



## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

### *Office of the Associate Superintendent*

1108 Bissell Avenue  
Richmond, CA 94801-3135  
Phone: 510.231.1160  
Fax: 510.236.0662

**Dr. Bruce Harter**  
*Superintendent of Schools*

**Wendell Greer**  
*Associate Superintendent*

West Contra Costa Unified School District  
**Request for Qualification**  
**Full Service Community Schools (FSCS) Implementation, Training & Evaluation**  
October 7, 2013

### **I. Introduction**

West Contra Costa Unified School District (WCCUSD) is seeking experienced and qualified individuals and/or organizations to provide consulting services related to the Full Service Community Schools (FSCS).

### **II. Description of the Role**

The consultant for Full Service Community Schools and implementation district-wide, training and evaluation will collaborate with the District to:

1. Assist the District with organizational changes that support FSCS planning and implementation, for example:
  - a. Central Office organizational changes to bring all components of FSCS under one department/leader;
  - b. Development of job descriptions for FSCS personnel within the District;
  - c. Recruiting and hiring appropriate FSCS staff;
  - d. Professional development for FSCS staff at all levels within the District.

### **III. Scope of Services**

The consultant for Full Service Community Schools implementation, training and evaluation will:

- a. Further develop and facilitate a **policy- level leadership group** that brings together public agency managers, community based organizations and other practitioners who will work to align resources and programs that will be woven together into a seamless web of services at or linked to FSCS;
- b. Develop and facilitate topical **task groups** that bring together content experts around issues such as health, safety, school reform/climate, juvenile justice and child welfare, economic development, etc. These task groups will be responsible for making recommendations for their areas of expertise which will subsequently be reviewed and aligned at the policy-level leadership group meetings;
- c. Oversee and coordinate effort to measure collective impact (population level) change that can be measured and reported on a regular basis across the initiative;
- d. Develop a FSCS certification tool/ rubric that could be used to validate a school site



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as a FSCS;

- e. Provide planning support, meeting facilitation, content expertise and process/outcomes of all meetings across the planning continuum.

#### **IV. Submittal Requirements**

One paper copy and one electronic copy of the proposal are due at WCCUSD no later than Friday, October 25, 2013 at 3:00 p.m. The electronic copy can be either Microsoft Word or on a PDF file and delivered either on a CD/flash drive or sent via e-mail to [DCifelli@wccusd.net](mailto:DCifelli@wccusd.net). The district reserves the right to reject any or all proposals, whether or not minimum qualifications are met and to modify, postpone or cancel the RFQ without liability, obligation, or commitment to any party, firm, or organization. In addition, the district reserves the right to request and obtain additional information from any candidate, individual, or firm submitting a proposal. A proposal risks being rejected for any of the following reasons:

- Proposal is received after designated time / date
- Proposal does not contain required elements, exhibits, nor organized in the required format
- Proposal not fully responsive to the RFQ
- Proposal contains excess or extraneous material not called for in the RFQ

#### **Required Elements and Format**

##### 1. Transmittal Letter

- a. Addressed to Associate Superintendent Wendell Greer, and
- b. Signed by the Consultant submitting the proposal.

##### 2. Background Information

Provide a detailed resumé of the proposed Consultant(s).

##### 3. Relevant Experience

- a. Describe overall experience in education; and,
- b. Describe the areas of focus and outcomes of recent research.

##### 4. Project Approach and Organization

- a. Present your concept of the approach, activities and timelines that you would utilize to complete the scope of work. Indicate your understanding of the critical elements, and what special approaches or initiatives you would include if selected.



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b. Describe how you intend to work with district staff and other external resources to complete the scope of work.

5. References

Three business related references, giving name, organization, address, telephone number, and relationship.

6. Proposed Time Commitment and Overall Cost of Services

Describe the amount of time each week and how many weeks or months you would provide to complete the scope of work and the proposal for compensation with a rationale to explain compensation requested.

## V. **Evaluation Process**

### A. Evaluation of Proposals

The district has allocated approximately ten (10) working days for review of the proposals. The following specific criteria and the points for each criterion, for a total of 85 points, will be used in evaluating and rating the proposals:

1. Relevant Experience                      30 points  
Experience in providing services to schools, school districts or other relevant constituencies both inside and outside of the university setting.
2. Qualifications                              25 points  
Professional background and qualifications of the Scholar-in-Residence.
3. Approach                                      20 points  
Understanding of the nature and extent of the services required, including a specific outline of how the work will be performed and awareness of potential problems providing possible solutions.
4. Other Factors                                10 points  
Presentation, completeness, clarity, organization, and responsiveness of proposal.

### B. Interview of Short-Listed Teams

1. It is anticipated that approximately three Consultants will be invited to interview. The selected teams will be notified in writing. It is presently anticipated that the interview will be conducted within five (5) working days of notification.



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2. The interviews will last approximately 60 minutes, with the time allocated equally between the Consultant's presentation and a question-and-answer period. The individual or teams should be prepared to discuss at the interview the specific experience providing services similar to those described in the RFQ, project approach, available resources, and other pertinent areas that would distinguish them. Interviews will be held at 1108 Bissell Avenue, Richmond, CA 94801.
3. Overall Rating Criteria  
The following specific criteria and the points for each criterion, for a total of 100 points, will be used in evaluating and rating the short-listed firms:
  - a. Presentation: 40 points  
Scoring criteria is similar to that of the proposal criteria.
    - Relevant Experience
    - Qualifications
    - Approach
    - Other Factors
  - b. Request for Proposal Submittal: 25 points  
Total points from the initial review of the proposals will be allocated proportionally based on a maximum allowance of 25 points.
  - c. Interview / Questions: 35 points

## **VI. Selection Process**

### **A. Contract Negotiations**

1. The completion of the interview process will result in the individuals being numerically ranked. The teams ranked first and second will be invited to participate in contract negotiations. Should the district and the first or the second ranked team not be able to reach an agreement as to contract terms within a reasonable timeframe, the district may terminate the negotiations and begin negotiations with the team that is next in line, and proceed down the list as necessary until an agreement is reached or the list is exhausted.
2. The contract amount (including reimbursables) shall be a not-to-exceed amount, to be established based upon a mutually agreeable Scope of Services and Fee Schedule.

## **VII. Contract Award**

1. Upon successful completion of the negotiations, a request by the Associate



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Superintendent to the Board of Education will be made to authorize the award of the contract to the selected Consultant.

2. The selected consultant will be required to maintain auditable records, documents, and papers for inspection by authorized local, state and federal representatives. Therefore, the Consultant may be required to undergo an evaluation to demonstrate that the Consultant uses recognized accounting and financial procedures.

**VIII. Questions / Additional Information**

Questions regarding the RFQ or requests for information may be made to Associate Superintendent Wendell Greer via e-mail at [Wgreer@wccusd.net](mailto:Wgreer@wccusd.net).