



NASHOBA

Regional School District

Request for Proposal

For the Collection, Analysis, and Reporting of Demographic Data of the NASHOBA Regional School District (Bolton, Lancaster and Stow)

I. BACKGROUND

Nashoba Regional School District is accepting proposals for a forecast of student populations (PK -12) in the public schools for the next ten (10) years

Nashoba Regional School District (NRSD) operates the public schools in the towns of Bolton, Stow, and Lancaster in Central Massachusetts. The NRSD is responsible for providing the personnel and materials necessary for student education in all public schools in all grades from pre-kindergarten through high school. However, the individual towns are responsible for providing the school buildings for students in grades K-8 in their respective towns. Students in grades 9-12 are educated in a building built and maintained by the NRSD. This building is known as Nashoba Regional High School (NRHS). This is the only public high school serving the towns of Bolton, Stow, and Lancaster.

Two years ago, the NRSD School Committee established the NRHS Space Needs Task Force to advise the School Committee on changes to space requirements at NRHS. The Task Force has looked at current student population and curriculum to determine current needs. It is currently looking at the space requirements of future curriculum changes, but it needs professional help in determining the future student population of NRHS. The Task Force went to the School Committee with this request for outside, professional help to determine the future student population and the NRSD School Committee authorized this Request for Proposal.

The primary and immediate use of this student population forecast is to provide the NRHS Space Needs Task Force with a student population forecast of NRHS for each of the next ten (10) years. Will the student population at NRHS remain constant, grow, or become smaller? If the student population of NRHS changes, by how many students and when will the changes occur?

As a large part of the population of NRHS will be determined by the student populations of the elementary and middle schools in the constituent towns, the study will also include student population forecasts for grades PK-8 in each of the towns of Stow, Bolton, and Lancaster for ten (10) years. These forecasts are to be by town, not an aggregated forecast for the three towns.

The forecasts will be used for educational capacity planning in the towns and the NRSD. It is important that they be forecasts of student populations in the public schools, not forecasts of school-age children in the towns.

II. SCOPE OF WORK

The District recognizes there are different approaches to an enrollment study. The following scope of work is intended to present the ideal plan from the District's point of view. **The District is willing to consider different enrollment study models.** Therefore, please review the scope of work as described below and specifically detail how your plan differs.

- The District will decide if optional services item 7 will be included in the final scope of work. The ideal scope of work is as follows:
 1. Accurately project a (10) year forecast of future student enrollment at the Nashoba Regional High School.
 2. Develop for each of the towns of Lancaster, Stow, and Bolton: a separate ten (10) year forecast of student populations grades PK-8.
 3. Twenty (20) printed copies of the report and a CD with a PDF copy of the report will be delivered.
 4. The chosen vendor should be prepared to make two public presentations of the forecasts to civic gatherings and/or public meetings after delivery of the printed material.
 5. Final report with an executive summary must be available no later than 120 days from date of contract award.
 6. The data and methodology used to construct each forecast will be included in the report.

Optional Services

7. Provide the District with a 15-year enrollment projection (additional 5-years from base request) utilizing the above data as well as any additional pertinent data.

III. QUALIFICATIONS

Provide a statement of company qualifications including:

- a) Provide the name of the firm as well as a brief description of its business activities and history.
- b) Provide information on how long the firm has been in business and length of its experience in similar tasks.
- c) Identify the firm's professional staff members who specifically will be assigned to this contract, the experience each possesses, and the location of the office from which they work. Provide a detailed biography and/or resume outlining the experience and credentials of all such staff members.
- d) Detail experience in the following areas:
 - Educational K-12 Planning (capacity, educational programming, site analysis, etc)
 - City and County Planning (builders, developers, realtors, planners, public works, Comprehensive Plans, Capital Improvement Plans)
 - The firm has a proven track record with accurate enrollment analysis
 - The firm has worked with school districts experienced with similar issues
 - Provide a listing and description of similar Demographic Studies and/or projects awarded with other organizations giving dates of service.
 - Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes.)
 - Provide at least three client reference from similar public school district projects.
 - Include contact names, addresses and telephone numbers.
 - Specifically detail how your program differs from the scope of work
 - Provide any additional information that you feel would distinguish your firm in its service to the District.

IV. TERM OF CONTRACT

Keeping in mind that time is of the essence with this project, the contract period shall be a mutually agreed upon period of time to complete the scope of work but will not exceed four (4) months from date of contract execution. Contract cancellation will be at the discretion of either party with 30 days written notice. The successful vendor shall execute a contract with the School District in substantial conformance with the contractor’s proposal and District requirements.

V. COST PROPOSAL

Submit a cost proposal for the services described above in Section II, Scope of Work. Your proposal should show a total for items 1-6 and a separate total for optional item 7. The cost proposal should include an explanation of the data and methodology used to construct each forecast that will be included in the report. Further, the cost proposal should include an all-inclusive amount for the full range of services required to meet the scope of services as detailed in the accepted proposal. The quoted fees must be honored for a period of sixty days (60) from the receipt of this proposal.

Signature

Printed

_____ Telephone:_____

Company Name:

Address:

Date

email:
