

Request for Proposal

MEQUON-THIENSVILLE SCHOOL DISTRICT

Strategic Planning Facilitation

I. Introduction

The Mequon-Thiensville School District (hereinafter known as “MTSD”) is seeking proposals from interested consultants and/or firms to provide Strategic Planning services.

II. Project Requirements

A. Background

MTSD is a 4-year-old kindergarten through 12th grade public school district located in suburban Milwaukee, Wisconsin. MTSD consistently ranks among the highest-performing school districts in the state of Wisconsin. The District serves approximately 3,500 students and their families. We offer a rigorous core curriculum, along with comprehensive educational programming that includes an extensive variety of co- and extracurricular offerings. This combination engages students in their learning and affords them great success. The organization is seeking to create a new strategic plan to direct the school district for the next three years.

B. Project Description

MTSD is seeking a consultant/firm to facilitate the strategic planning process that will create a *new* vision for the school district for the next three years. The completed strategic plan should help the school district make decisions that are aligned with the collaboratively developed mission and vision. In short, the strategic plan should serve as a framework to make decisions concerning the public school district in the communities of Mequon and Thiensville.

C. Evaluation Criteria

MTSD will use an evaluation criterion to measure the desirability of responses to the RFP. The following objectives will be utilized in order to inform the selection process:

1. Expertise in strategic planning in K-12 education and diverse sectors (corporate, general government, private and/or non-profit).
2. Provides a clear strategic framework for each phase of the proposed process, including expectations for outcomes.
3. Strong project management skills including:
 - a) *Facilitation,*
 - b) *Communication, and*
 - c) *Time management.*

4. Recognition of the District's current state as a successful organization.

In addition to any information submitted in order to evaluate proposals, the following is requested in the response from interested consultants/firms seeking to facilitate the strategic planning process in MTSD:

5. Your mission, vision and/or professional values as a strategic planning partner.
6. Listing of references, including organizations you and/or your firm have worked with in the past. Please include contact information for each.
7. A detailed outline of the process.
 - a) *All proposals should clearly identify what resources and materials will be provided by the consultant/firm and what the District is expected to provide.*
8. Detailed costs for services including hourly rate, estimated expenses and any miscellaneous charges.

D. Timeline

The Request for Proposal will be released on August 9, 2017 on the District website. All responses associated with the RFP are due to the District Office of MTSD by 11:00 a.m. on September 1, 2017. All responses will be time stamped by a staff member of the District Office.

No later than September 29, 2017, MTSD will interview and recommend to the Board of Education a consultant/firm to lead the strategic planning process. The selected consultant/firm must be available to brief the full Board of Education on the recommended process and next steps on the evening of Monday, October 2, 2017.

III. Submission of Responses

All responses should be submitted to the attention of:

Mr. Matthew Joynt
Superintendent of Schools
Mequon-Thiensville School District
5000 W. Mequon Road
Mequon, Wisconsin 53092

Submissions are due at 11:00 a.m. on September 1, 2017.

Questions pertaining to the RFP can be directed to Mr. Joynt at 262-238-8504 or mjoynt@mtsd.k12.wi.us.