



Downers Grove Grade School District 58

We Envision. We Seek. We Believe.

Request for Qualifications: Development of Strategic Plan

Introduction

The Board of Education of Downers Grove Grade School District 58 (the “District” or the “Board”) is seeking proposals from qualified consulting firms and/or individuals to facilitate the development and execution of a strategic plan.

About Downers Grove Grade School District 58

We achieve academic excellence.

District 58 supports learning to meet the needs of all students. We adopted new English-Language Arts resources in 2018, new Science resources in 2019, new Math resources in 2020 and new Social Studies resources in 2021 and 2022. We proudly equip our teachers with rigorous and updated curricular materials to help our students succeed!

The State of Illinois awarded **all District 58 schools** with either an **Exemplary or Commendable** academic designation.

Students consistently perform well on the Measures of Academic Progress (MAP) test.

- Grade level achievement ranges from **84th percentile to 98th percentile in Reading**
- Grade level achievement ranges from **83rd percentile to 98th percentile in Math**

Source: Fall 2022 Measures of Academic Progress (MAP) results; achievement percentiles are calculated against the 7,800+ schools nationwide that take this test.

Plus, our Grove Children's Preschool program earned **back-to-back Gold Ratings** from the State of Illinois Preschool Audit. This is the highest rating a preschool can earn for excellence in teaching and learning!

We care for the whole child.

District 58 incorporates social-emotional learning into its daily instruction for all students. In fact, the District was an early adopter of social-emotional learning curricular resources that foster student well-being.

District 58 keeps students at the center of every decision. Our dedicated teachers and staff work collaboratively to nurture each student's academic, social and emotional needs.

- **93%** of parents say: "My child's school is a supportive and inviting place for students."
- **88%** of parents say: "My child's school focuses on teaching the whole child, including social and emotional skills."
- **94%** of parents say: "Adults at this school believe my child can be a success."

Source: 2022 District 58 School Environment Survey

We prepare students for success.

All District 58 schools feed into District 99 for high school.

68% of District 58 students enter District 99 ready for a sophomore-level class or above.

92% of District 99 students graduate, compared to 87% of Illinois students.

We plan for the future.

The District 58 Board of Education approved a Strategic Plan in 2018 that charged District 58 with three goals: Focusing on Learning, Connecting the Community, and Securing the Future.

Through "Securing the Future," District 58 developed a comprehensive master facility plan that will ensure a safe, modernized and effective learning environment for all students. The master facility plan was developed with input from all stakeholders, including District 58 staff, parents, and the broader community. We are very excited about the future of our fantastic schools! The community supported this plan and passed a \$179,000,000 bond proposal to expand the District's two middle schools (to allow for 6th grade), build secure entrances at all 13 schools, overhaul the HVAC in all buildings to achieve full air-conditioning and modernize heating systems, life-safety repairs, required maintenance, and other projects.

Expertise Needed

The District is seeking a qualified consultant to help guide and execute a planning process with our Board of Education and District administration team in order to create a five-year strategic plan. We are seeking a partner that will help us develop and execute a comprehensive plan for the future based on the input and engagement of the entire community.

Interested consultants must submit a written proposal response, which outlines your qualifications, experience, and interest, by January 31, 2023. Submit the PDF via email to Superintendent Dr. Kevin Russell at krussell@dg58.org.

Overview

The District developed a comprehensive Strategic Plan in 2018. The plan was written with a great deal of input from staff and the community. As a result of this plan, the District overhauled every aspect of its curriculum, strengthened staff and community engagement, and passed a \$179,000,000 bond proposal to improve its facilities. The District accomplished all of this despite the global pandemic that disrupted the learning environment for our students and staff. The District is seeking proposals to engage its staff, students, and community members in order to set the direction for the next five years.

Scope of Work and Deliverables

- Research our District and community
- Recommend, design, and execute a strategic planning process, including facilitating survey(s), staff and community engagement sessions, and creating reports to document the recommendations
- Develop a strategic plan that includes:
 - Mission/vision/value statements;
 - District-wide goals, strategies, and action steps

Timeframe

After we select the qualified consultant by February 2023, we anticipate that the consultant will:

- Conduct qualitative research and include all key audiences (Board of Education, administration, teachers, staff, students, families, community members) throughout the winter of 2023 and spring of 2023;
- Engage various stakeholders during the spring of 2023
- Develop a plan by the spring of 2023;
- Finalize action steps, the plan document, and the dashboard in the summer of 2023
- Present the plan for approval by the Board of Education in August of 2023; and
- Begin implementation of the plan in August 2023.

Qualification Considerations

We are interested in learning more about your firm in the following categories:

- **Philosophy.** What elements do you believe are essential in the work to create a high-quality and effective strategic plan?
- **Approach.** What is your typical process? Please provide details about the types and numbers of stakeholders you might involve and the meetings you would conduct. What are the tools that you would use to gather and present feedback? What resources would you require from the district and what involvement would you expect from the district staff?
- **Experience.** List strategic planning projects you have led in the past, especially those with similar project scope or community demographics of District 58. What were the key skills you brought to those projects that made them successful?
- **References.** Please provide at least three references who can attest to your strategic planning work.
- **Service.** Who are the specific team members who would be assigned to our project? What will be their specific roles? Do you outsource any portions of your work? Please list all assignments performed by the proposed key team members over the last 12 months.
- **Cost.** How do you charge clients? What does it include? Please provide details of your fee structure and a range of anticipated costs based on the projected scope of work. In your response, please provide any additional points of distinction you would offer to our District.

Presentation & Award

A team of District administrators will review the submitted proposals and identify finalists who will move forward in the process. Proposals will be evaluated and finalists will be selected based on the proposal submitted and other factors, including;

- The quality of the proposal
- The firm's and/or individual's relevant experience, skills, and past results
- The firm's and/or individual's demonstration of a high degree of professional skill in order to carry out the work
- A thoughtful and thorough recommended approach
- Anticipated costs

Finalists will be invited to make an in-person presentation at a mutually agreed upon time between February 1-15, 2023. The District will recommend a partner based on the quality of the presentation, suitability of approach and experience, and cost to the Board of Education for their approval on February 27, 2023. The District reserves the right to reject any and all proposals or any part thereof.

Timeline for Selecting a Partner

- January 6, 2023 - District 58 issues RFQ, notifying providers who have expressed interest and posting to the website
- January 31, 2023 - Deadline to respond to RFQ
- February 1, 2023 - February 15, 2023 – District conducts interviews of highly qualified consultants
- February 17, 2023 – District notifies selected consultant; negotiates scope of work
- February 27, 2023 – Superintendent recommends a consultant to the District Leadership Team (DLT) and Board of Education; consultant presents to the DLT (3:45 p.m.) and then Board of Education (7:00 p.m.) on this date.

Qualified Consultant Representations

By submitting a proposal to the District, each Qualified Consultant represents the following:

1. **Complete Understanding**: Each Qualified Consultant warrants and represents that he or she has read and understands the Request for Qualifications.
2. **Project Familiarity**: Each Qualified Consultant warrants and represents that he or she is familiar with the conditions under which the work will be performed and has had the opportunity to submit any requests for clarification to the District prior to submitting its proposal.
3. **Authorized Representative**: Each Qualified Consultant warrants and represents that he or she is the authorized representative of the Qualified Consultant and has the authority to bind the Qualified Consultant under the terms and conditions contained in the Request for Qualifications.

Other Considerations

The District will not pay for costs incurred to respond to this request for qualifications, and we reserve the right to accept or reject proposals.

Compliance with Law

The consultant is aware of the restrictions contained in the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Election Interference provision contained in the Illinois Election Code, 10 ILCS 5/9-25.1, and shall take no actions while providing the services for the District that would cause the District to violate either of those laws.

Contract

The selected consultant shall enter into a Professional Services Contract with the District, the form of which is attached hereto as Exhibit 1.

For More Information

If you have questions, please email them to krussell@dg58.org. Thank you in advance for your interest in our project.

EXHIBIT 1

CONTRACT

THIS AGREEMENT is entered into this ____ day of _____, 2023, by and between the Board of Education of Downers Grove Grade School District 58, Dupage County, Illinois (the “Board”), and _____ (the “Contractor”) (collectively referred to herein as “the Parties”).

WHEREAS, the Board has requested proposals from qualified consulting firms for facilitating the development and execution of a strategic plan (the “Work”);

WHEREAS, the Contractor has submitted a proposal for provision of the Work;

WHEREAS, the Contractor was selected based on its high degree of professional skill that is vital to the performance of the Work; and

WHEREAS, the Board desires to enter into this Agreement with Contractor to provide the Work in accordance with the Request for Qualifications.

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Term of Contract.** This Agreement shall be effective and expire as of the dates provided for in the attached **Exhibit A**, which is fully incorporated herein.
2. **Contract Documents.** The documents comprising the entirety of this Agreement are the Request for Qualifications: Development of Strategic Plan (the “Request for Qualifications”), the Contractor’s written proposal, and this Agreement (collectively, the “Contract Documents”).
3. **Scope of Work.** The scope of work shall be as stated in the Request for Qualifications and in the attached **Exhibit A**. The full scope of work contemplated in the Request for Qualifications shall be performed and all terms and conditions of the Request for Qualifications shall be complied with unless stated in **Exhibit A**.
4. **Document Supremacy.** In the event any term or provision of this Agreement conflicts with a term or provision of the Contractor’s proposal, the term or provision of this Agreement shall prevail followed by the term or provision of the Request for Qualifications.
5. **Compensation.** All payments for services to the Contractor shall be paid in accordance with the Illinois *Local Government Prompt Payment Act*, 50 ILCS 505/1 *et seq.*
6. **Termination.** The Board, at its sole discretion may terminate the contract with the Contractor (a) for any reason upon thirty (30) days’ notice; or (b) immediately if the Contractor does not perform the Work in a timely manner, does not perform the Work to reasonable expectations, or fails to perform the Work at all. If the Contractor fails to fulfill any or all terms and conditions of the Contract Documents, said Contractor shall be declared to be in default, and shall be subject to any and all other remedies available to the Board. Any mid-year contract termination by the Contractor must be approved by the Board.
7. **Bid Rigging and Bid Rotating.** As required by the *Criminal Code*, 720 ILCS § 5/33E-11, by executing this Agreement, the Contractor certifies that it is not barred from contracting with any unit of State or Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging

(Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The Contractor agrees that if this certification is false, the Board may declare the Agreement void. The Contractor further certifies that it will provide a drug free workplace as required by the *Illinois Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.* If applicable, the Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act*, 35 §§ ILCS 105/1 *et seq.*, regardless of whether the Contractor is a “retailer maintaining a place of business within this State” as defined in Section 2 of the *Use Tax Act*.

8. Compliance with Applicable Law. The Contractor shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*), the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS § 5/1 *et seq.*) in performing the Work.
9. Equal Employment Opportunity Clause. Contractor agrees to comply with all applicable federal and State Equal Employment Opportunity Laws, including but not limited to the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et seq.*, and its implementing regulations, an excerpt of which is attached hereto as **Exhibit B**.
10. Insurance. The Contractor shall procure and maintain at its own cost and expense (1) comprehensive general liability on an occurrence basis to insure all loss (including, but not limited to, attorney’s fees and costs), claims, demands, or actions for damage to property, or bodily and personal injury to or death of any one or more persons in the minimum amount of \$1,000,000 per occurrence and in the aggregate, (2) worker’s compensation coverage in the minimum statutory amounts, and (3) comprehensive auto liability insurance, including hired and non-owned vehicles, in the amount of \$500,000 per occurrence and in the aggregate for bodily injury and property damage. The Contractor shall name the indemnitees (defined below) as additional insureds on all insurance policies required herein, with the exception of the worker’s compensation insurance. The insurance required of the Contractor shall be primary.

The Contractor shall provide a certificate of insurance on a form acceptable to the Board evidencing the required insurance. The certificates of insurance and all insurance policies required to be obtained by the Contractor shall provide that coverages afforded under the policies will not be canceled, reduced or allowed to expire without at least thirty days prior written notice given to the Board. If any of the insurance coverages are required to remain in force after final payment, all additional certificates evidencing continuation of such coverage shall be submitted with the final application for payment.

All insurance required of the Contractor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the additional insureds have other insurance which is applicable to the loss, it shall be on an excess or contingent basis.

11. Indemnification. The Contractor shall indemnify and hold harmless the Board and its individual Board members, officers, employees, agents, volunteers, successors, and assigns (“Indemnitees”), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys’ fees and litigation costs) (collectively, “Claims”) brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the Contractor; and (2) any breach by the Contractor of the Request for Qualifications or this Agreement.
12. Freedom of Information Act Compliance. The Board is subject to the *Freedom of Information Act*, 5 ILCS 140/1, *et seq.* (“FOIA”), and any and all information submitted by the Contractor to the Board may be subject to disclosure to third parties in accordance with FOIA. If the Contractor requests that the Board withhold any submitted information as trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the Contractor must notify the Board of such request at the time such information is submitted to the Board, along with a statement that disclosure of such information will cause competitive harm to the Contractor, as provided by FOIA Section 7(1)(g), 5

ILCS 140/7(1)(g). Any content not so marked by the Contractor at the time of submission to the Board will be presumed to be open to public inspection. The Contractor may be required to substantiate the basis for its claims at a later time. Notwithstanding timely notice received from the Contractor in accordance with Section 7(1)(g), the Board reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request. The Contractor waives any rights it may have, or claim to have, to challenge, protest, enjoin or otherwise assert a claim relating to, connected with or arising from any FOIA request. As a potential provider of a governmental function on behalf of the Board, the Contractor agrees to cooperate with the Board, without additional charge, in responding to any FOIA request, including by timely providing any documents requested by the Board that directly relate to the governmental function that the Contractor has been engaged to perform on behalf of the Board.

13. Independent Contractor Status. The Contractor expressly understands and agrees that no relationship of employer and employee is created by entering into this Agreement, it being understood that all employees, agents, and staff members of the Contractor are the employees of the Contractor for all purposes under the law. The Contractor acknowledges it is operating under this Agreement separately and independently from the Board's control, supervision, direction and evaluation; the Contractor has a full opportunity to find other business; the Contractor has made its own investment in providing the services; and that the Contractor will utilize a high level of skill necessary to offer the services. This Agreement shall not be construed as creating any joint employment relationship between the Contractor and the Board, and the Board will not be liable for any obligation incurred by the Contractor, including, but not limited to, unpaid minimum wages and/or overtime premiums. Further, the Contractor shall be responsible for any payroll taxes and other taxes associated with the employment of the Contractor's agents/employees. Nothing in the Request for Qualifications, or otherwise, makes the Board the employer of the Contractor, its employees, agents or staff.
14. Criminal Background Checks. The Contractor represents and warrants that none of its employees or employees of any of its subcontractors performing work under this Agreement are prohibited by law from being present on school and/or public property. The Board reserves the right to direct the Contractor, at any time during the project, to immediately obtain criminal background investigations of any of the Contractor's or subcontractor's employees who are or will be performing work in or around a building when students are or will be present to ascertain whether such employees have been convicted of any of the offenses enumerated in 105 ILCS 5/10-21.9 or 105 ILCS 5/21B-80. Each employee of the Contractor or subcontractor who will have direct, daily contact with students must cooperate during the Board's fingerprint-based criminal history records check on him or her. Such criminal background checks will be performed at Contractor's or subcontractor's expense and at no cost to the Board. In the event any employee of the Contractor or subcontractor has been convicted of any prohibited offense set forth in 105 ILCS § 5/10-21.9 or 105 ILCS § 5/21B-80, said employee shall be promptly removed from the site and replaced by another individual.
15. Physical Fitness to Perform Job Duties: All employees of the Contractor or subcontractors for whom a criminal history records check is required must also provide the Board with evidence of physical fitness to perform the duties assigned and freedom from communicable disease, if the employee will have direct, daily contact with students. The Board reserves the right to require additional health examinations of the employees of the Contractor or subcontractors, and subject said employees to additional health screenings, including screening for tuberculosis, as required by the rules adopted by the Department of Public Health, or by order of a local public health official.
16. Presence of Child Sex Offenders or Disruptive Persons on Board Property. The Contractor acknowledges that, pursuant to the *Illinois Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Board. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. The Contractor shall ensure that its employees and employees of subcontractors are notified of this law and that said employees are directed to notify the Contractor if they have been convicted of a sex offense restricting their presence on school property. The Contractor will then provide appropriate and immediate

EXHIBIT A

District and Consultant may Agree to any further specifics on the Scope of Work here

EXHIBIT B

The Contractor agrees to fully comply with the requirements of the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et. seq.*, including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. The Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans With Disabilities Act*, 42 U.S.C. Section 12101 *et. seq.*, and rules and regulations promulgated thereunder. The following provisions are included in this Contract pursuant to the requirements of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, of the Illinois Administrative Code, and Contractor shall be required to comply with these provisions only if and to the extent they are applicable under the law. As required by Illinois law, in the event of the Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the *Illinois Human Rights Act* or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulations. During the performance of this contract, the Contractor agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligation under the *Illinois Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.

E. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the *Illinois Human Rights Act* and the Department's Rules.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with *Illinois Human Rights Act* and the Department's Rules.

G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Contractor will

be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

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