

PALLISER REGIONAL SCHOOLS

REQUEST FOR PROPOSALS

RFP-PAL1116

**INDEPENDENT
ORGANIZATIONAL
REVIEW
FACILITATOR**

Issue Date:

November 24, 2016

Closing Date:

Submissions must be received on or before 2:00 PM, local time on December 12, 2016

Closing Location:

Palliser Central Office
Suite 101, 3305 – 18 Avenue North,
Lethbridge, AB
T1H 5S1

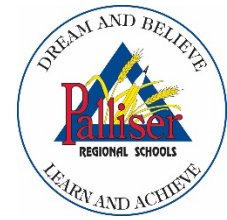
Attention: Robert Strauss,
Chairperson,
Board of Trustees

Proposal Enquiries:

Dr. Garry Andrews, Acting
Superintendent, Palliser
Regional Schools

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PALLISER REGIONAL DIVISION NO. 26
REQUEST FOR PROPOSALS: RFP-PAL1116
INDEPENDENT ORGANIZATIONAL REVIEW FACILITATOR

1.0 SCOPE OF EXPECTATIONS

Palliser Regional Division No. 26 invites individuals or firms to submit proposals to provide Independent Organizational Review Facilitator services to the school division. The purpose of this Request for Proposal is to obtain Facilitator services required by Palliser for its operations at a competitive price.

This Request for Proposal and supporting documents supplied with it define the content of your proposal. You are urged to structure your response in accordance with the requirements contained in this document. It will be by these criteria that we will determine whether a response is complete, appropriate and competitive. Proposals that do not conform to these requirements may not be considered.

All information supplied in response to the Request for Proposals must contain sufficient details to support the services being proposed.

This document is not intended to limit an Independent Organizational Review Facilitator's submission, but rather to provide a common framework for Palliser to assess each proposal in a professional and fair manner. Facilitators are encouraged to provide any unsolicited information or material not specifically covered in the sections of this Request For Proposals.

2.0 DEFINITIONS

All references throughout this document, to the following terms, have the meanings set out below:

RFP	Refers to this Request for Proposal.
Proposal	Refers to the written submission by an Independent Organizational Review Facilitator in response to this Request for Proposal.
Facilitator	Refers to a person or a firm or partnership wishing to fulfil the duties of an Independent Organizational Review Facilitator.
Palliser	Refers to Palliser Regional Division No. 26.
The Board	Refers to the Board of Trustees for Palliser Regional Division No. 26.

The Palliser Regional Division No. 26 Central Office is located at Suite 101, 3305 18 Avenue North, Lethbridge, Alberta – Telephone: (403) 328-4111, Fax: (403) 380-6890.

3.0 INTRODUCTION

Palliser Regional Division No. 26 is a rural school jurisdiction in Southern Alberta. The geographical area stretches from just south of Lethbridge to the Bow River south of Calgary. The division has six elected Trustees. Palliser Centre is located in Lethbridge and provides central office administration, transportation and maintenance services. A satellite maintenance shop is located in Vulcan.

The division offers full public education services to approximately 8100 students ECS through Grade 12 in 50 schools, including 5 outreach programs, 2 alternative Low-German Mennonite programs, 10 alternative Faith based schools, 17 Hutterite colony schools, an on-line school, Palliser Beyond Borders, and Palliser's newest additions, the Calgary Islamic School (Akram Jomaa Campus and Omar Bin Al-Khattab Campus) and the Palliser Alternative Outreach School in Calgary. Nine of Palliser's alternative faith based schools are located in the City of Calgary. See Appendix B for map.

4.0 TERM

Palliser Regional Division No. 26 is requesting Facilitator service proposals effective January 9, 2017 to the June 30, 2017. The end of term may be extended at the discretion of the Board.

5.0 FACILITATOR REQUIREMENTS

Palliser's Facilitator requirements consist of the following main objective and secondary objectives.

5.1 Main Objective

To provide independent Facilitator services to Palliser to oversee the coordination and implementation of the 21 Recommendations of the 2016 Organizational Review (see Summary of Recommendations [here](#)), through a collaborative approach that includes Facilitator, Board and Administration. The Facilitator must adhere to strict timelines to ensure compliance of each recommendation as set out in the Summary of Recommendations. The Facilitator will be guided by a redacted copy of the full 2016 Organizational Review as a tool of reference for the 21 Recommendations (see redacted copy of full 2016 Organizational Review [here](#)).

5.2 Secondary Objectives

- (a) The Facilitator will be required to provide regular progress reports to the Board of Trustees. A written and oral report will be provided at each Board meeting with a final report provided in June, 2017.

- (b) The Facilitator will provide counsel to the Board of Trustees regarding the implementation of the 21 Recommendations. This will occur at scheduled Board Meetings and as required.

In order to provide timely and appropriate Facilitator services with collaboration, the Board expects the following:

1. Ability to meet deadlines;
2. Direct consultation with the Board of Trustees and Administration;
3. Consistency and continuity of counsel;
4. Availability to attend meetings with the Board of Trustees and Administration to discuss specific matters on which advice is requested.

6.0 REQUIREMENTS FOR PROPOSAL

6.1 Professional Information

Proposals must include information of a general nature on the individual or firm and the current total staffing and clients of the firm. For comparative purposes, proponents are requested to describe their experience and resources as it relates to facilitation services.

6.2 Qualifications of the Facilitator

Proposals must include details on the following qualifications of the Facilitator:

1. Demonstrated expertise as a facilitator;
2. Experience or expertise in any one area of the 2016 Organizational Review Recommendations would be considered an asset;
3. Knowledge of Board Governance;
4. Knowledge of Board Policies;
5. Practical experience working in educational systems;
6. Ability to work collaboratively with a variety of stakeholders.

6.3 Facilitator Approach

Proposals must include a description of the individual or firm's approach that will be used for facilitating Palliser's collaborative approach towards coordination of the 2016 Organizational Review Recommendations. An anticipated timeline that includes key assumptions and major milestones detailing progress toward the full implementation of the recommendations must also be provided.

6.4 Costs

Proposals must include a detailed description of all costs and recommended method of billing and payment. Where applicable, proposals must include all taxes, rates and

charges applicable at the time the proposal is awarded. For comparative purposes it is preferable that cost information be reported in the following manner:

6.4.1 Facilitator Fees

- Fee scale for the individual or firm who will be assigned to act as Facilitator.
- Anticipated hours required to facilitate the coordination of the recommendations.
- Itemized list of all anticipated costs.
- Items and services, which would be assumed to be provided by Palliser's staff in order to reduce costs.
- Declaration indicating if the proposed costs are fixed or will fluctuate as the project progresses.

6.4.2 Other Services

- A breakdown of fee scale for any services provided beyond the scope of the initial proposal.

6.4.3 General Information

- All disbursement items charged.
- Other charges or charging methods proposed.

The attached Appendix A – Proposed Fee Schedule – forms part of the RFP and therefore must be completed in full and submitted with the proposal. All fees shall be in Canadian funds and GST should be added at the applicable rate.

6.5 Proposed Timelines

The timeline is from January 9, 2017 to the June 30, 2017. The Board reserves the right to adjust the timeline if necessary. Any changes to the timeline will be based on mutual agreement with the facilitator.

6.6 References

At least 3 (three) professional references. Please provide the name of the contact person, phone number and position within the organization and submit with your proposal.

6.7 Other

The Board reserves the right to reject any or all proposals. The Board may not necessarily accept the lowest priced proposal, or accept any proposal that it may consider not to be in its best interest. In the event that none of the proposals are satisfactory to the Board, the Board reserves the right to re-advertise. Should the Board exercise its right to re-advertise, any party submitting a proposal may either leave its proposal as is or resubmit a new proposal. The Board reserves the right to waive formality, informality or technicality in any proposal.

7.0 SUBMISSION REQUIREMENTS

Submission of Proposals

SEALED PROPOSALS CLEARLY INDICATING “INDEPENDENT ORGANIZATIONAL REVIEW FACILITATOR – PALLISER REGIONAL DIVISION NO. 26” WILL BE RECEIVED UP TO **2:00 PM LOCAL TIME DECEMBER 12, 2016** BY THE RECEPTIONIST AT:

**PALLISER CENTRAL OFFICE
SUITE 101, 3305 18 AVENUE NORTH
LETHBRIDGE, ALBERTA
T1H 5S1**

**ATTENTION: ROBERT STRAUSS
CHAIRPERSON, BOARD OF TRUSTEES**

Late proposals will regrettably not be accepted and will be returned unopened.

An authorized signing officer of your firm (if required) must sign proposals.

Please provide two copies of your proposal.

Respondents are advised that any proposal may be disqualified if an unfair advantage has been gained through conflict of interest, collusion, gifts and donations, or the improper assistance of a Palliser employee, as determined by the Board of Trustees.

8.0 PROPOSAL REGULATIONS

1. The Board reserves the right to reject any or all proposals or parts thereof and the lowest priced proposal will not necessarily be accepted.
2. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.
3. Late proposals will be rejected.
4. The Facilitator must be prepared to include in the contract for services any oral or written representations that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.
5. No fees or other payments will be made to Facilitators for any cost incurred in the preparation and submission of the RFP or for participation in the RFP process.
6. The RFP and its support documents must be considered as proprietary and confidential.
7. The selection of any Facilitator by the Board as the preferred Facilitator shall not constitute a contract between the Board and the Facilitator. Any contractual relationship to be established between the parties will be governed by the provisions of the Independent Organizational Review Facilitator contract.

8. The Board may, at its discretion, select any one proposal or reject all proposals, and in so doing develop additional evaluation criteria. In selecting any proposal, the Board is not obligated to select the one with the lowest price.
9. No adjustments to submitted proposals will be allowed. Facilitators may however withdraw their proposal prior to the closing date and time for the submission for proposals. After the closing date and time, the proposal is binding on the Facilitator. Incomplete proposals will not be entertained.

9.0 QUESTIONS CONCERNING THE REQUIREMENTS

Questions regarding the RFP should be directed to:

- Dr. Garry Andrews, Acting Superintendent, Palliser Regional Schools

The Board reserves the right to make any or all questions and answers available to all other Facilitators at its discretion.

The Board will respond to requests for clarification as soon as is reasonably possible. The Board will respond in writing and post on the Palliser website.

No oral response or clarification will be binding on the Board.

10.0 EVALUATION PROCEDURE

All proposals will be evaluated for completeness and suitability for the requirements. Prospective facilitators will be contacted, if necessary, to clarify any major items in question. Based on the analysis of the proposals, a ranking of prospective Facilitators will be established. Overall, prospective Facilitators will be ranked on their ability to meet the present and future needs of Palliser. The evaluation procedure will include, but is not limited to:

1. Initial evaluation and ranking of all Facilitators and their proposals.
2. Short-listing of Facilitators.
3. Reference checking of short-listed Facilitators.
4. Interviewing short-listed Facilitators.

At the conclusion of the evaluation procedure a “Preferred Facilitator” will be selected by the Board of Trustees of Palliser Regional Division No. 26.

11.0 SELECTION CRITERIA

The Board will place emphasis on the following criteria to determine the quality of the proposed services:

Criteria
1. Understanding of Deliverables
2. Qualifications
3. Process for implementation
4. Costs
5. Proposed Timeline
Total

12.0 ACCEPTANCE

Your response to the RFP will indicate your acceptance to the conditions outlined in this RFP.

APPENDIX A

Summary of Proposed Fees

**Facilitator - Services and Fees:
(for the Term as outlined in this RFR)**

Facilitator services and fees to oversee the coordination and implementation of the 21 Recommendations of the 2016 Organizational Review (within the timelines as set out in the Summary of Recommendations document):

Total excluding GST

=====

GST at 5%

Total including GST

=====

Hourly Rate for Other Services (please outline in full)

This appendix forms part of the RFP and therefore must be completed in full and submitted with the proposal. All fees shall be in Canadian funds and GST should be added at the applicable rate.

APPENDIX B

Map of Palliser Regional Schools

