additional information. The District may make such inquiries and conduct such investigations as it deems necessary to determine the qualifications and ability of the Service Provider to provide the services called for under the RFP and/or represented in the Service Provider's response. Service Providers shall timely provide information to the District in connection with such inquiries and investigations. Service Providers may be asked to give presentations to the District regarding their proposals.
- 1.22 Should the District determine, in its sole discretion, that ~~6L~~Body ~~provide~~ in S Providers fill S  
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representatives from state, county, municipal, governments, special districts or school districts along the front range of the Rocky Mountains in Colorado.

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award). The District

2.3.1.2 Demographic report(s) should be provided in a format that is ready for internal review and public distribution.

2.4 **Student Yield Analysis** – Identify the estimated number of K-12 students that can be anticipated to come out of new subdivisions as well as the number of students yielded from current subdivisions (subdivisions refer to a cluster of housing units).

2.4.1

- 2.5.3 Identify areas of the district that have high/low concentrations of programs as compared to the overall student population and the student population that each program serves.
- 2.5.4 Provide recommendations for a change in location of program placement(s) to equitably serve the District student population.
- 2.6 **Attendance Boundary Analysis** – Provide an analysis of current school boundaries in order to make recommendations for new boundaries considering school capacities, choice patterns, student yield, and school programming placement.
  - 2.6.1 Service Provider will provide a comprehensive analysis of school boundaries, feeder patterns and program locations. The analysis will incorporate an array of data including student, school, and community level characteristics and patterns.
  - 2.6.2 Draft scenarios may include recommendations for closure/consolidation/repurposing of schools utilizing all available information from the other components of this study and other input as appropriate.
  - 2.6.3 Draft Scenarios
    - 2.6.3.1 Analyze the existing school boundary and program location configuration and provide a summary of findings.
    - 2.6.3.2 Generate no less than two, but up to four comprehensive scenarios to adjust school boundaries at the elementary, middle, and high school levels that meet the objectives of the initiative and are guided by the input from the pre-analysis stakeholder engagement along with continual feedback from the District.
    - 2.6.3.3 Comprehensive scenarios should align feeder patterns/matriculation patterns (elementary schools feeding to middle schools feeding to high schools) to the greatest extent possible while anticipating capacity and future enrollment projections (if based upon student address versus school of attendance).
    - 2.6.3.4 Create a report which includes the analysis of the current school boundaries, background summaries on data inputs and assumptions, enrollment projections, school building capacities, program plans, and explanations of the scenarios.
    - 2.6.3.5 Reports must include easy to understand charts and maps that specifically identify impacted areas.
    - 2.6.3.6 Present draft report to the District; adjust report as needed based upon feedback from District personnel.

2.6.3.7 Throughout the analysis process, the Service Provider shall brief the District on their progress on a monthly basis (or other agreed upon timeline). Update briefs shall be emailed to identified District representatives.

2.7 **Final Report and Recommendations** – Selected Service Provider shall provide the district with a final report containing all reports, data, and relevant information from all sections of this RFP at the conclusion of the project. Report format should be determined in consultation with District during the draft phase and prior to the final report being created.

2.8 **Deliverable Schedule**

2.8.1 Scheduling shall be coordinated between the District and the Service Provider.

2.8.2 Dates provided below for each deliverable represent the final completion date for each deliverable though deliverables can be completed earlier than the dates provided:

School Capacity/Utilization Analysis	January 1, 2023
School Choice Analysis	February 1, 2023
Demographic Analysis of the District Boundary	February 1, 2023
Student Yield Analysis	March 1, 2023
School Programming Analysis	April 1, 2023
Attendance Boundary Analysis	May 1, 2023
Final Report and Recommendations	June 2, 2023

3.0 **COST PROPOSAL**

3.1 The Service Provider’s cost proposal shall clearly state the not to exceed fee for this service.

3.2 The stated fee shall cover any and all costs incurred by the Service Provider for this project as stated in this RFP.

4.0 **EVALUATION AND AWARD OF CONTRACT**

The District intends to award the contract to one (1) Service Provider for this service; the District reserves the right to award services to multiple Service Providers if deemed in the best interest of the District. The District also reserves the right to utilize other services in conjunction with the awarded Service Provider(s) program if deemed in the best interest of the District. Those proposals that are clearly non-responsive to the stated requirements may be eliminated prior to evaluation.

4.1 The following criteria will be considered by the evaluation committee when reviewing proposals. The order of the criteria noted below does not indicate order of importance.





**5.0 REFERENCE FORM ANALYSIS OF DISTRICTWIDE BOUNDARY, BUILDING UTILIZATION, SCHOOL CHOICE PATTERNS, AND CURRICULAR PROGRAM STUDY RFP 23-716-001**

**References are mandatory** – List three (3), non-Poudre School District, K-12 education market references,



coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this Agreement is completed.

- d. Provider must provide evidence of the extended reporting period coverage at the end of the project and before all final payments to the Provider is made.

**Workers' Compensation and Employers' Liability**

If Provider is exempt under the Colorado Workers' Compensation Act, this requirement will be waived if proof a current Workers' Compensation Coverage Rejection is on file with the

- E( )mployer's Liability

- 7.3.1 Briefly state the Service Provider’s understanding of the work to be done and describe in detail the Service Provider’s ability to fulfil the scope of services requested by the District.
- 7.3.2 State the names of the persons who will be authorized to make representations for the Service Provider, their titles, addresses, phone numbers, and email addresses.

7.4 **Company Information**

- 7.4.1 Describe the company’s business and background including the number of years in business and experience with similar contracts/agreements.
- 7.4.2 Details about ownership of the company.
- 7.4.3 Size of company, including number of offices and number of employees.
- 7.4.4 Location(s) of offices identify which will be the primary location for our account.
- 7.4.5 Primary contact information for the company including contact name(s) and title(s), mailing address, phone number(s) and email address(es) and the individual(s) who will be directly servicing our account.

7.5 **Service Provider’s Approach**

- 7.5.1 Submit a work plan to accomplish the scope and questions defined in the Scope of Work and Requirements (Section 2.0).
- 7.5.2 Responses should be formatted in order, labeled as such, and follow the exact sequence of the solicitation Scope of Work section.
- 7.5.3 Clarification questions and requests for information throughout the solicitation shall be clearly labeled with the section and subsection number and include the Service Provider’s response/information.
- 7.5.4 Any and all assumptions shall be clearly stated in the Service Provider’s response. Assumptions that are not clearly indicated, but raised later in the award process, may be grounds for the Service Provider’s response to be considered non-responsive.

7.6 **References**

- 7.6.1 Submit completed reference form in Section 5.0.

7.7 **Cost Proposal**



