



**TEMPORARY REGIONAL SCHOOL STUDY COMMITTEE
OF
THE CITY OF ANSONIA
AND
THE CITY OF DERBY**



Request for Qualifications

Project Summary

The Temporary Regional School Study Committee of the City of Ansonia and the City of Derby is requesting proposals from qualified professionals to provide educational consulting services for the completion of a comprehensive regional school study and the generation of a regional study report. The report must comply with the relevant state statutes and encompass the stated scope of services.

Ansonia and Derby are small school districts located in the Naugatuck Valley in New Haven County. Both of the cities' legislative bodies have voted affirmatively to form a Temporary Regional School Study Committee (TRSSC) to study the advisability of forming a regional school district. Like many municipalities in the Naugatuck Valley region and across the State of Connecticut, Ansonia and Derby are experiencing declining student enrollment and corresponding increases in per pupil expenses.

The Office of Policy and Management (OPM), Comprehensive Planning and Intergovernmental Policy Division has awarded funds to the Naugatuck Valley Council of Governments (NVCOG) to assist the cities in conducting a school consolidation study under the Regional Performance Incentive Program, as provided in Section 3 of Public Act 18-169. The NVCOG shall act as fiduciary and contracting authority for this activity, which shall be directed by the TRSSC.

The study shall contain two separate components:

Task 1 – NVCOG shall coordinate with Ansonia and Derby and the Area Cooperative Educational Services (ACES), as needed, to procure and supervise the school consolidation study consultant(s) on behalf of the TRSSC. Task 1 shall study the advisability of establishing a regional school district and shall be undertaken in a manner that fulfills the requirements of §10-39 through §10-43 of the Connecticut General Statutes (CGS). Areas of study for Task 1 may include, but are not be limited to, general requirements to consolidate school operations, facilities and staff of the two current districts, and the identification of principles for governance and representation for a possible combined school district.

The consultant shall report directly to the TRSSC and take ordering and direction directly from the committee pursuant to the written scope of services. Except for architectural services and facility programming analysis, the fee for Task 1 is subject to the identified expenditure limit in CGS §10-42. All invoices will be submitted to NVCOG for payment. NVCOG will forward all submitted invoices to the TRSSC for approval prior to the issuance of payment.

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Task 2 – NVCOG and the TRSSC shall also procure professional services to prepare a study of the potential savings and/or other operational efficiencies that could be derived from the joint delivery or sharing of services between the two school districts.

Task 2 shall focus on identifying and evaluating specific services provided by the two districts that have the greatest potential to yield savings and/or efficiencies through economies of scale that result from the joint delivery or sharing of services. Results from Task 2 shall not be published prior to the submittal of the temporary regional school study committee’s written report under CGS §10-43(a), which summarizes its Task 1 findings and recommendations to the State Board of Education and the town clerk of each participating municipality.

The consultant shall report to and take direction from the TRSSC with regard to Task 2 but shall also consult with NVCOG staff as to the final scope and content of the separate report regarding joint delivery of services between the two separate school districts. Invoices for Task 2 shall be handled in the same manner as Task 1, with the exception that this task is not subject to the statutory expenditure limits.

Project Goals and Objectives

The study funded by this grant is intended to fulfill the requirements of Section 3 of Public Act 18-169, the project proposal submitted by NVCOG, and CGS §10-39 through §10-43. Upon completion of the study, a final report will present the findings and recommendations of the TRSSC, in accordance with the process established in CGS §10-43.

Project Implementation and Schedule

The NVCOG is provided twenty-five (25) months from execution of this grant contract to complete the study and to ensure that the TRSSC submits the final report of its findings and recommendations to the State Board of Education and the town clerk of each participating municipality, in accordance with CGS §10-43.

Scope of Services

The consultant will provide consultative services to complete the following:

Task 1: The creation of a comprehensive report containing the following information:

- Findings on the advisability (pros and cons) of establishing a regional school district including but not limited to educational, financial, governance and transition factors
- Cities to be included
- Grade levels included
- Detailed educational and budget plans for at least a five-year period, including projections of enrollment, staffing needs and deployment, transportation and special education needs, and a description of all programs and supportive service plans for the proposed district

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- Facilities recommended
- Estimates of the cost of land and facilities including future needs for renovation/expansion of district schools. Recommendation concerning the capital contribution of each participating city based on statutory factors
- Recommendations concerning the size/representation of the proposed regional board of education
- Other pertinent matters
- Process and procedures for addressing existing and new collective bargaining agreements
- Processes and procedures for naming the new regional school district
- Presentation of reports to public hearings and Connecticut State Board of Education. Generation of appropriate communications to the media and communities. Processes and procedures for the smooth transition to a regional school district

The consultant will provide a detailed proposed scope and cost description for completing the scope of services for this task. This cost may be proposed as an hourly rate with a “Not to Exceed” amount or proposed as a lump sum fee for the project.

Task 2: The consultant shall propose a detailed scope addressing the following goals and proposing deliverables to be quantified in a final report:

- Identify specific areas for shared efficiencies in the delivery of services
- Evaluate each opportunity for shared efficiency possibilities
- Quantify and project savings in terms of cost, human capital and other measures relevant to efficient operation.

The consultant will provide a detailed proposed scope and cost description for completing the scope of services for this task. This cost may be proposed as an hourly rate with a “Not to Exceed” amount or proposed as a lump sum fee for the project.

Response to the RFQ and Selection Process

The consultant will provide a letter of interest addressed to the co-chairs of the TRSSC, current resume and related information concerning similar projects to verify the capacity of the consultant to complete the scope of work. In addition, the consultant will provide the number of employees anticipated to work on the report and a proposed time line to complete the project. Detailed proposals and refined scopes are required only if the proponent is selected for interviews

The selection of the preferred consultant will follow this selection process.

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The Temporary Regional School Study Committee (TRSSC) will follow a Qualifications-Based Selection (QBS) process for selecting the preferred consultant. Consultants or consortia of consultants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work required.

All responses received will be reviewed and evaluated by the selection committee comprised of representatives of the TRSSC.

Following the initial review of qualifications by the committee, consultants will be chosen for interviews and will be required to submit an expanded description of their approach to developing the project before interviews are conducted.

Selected consultants for the interview step will also be required to submit a separate fee proposal with their approach to conducting the project.

The proposals and consultants will be evaluated based on the following criteria:

- Experience developing such evaluations and capacity to perform
- Understanding the scope of work to be performed
- Project organization and staff commitment to the study
- Professional expertise of the team
- Prior experience relative to the project
- Completeness, feasibility and quality of scope of services and project schedule
- Clarity and conciseness of presentation

The selected consultant will be notified within 14 days of the decision by the TRSSC of their selection and contract negotiations will commence immediately upon notification. A 60-day fee negotiation period will be provided for the selected consultant and TRSSC to finalize the contract fees, scope of service and agreement. At the end of the 60-day negotiation period, the contract shall be awarded. If a negotiated fee cannot be mutually agreed to by both parties, the TRSSC will terminate negotiation and begin negotiation with another qualified firm.

The firm awarded the contract under this RFQ, must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity," Department of Labor."

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Committee Contact Information

All questions from prospective consultants should be directed in writing to Dr. Matthew Conway, Superintendent of Derby Public Schools via email only at mconway@derbyps.org.

The deadline for submitting questions will be seven days before the RFQ response deadline. The TRSSC may decline to answer questions at its discretion and is not bound by verbal interpretations of this document.

The TRSSC reserves the right to not respond to questions and is not bound by any verbal interpretations. Questions will only be accepted via email and answers will be posted at <http://nvcogct.org/content/vendors>

All proposals must be received by 3:00 pm on Friday, September 14, 2018 at the Derby Public Schools Central Office located at 35 Fifth Street, Derby, CT 06418.

Consultants submitting proposals will be expected to participate in an interview with the TRSSC on Monday, September 24, 2018 at 7:00 pm at Derby Middle School, 73 Chatfield Street, Derby, CT.

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