



# REQUEST FOR PROPOSAL

Hampton School District 1 and Hampton School District 2

# REQUEST FOR PROPOSAL PROFESSIONAL FACILIATOR SERVICES

## DESCRIPTION

The Boards of Trustees for Hampton School District 1 and Hampton School District 2 are accepting proposals for a qualified professional to serve as a facilitator for the consolidation of Hampton School District 1 and Hampton School District 2. The two Boards of Trustees have submitted a joint preliminary plan for consolidation to the South Carolina Department of Education. This plan describes many of the details that must be addressed in order for the consolidation to occur by July 1, 2021. This plan will be made available to interested applicants.

## DESCRIPTION OF THE DISTRICTS

Hampton County School District 1 operates seven schools with approximately 2,150 students. Hampton School District 2 operates three schools and has approximately 700 students. Each school district is governed by a 5-member Board. The Boards of Trustees determines the operating policies of the Districts and such policies are implemented by their Superintendents and their staffs.

## GENERAL INFORMATION

**1. The deadline for receipt of proposals is Friday, September 27, 2019 at 3:00 p.m. Proposals should be mailed or hand-delivered to ensure the Districts' receipt by this deadline.**

2. All proposals must include a description of all services the facilitator seeks to provide; a resume with references; a fee schedule which includes an hourly rate; and an estimated number of hours for completion.

3. Prospective facilitators must prepare **two** sets of their responses. Each set must consist of one clearly identified original and five (5) copies of the response. You must mail or hand-deliver one set of your responses to each school district as noted below:

Hampton County School District One	Hampton County School District 2
Attn: Dr. Ronald Wilcox, Superintendent of Schools 372 E Pine Street Varnville, SC 29944	Attn: Martin L. Wright, Superintendent of Schools 635 4 <sup>th</sup> Street Estill, SC 29918

- ❖ Outside envelope **MUST** be **SECURELY SEALED** and marked clearly and visibly as a **RESPONSE TO THE RFP FOR FACILIATOR SERVICES**
- ❖ The Districts do not take responsibility for unmarked envelopes.
- ❖ Faxed or emailed responses **WILL NOT** be accepted.

**Proposals will be opened at the above location on Friday, September 27, 2019 at 4:00 p.m.** Responses will be opened by the **District Superintendents**. No consideration of award will be made at this time.

## **SCOPE OF WORK TO BE PERFORMED**

The Boards of Trustees expect the Facilitator to assist and advise them in all aspects of the consolidation and related matters as requested by the Boards. The primary responsibility of the facilitator will be to implement the planned strategies identified in the Plan, beginning with Year

1. Some initial requirements and expectations of the two Boards of Trustees are as follows:

1. Possessing knowledge of Proviso 1.88, Senate Bill 203 and pending State legislation regarding district consolidation;
2. Reviewing and developing familiarity with the preliminary consolidation plan;
3. Determining a priority list of needs, goals, and timelines to further the consolidation;
4. Assisting the Boards of Trustees in developing a final consolidation plan for State Department approval;
5. Providing a progress report and recommendations to the two Boards of Trustees at least monthly;
6. Facilitating joint meetings of the Boards of Trustees and any committees authorized by the Boards;
7. Working cooperatively with both Superintendents throughout the entire process;
8. Planning and promoting public communication and interaction regarding the consolidation;
9. Interfacing and communicating with representatives of the South Carolina Department of Education, local legislative delegation, County, and other State and local agencies; and
10. Any other duties as requested and assigned by the two Boards of Trustees regarding the consolidation plan, i.e., bringing the plan to fruition.

The two Boards of Trustees will welcome suggestions from the Facilitator to make the consolidation transparent and workable.

During the evaluation process, the Boards of Trustees reserve the right to request additional information or clarifications on proposals. At the discretion of the Boards, individuals submitting proposals may be requested to make an oral presentation to the Boards of Trustees after the proposal opening. The purpose of the oral presentation will be to provide an opportunity for the proposed facilitator to clarify their proposals and for the Boards of Trustees to ask questions.

## **QUALIFICATIONS**

Prospective facilitators should possess a background in educational leadership and/or education consulting with experience working with School Boards and their Administrators, the SC State Department of Education and state and local government officials.

**SPECIAL TERMS AND CONDITIONS:**

- ❖ Evaluation Committee will be composed of the Boards of Trustees and the District Superintendents and the evaluation procedures will be based upon the requirements for the RFP.
- ❖ Proposals are to include all requested information and any additional information that may add merit to the proposal. Proposals that do not include all of the required minimum services will not be considered.
- ❖ The solicitation may be amended by the Boards at any time prior to opening. Proposals cannot be changed after submission unless the Boards’ modifications to the RFP make the proposal obsolete.
- ❖ Offers may be withdrawn by written notice at any time before the proposal opening. A proposal may be withdrawn in person prior to the proposal opening provided that the person signs a receipt for the proposal.
- ❖ The Boards of Trustees reserves the right to waive any technicalities in the Request for Proposal. In addition, the Boards may reject any proposal that contains prices for items or services that are inconsistent or unrealistic when compared to other prices and would not be in the best interest of the Districts.
- ❖ There is no expressed or implied obligation for the Boards or their Districts to reimburse responding individuals for any expenses incurred in preparing proposals in response to this request.
- ❖ Facilitators will warrant that there is no conflict of interest with their other consulting contracts or employment and their work to be performed under this contract. Facilitator must agree to advise the Boards if such conflicts of interest arise during the term of the contract. Facilitators will avoid all circumstances and actions, which would reasonably place the Facilitator in a position of divided loyalty with respect to its obligations under the contract.
- ❖ Funds for this contract are payable from anticipated State and/or Local appropriations. In the event sufficient appropriations are not made to pay the charges under the contract, the Boards shall terminate without any further obligation to the Facilitator.

*Please send questions related to this RFP, and/or requests for copies of the consolidation plan to:*

<b>Hampton County School District One</b>	<b>Hampton County School District 2</b>
Attn: Dr. Ronald Wilcox, Superintendent of Schools 372 E Pine Street Varnville, SC 29944 rwilcox@hampton1.k12.sc.us	Attn: Martin L. Wright, Superintendent of Schools 635 4 <sup>th</sup> Street Estill, SC 29918 mwright@hampton2.k12.sc.us