

# Vendor Search – Nebraska State Board of Education Strategic Planning

## Section 1: General Information

**Introduction.** The Nebraska State Board of Education (State Board) is seeking a vendor to facilitate the development of a 10-year strategic plan for the State Board. Applicants shall meet the following qualifications:

- Have extensive experience in facilitating and developing strategic plans for educational entities, preferably with specific experience with preK-12 educational entities and at a state organizational level;
- Demonstrate an understanding of preK-12 education policy and organizational theory; and
- Have a proven national presence and the capacity to facilitate and develop strategic plans for educational entities.

Applicant finalists will be required to present their proposal on-site to the State Board.

**Key project deliverables.** The successful applicant shall work with the Nebraska Department of Education (NDE) to coordinate all aspects of the strategic planning process. Services to be provided shall include, but may not be limited to, the following:

- 1) Facilitate a process to engage the State Board, NDE, policy partners, key stakeholders and others identified by the State Board;
- 2) Organize a process that recognizes the existing planning and program efforts already underway by the State Board and NDE;
- 3) Provide resources and reviews of other state level strategic plans that help validate strategies explored;
- 4) Establish the foundation for the state of the education system strategic planning through various sources of baseline data and research with input from the State Board and in partnership with key staff of the NDE; and
- 5) Develop a project plan, with specific timelines and deliverables including but not limited to, a baseline report, goals/objectives summary, and a strategic roadmap for a 10-year horizon.

**Point of Contact.** The point of contact for questions and all matters related to this request is:

Donlynn Rice  
Commissioner's Office  
Nebraska Department of Education  
301 Centennial Mall South, P.O. Box 94987  
Lincoln, NE 68509-4987  
Telephone: (402) 471-5024  
Email: Donlynn.Rice@nebraska.gov

Submittal instructions. Applicants must submit the following materials to the Point of Contact by the application deadline:

1. One (1) original and four (4) paper copies of the proposal; and
2. One digital (i.e., PDF) copy of the application on digital media (i.e., jump drive or CD).

All responses must be submitted in accordance with the specific terms of this request.

Application deadline/time. The deadline for receipt of applications is: **October 30, 2015, at 3:00 p.m. with bids being opened at 5:00 p.m.(CT)**. Any application received after the date and time listed above will not be considered. The timeline for the process is provided below. The State Board reserves the right to modify this schedule at any time.

<u>Event</u>	<u>Date/Time</u>
Proposals requested	Oct 5, 2015
Application due date	October 30, 2015; 3:00 p.m. (CT)
Oral presentations	December 3, 2015
Award of contract	TBD

## **Section 2: Application Requirements**

Proposals must be organized as outlined below and use the corresponding section titles and numbering in the body of the proposal. If information in the applicant's response is deemed to be insufficient for evaluation, the State Board reserves the right to request additional information or to reject the submission outright. Fulfillment of the requirements will be determined by the State Board and such judgment shall be final.

### **A. Cover Letter**

All applications must include a cover letter submitted under the organization's name on the organization's letterhead, containing the following:

- 1) An executive summary of the application. Claims of proprietary information must be included in the cover letter.
- 2) Applicant contact information.
- 3) Original signature and title of a person or an official of the firm who is authorized to commit the organization to a potential contract with the Nebraska Department of Education.

### **B. Qualifications**

Describe the organization's qualifications to provide the requested services, and include the following:

- 1) Description of the nature of the organization's business; include a description of experience, competencies, and overall organizational capabilities.
- 2) Organizational chart indicating key management team members and key staff to be assigned to this project as well as qualifications and biographies for each.

- 3) Description of the project staff structure; the background, qualifications, and relevant experience of all staff involved in the project, including length of time at organization; list the responsibilities that each staff member will have during the execution of this project.
- 4) Number of years in operation, number of years of experience providing strategic planning services a list of previous experiences that involved educational entities
- 5) Description of the organization's capabilities to provide the requested services. Identify any third party or subcontractor proposed for any services and provide the corresponding contact name, address, qualifications, phone number and email address of the contact.

**C. Project Plan**

Provide a specific plan of operation, which includes delineation of strategic planning project phases and specific activities, including those listed below. Include a timeline for each activity.

- 1) Facilitate a process to develop a shared vision for the State Board, agency, and state education system.
- 2) Develop a set of key baseline information including baseline data that recognizes Nebraska's education system efforts to date.
- 3) Provide a key board/agency engagement plan for project management.
- 4) Establish a set of "best practices" in strategic planning processes for state education agencies or similar organizations.
- 5) Conduct or facilitate the engagement of education system stakeholders to maximize involvement in the planning process.
- 6) Identify/recommend key vision, goals, indicators, and measures appropriate for the State Board, the NDE, and education system as a whole.
- 7) Propose key steps in implementation over 18 to 24 months as well as longer term up to 10 years as supported by Nebraska specific findings.
- 8) Propose a process for amendments, adjustments, or change orders during the contract and any anticipated costs should be included in the proposal.
- 9) Identify any potential conflict of interest in the applicant organization providing services to the State Board and the NDE.

**D. Cost of Proposed Services**

Provide an itemized listing of proposed services and associated costs. Include a statement of billing practices.

#### **E. References**

Provide three independent references from three different projects of similar scope, nature, and complexity to that requested by the State Board. References from educational or governmental entities are preferred. Each of the references must include the following information:

- 1) Entity name
- 2) Address, city, state
- 3) Contact name, title, phone number and email address

### **Section 3: Selection**

Applications will be evaluated based on requirements stated above. Final selection of the organization will be at the discretion of the State Board and will be based on the proposal that the State Board deems most appropriate in terms of previous experience, proposed services and justification of cost.

A committee of the Board will select up to three applicants to make presentations to the Board. Selected applicants will be required to make on-site presentations at the request of the State Board on Thursday December 3, 2015 in Lincoln, Nebraska. Costs for such presentations are the responsibility of the applicant.

Proposals will be reviewed and evaluated based on the applicant's responsiveness and compliance with the application requirements.