

CITY OF PORTSMOUTH, NH
School Department

RFP #17-23

REQUEST FOR PROPOSAL

Development of a Strategic Plan

Addendum #2

“Questions and Answers”

This Addendum forms part of the original document marked “RFP #17-23 Portsmouth School District Strategic Planning.”

The following questions have been received concerning RFP #17-23 Portsmouth School District Strategic Planning. Some questions have been combined by relevance. Answers from the School Department are provided for each.

Questions and Answers

Question 1: Under the Scope of Work, Elements of Strategic Planning Process, the RFP references the “Leader/internal point person in-house.” Does that mean the successful offeror will have an internal point person with whom to work or that the offeror should place someone in house for the duration of the project?

Answer 1: The RFP refers to there being a member of the Portsmouth School Department staff (likely the Superintendent) with administrative support who will serve as the primary point person from within the School Department to work with the successful offeror (respondent).

Question 2: Is there a date by which the Portsmouth School Department would like the final strategic plan to be completed?

Answer 2: It is hoped that the plan will be completed by June 30, 2023.

Question 3: What is the anticipated budget for this project?

Answer 3: The Portsmouth School Board has decided not to create a specific budget for this project.

Question 4: Is just one hard copy of our proposal needed for submission?

Answer 4: Thank you for that question. In fact, five (5) hard copies of the proposal should be provided as the submission, one for Purchasing and one for each of the members of the review team.

Question 5: Must the inserted tab sheets be counted among the maximum twenty (20) pages of the submitted proposal?

Answer 4: The RFP specifies a limit of twenty (20) pages, not including attachments and appendices. Respondents may also not include the section separating tabs in the count of proposal pages toward the limit.

Question 6: What events led to the district having virtually all new leadership?

Answer 6: At the end of the 2022-23 school year (June 2022), the Portsmouth School Department celebrated the career retirement of three building and district level administrators who had all served for many years in Portsmouth. The Superintendent transition amidst those departures was coincidental. Of additional significance but still completely organic was the retirement of a handful of key administrative assistants over the past two years.

Question 7: Who is responsible for managing the competition process? Who else will be involved in making the decision?

Answer 7: The RFP process is being facilitated by the Purchasing Department of the City of Portsmouth. The review team is identified in the RFP. The final decision will be made by that review team.

Question 8: Are there any special circumstances or “hot-button” issues we should be aware of?

Answer 8: The Portsmouth School Department has nothing to report that would warrant a predisposition to the process.

Question 9: How many other firms have been invited to compete?

Answer 9: The invitation to respond has been posted on the website of the City of Portsmouth and advertised in the public domain. All interested parties are welcome to respond consistent with the terms of the RFP and directions in the posting.

Question 10: The lower success rates for minority and economically disadvantaged students in Math and Science, combined with the higher suspension rates could be indicators of a large issue at PSD. Any insights that the consultant may find helpful?

Answer 10: The Portsmouth School Department has not completed a comprehensive equity audit; however, the School Board continues to be interested in exploring ways to make this a more equitable school district.

Question 11: May we receive a sample contract that the City of Portsmouth intends to use so that we can review the terms ahead of time? Are the terms within your contract negotiable?

Answer 11: The City of Portsmouth does not have an established contract template for this project. It was anticipated that the variety of approaches from respondents might reasonably make any preset template cumbersome to apply. See next question.

Question 12: Would the City of Portsmouth also consider using our standard contract, with terms negotiable, and if yes, do we need to include a sample with our response?

Answer 12: The City of Portsmouth will consider a proposed contract from the successful respondent, with terms to be negotiated. Respondents should understand that any contract will be subject to legal review by the City of Portsmouth.

End of Addendum #2