

REQUEST FOR PROPOSALS (RFP)

Golden External Review

Issued by:

SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)

RFP 2010-001

DATE OF ISSUE: March 4, 2010

Closing Date/Time: Proposal must be received before 2:00 p.m. Mountain Standard Time on: **Friday, March 26, 2010.**

School District No. 6 (Rocky Mountain) Contact: Person: All enquiries related to this Request for Proposal (RFP), including any requests for information and clarification, are to be directed to the contact person. Information obtained from any other source is not official and should not be relied upon..

Name: **Bendina Miller, Superintendent of Schools**

Address: **PO Box 430, Invermere, B.C. V0A 1K0**

Telephone No: **(250) 342-9243**

Fax: **(250) 342-6966**

Email: **bendina.miller@sd6.bc.ca**

Delivery of Proposals:

Proposals may be sent by mail, facsimile or e-mail. Proposals are to be submitted to the closing location as follows:

Mail:

School District No. 6 (Rocky Mountain)
620 – 4th Street
Invermere, B.C. V0A 1K0
Attention: Bendina Miller, Superintendent of Schools

Facsimile:

School District No.6 (Rocky Mountain)
Fax Number (250)342-6966
Attention: Bendina Miller, Superintendent of Schools

E-mail:

School District No.6 (Rocky Mountain)
Bendina.miller@sd6.bc.ca
Attention: Bendina Miller, Superintendent of Schools

Proposals should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project title. It is the responsibility of the Proponent to confirm that their proposals were received.

Proponent's Meeting: will not be held.

Proponent's Section: A person authorized to sign on behalf of the Proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally signed and completed page with the proposal.

Request for Proposals - GER

Signature of Authorized Representative:	Legal Name of Proponent:
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	Authorized Representative's Phone No. and E-mail:

TABLE OF CONTENTS

1. General

- ◆ Objective / Purpose
- ◆ Key Dates

2. Process for the Golden External Review

- ◆ Specifications

3. Factors to Consider in the External Review

4. Submission Guidelines

- ◆ Proponent Organization
- ◆ Submission/Proposal Format

5. RFP Conditions

- ◆ Evaluation Criteria
- ◆ Acceptance of Proposal
- ◆ Proposal Revisions

Disclosure

Request for Proposals - GER

1. General

- **Objective / Purpose:** In order to address the Board commitment to quality education for all students and the enrolment realities of the Golden Zone the Board of Education, School District No.6 (Rocky Mountain) will be undertaking an External Review with a focus on addressing how the Board can continue to meet its commitment to provide high quality French and English educational programs, into the future.
- **Key Dates:** - It is expected that the review will be completed and recommendations delivered to the Board of Education no later than June 30, 2010.

2. Process for the Review

- Conduct a study of the relevant data related to the Golden Zone of School District No.6.
- Review relevant provincial data.
- Review relevant literature/research.
- Engage the parents, staff, students and community in a consultative process.
- Prepare a Golden External Review report with recommendations for the consideration of the Board of Education.

3. Factors to be Considered in the External Review

- Enrolment projections for the next 5 – 10 years, including information about birth rate, economic development factors, in and out-migration and a consideration of the enrolments of both French Immersion and English programs
- An assessment of the implications of enrolment trends for schools in the zone including a consideration of the consequences for students in all schools in the zone given the current French Immersion and English program configurations
- Consideration of the consequences for all schools remaining in the existing configurations and/or consideration of what other configurations could be educationally sound for all students
- An examination of whether or not there should be restrictions placed on the intake of students for any program or school, including consideration of maintaining all programs and the implications for staffing and resources
- Data concerning the Early Development Instrument results in the Golden Zone
- Input of all interested parents, students, staff and the broader community

4. Submission Guidelines

- **Proponent Organization**
Proponent shall identify relevant qualifications and experience that they consider appropriate to the evaluation of their ability to successfully meet the RFP objectives.
- **Submission / Proposal Format**
Proponents should submit their proposed response to Bendina Miller, Superintendent of Schools, in the following preferred format:
 - Letter of Introduction:** Including: RFP title, Consultant, address, telephone number, fax number and e-mail address. One page introducing the Proponent's professional background and relevant experience.
 - Proposal:** Should include all required specifications, including proposed timeline for conducting and completing the Review.
 - Pricing:** Indicate pricing including consultant fees, travel and accommodation costs and any other costs relative to the completion of the Review.

Request for Proposals - GER

4. RFP Conditions:

- **Evaluation Criteria**

Evaluation criteria used to evaluate proposals fall into the following categories and sub-categories:

- Professional qualifications
- Recent administrative experience
- Knowledge of BC education system
- Relevant experience in conducting educational reviews

- **Acceptance of Proposal**

The highest rated, lowest priced, or any proposal will not necessarily be accepted.

- **Proposal Revisions**

Proposal revisions must be received prior to the RFP submission / closing date and time.

Disclosure

All documentation submitted by proponents shall become the property of School District No.6 (Rocky Mountain). Proposal information is proprietary and as such shall be treated as confidential. Information pertaining to the School District obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written permission from the School District.