

August 19, 2020

## RFP 27-1920 STRATEGIC PLANNING CONSULTANT SERVICES

### Q & A

1. **Who are the members of the Spokane Public Schools Strategic Planning team? Is there a current meeting schedule for this group?**  
The planning team will consist of School Board members and members and district administration.
2. **The RFP references facilitation of themes-based teams. Have those themes and/or team membership already been identified?**  
The teams and team members will be established through discussion with the School Board and administration.
3. **May we obtain a copy of the district's current strategic plan?**  
The Strategic Plan is available on the district website at <https://www.spokaneschools.org/Page/1650>
4. **How does the district currently measure the impact of the existing strategic plan?**  
The Strategic Plan guides direction on priorities and decisions. Annually goals are established in alignment with the Strategic Plan. The annual goals provide direction for work to be accomplished during the year. Administration provides quarterly updates to the School Board on progress.
5. **How does the district currently report the content of the current strategic plan and progress toward the outcomes in the plan to stakeholders?**  
The content of the Strategic Plan is on the district website at <https://www.spokaneschools.org/Page/3909>. Annually goals are established in alignment with the Strategic Plan. The annual goals provide direction on work to be accomplished during the year. Administration provides quarterly updates to the School Board on progress.
6. **How does leadership engage with the current strategic plan to make it "living" (beyond words on a page)?**  
Annual goals are established in alignment with the Strategic Plan providing direction to district administration on the focus of work for the year. Administration provides quarterly updates to the School Board on progress. Decisions that are made related to program and budget are evaluated based on the Strategic Plan.
7. **Is there a budget template the district would prefer for submitting the cost proposal?**  
There is not a required template.
8. **Does the district have a reopening plan for this year, and if so, may we obtain a copy of the plan?**  
The reopening plan is available on the district website at <https://www.spokaneschools.org/Page/3909>
9. **Is there any flexibility to extend the 3-month project timeline (October-December)?**  
The Strategic Plan has already been delayed due to COVID-19. The Plan is a critical part of district planning and operations and is needed to guide future decisions; therefore, there is not a great deal of flexibility in the timing. As the project begins the timelines could be revised if necessary due to impacts of COVID-19.
10. **Can you share what the approved or expected budget range is for this project?**  
The District budget includes funding for use of consultants for services but there is not a specific budget identified for this project. Pricing will be part of the consideration in the award process.

Is there a preferred way we should include the budget (i.e. in an attached Excel document)?

And would you prefer to see the budget by an hourly rate, daily rate, and/or by activity.

No preference.

**11. How are you engaging students currently (Zoom or other platforms)?**

In the spring the primary form of engagement was Zoom or Microsoft Teams. Microsoft Teams will be the standard communication method with students as we open in a remote learning environment.

**12. Do you foresee a need for translated materials? If so, Spanish, Russian or other languages?**

We may need some materials translated. The languages will be determined

**13. Does the school district have any thoughts on engaging student through this update?**

The district has two student advisors to the School Board and has a student advisory group. These groups have been utilized for feedback before and could provide a starting place. Our district utilizes surveys and committees frequently to obtain feedback.

**14. How do your plans for the fall given COVID-19 relate to this plan update?**

This was the normal time frame from updating the plan. There may be some changes to priorities and focus given the current pandemic and equity focus.

**15. Can you share a PDF copy of the adopted 2014 plan?**

The Strategic Plan is available on the district website at <https://www.spokaneschools.org/Page/1650>

**16. Will you be moving forward as indicated in the RFP regardless of COVID-19?**

a. If no, will you be selecting a vendor for when things return to "normal"? (in which case, we should write the proposal assuming in person meetings)?

b. If yes, we should write the proposal assuming all virtual meetings, correct?

The Strategic plan update has already been delayed due to COVID-19. It is the intent of the District to update the Strategic Plan as specified in the RFP. Given we are returning to school in a remote learning environment we expect to use Zoom and other electronic forms of communication.