

CRAWFORD CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR EDUCATION CONSULTANT

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1. Project Overview

The Crawford Central School District is seeking a qualified independent consulting firm to provide an education evaluation study for our organization. The Crawford Central School District is looking to partner with a consulting firm, who is experienced with planning and executing education evaluation studies and has familiarity with educational programming and system.

The plan should include a project budget, timeline and action items. Specifically, the plan will address the scope of the project which is outlined on the attached Exhibit A.

2. Organization Background

The Crawford Central School District consists of a geographical area located within the city of Meadville, Borough of Cochranton, Vernon, Union, West Mead, Fairfield, East Fairfield and Wayne Townships with approximately 3,180 students. The Crawford Central School District has five elementary schools, one middle school, one senior high school, one junior/senior high school, and two administrative buildings.

3. Mission

The Crawford Central School District's mission is to educate and empower each student to reach their full potential by instilling critical thinking skills, global perspective and core values and respect, inclusion, honesty, compassion and excellence. Our vision is to open doors for students to all their possibilities to allow for students to graduate high school and be prepared for college, career and be overall life ready and prepared to complete a college degree or workforce certification for the future.

4. Goal

The goal of the Crawford Central School District in regard to this educational evaluation is to modernize its footprint and ensure fiscal sustainability for its future. Part of this work includes exploration of reconfiguring schools, expanding career pathway options, adjusting educational programs to meet the needs of the students in compliance with the standards of the Commonwealth of Pennsylvania and also address projected shifts in professions in the changing economy.

In light of these goals, the Crawford Central School District seeks to acquire external expertise to aid and examine the most feasible options without losing innovative thinking. The study should include an evaluation of educational programming design and facilities feasibility to support any proposed new school district design. Community engagement and parental input will be key to implementing any new educational design plan or structure for the Crawford Central School District.

5. Initial Process

Individuals interested in presenting a proposal in regard to the services of educational consultant will be on-boarded by the Superintendent of Schools and a strategic planning committee. Educational consultant will include a proposed scope of work in response to the RFP. The scope of work will serve as the basis of the contract. Once the selection process is completed, the consultant may be asked to adjust the scope before final agreement signed and approved by the Board. Regular debriefing sessions will be required. Final draft of the educational consultant study will be provided to the Superintendent and the Board by February 1, 2023. After feedback from school district leadership, a final education evaluation study reflecting any additional changes will be presented by February 22, 2023. The school district

may also hold a special public hearing to receive comments from stakeholders, prior to the completion of the project.

6. Proposal Requirements

(a) **Firm Information.** Provide the firm's name, address, website, URL, and telephone number. Including the name, title and email address of an individual who will serve as the firm's primary contact. Include a brief description and history of your firm.

(b) **Experience and References.** The proposal shall include a list of three to five references for similar projects that your firm has completed.

(c) **Project Approach.** Please explain your approach, style and process.

(d) **Schedule and Timeline.** The proposal shall include proposed work schedule, timeline and deliverables resulting from the evaluation study. The contract will begin on April 3, 2023 and should be completed by June 30, 2023.

(e) **Cost.** Proposals must include estimated costs for all work related to the task and deliverable outlined in the schedule and timeline.

(f) **Provide Biographies of Key Staff.** Please include a summary of the experience of all key staff.

(g) **Submission Deadline.** Please submit questions you have in regard to the project or RFP to the Superintendent by January 13, 2023.

(h) **Schedule.** The preliminary schedule is as follows:

Issue Request for Proposals:	December 9, 2022
Proposal due:	February 1, 2023
Evaluation Process, interviews conducted of finalists (if necessary):	February 20, 2023
School District Board approves contract:	February 27, 2023 (tentative)
Consultant begins work:	April 3, 2023

Exhibit A

GOAL: TO MODERNIZE FOOTPRINT AND ENSURE FISCAL SUSTAINABILITY FOR THE FUTURE

1. ASSESSMENT OF FACILITY PHYSICAL CONDITION

1. An in-depth analysis of each facility's physical condition including useful life of each building's components such as, but not limited to the HVAC, plumbing, electrical, roofing, food service equipment, etc.
 - a. Statement of energy efficiency and recommendations for improvement.
 - b. An inspection for structural soundness.
 - c. Recommended schedule for replacement or repairs (Schedule of Priorities)

2. STUDY OF ENROLLMENT PROJECTIONS INCLUDING FUTURE HOUSING DEVELOPMENT

- a. Study population trends, birth rates, and migration patterns.
- b. Recognize and project trends in non-public school enrollment including charter schools, cyber schools, and home-schooled students.
- c. Provide a review of reliability of five to ten-year enrollment projections from PDE.
- d. Using the above methods, provide enrollment projections for each building for a minimum of 10 years.
 - Establish or confirm enrollment capacities for each school building with a focus on optimization.
 - Prepare a comparison of projected enrollments to building capacities.