

**Township High School District 113
1040 Park Ave. West
Highland Park, IL 60035**



**Request for Proposal
Diverse Learners Audit**

Submit your proposal to:

Tiffany Chavez, Assistant Superintendent of Student Services

Township High School District 113

1040 Park Ave. West, Highland Park, IL 60035

Phone: 224-765-1019 | Email: tchavez@dist113.org

DATE ISSUED: October

Deadline for Submission: November 15, 2019

TABLE OF CONTENTS

SECTION I: Background and General Information

SECTION II: Expected Scope of Work

SECTION III: Evaluation Process and Timing

SECTION IV: Requested Service Provider Information

SECTION V: Proposal Evaluation Criteria

SECTION VI: Submission Instructions

APPENDIX A:

SECTION I: BACKGROUND AND GENERAL INFORMATION

Township High School District 113 (THSD 113) is considering the selection of an experienced company to complete an internal audit of programs in the Student Services Department. Please note this request for proposal (RFP) is not an offer on the part of THSD 113 and that THSD 113 reserves the right to cancel the project described in this RFP and to reject any and all proposals. THSD 113 reserves the right to contract with any firm for reasons other than the lowest price, to waive informalities and technicalities in the proposals, to request clarifications of proposals, and to accept the proposal deemed most favorable to the District after all proposals have been examined and evaluated. The acceptance of a proposal does not bind THSD 113 to engage the firm. It shall also be understood that in no event shall THSD 113 be responsible for any costs of preparing your proposal.

Please prepare and deliver three (3) hard copies and one (1) digital file on USB Flash Drive in PDF format of your formal response to the items listed below to the following address no later than 4:00 P.M. on November 15, 2019. The envelope should be clearly marked "Internal Audit Services - RFP" and the name of the firm submitting the proposal and shall be mailed or hand-delivered to attention to:

Dr. Tiffany Chavez
Assistant Superintendent of Student Services
Township High School District 113
1040 Park Ave. West
Highland Park, IL 60035
Telephone: (224)765-1019
Email: tchavez@dist113.org

Proposals shall not be submitted by fax; however, the proposals can also be emailed to tchavez@dist113.org and amehanti@dist113.org

Questions regarding this RFP process must be sent electronically to Dr. Tiffany Chavez, Assistant Superintendent of Student Services, at tchavez@dist113.org no later than November 8, 2019.

A proposal may be withdrawn or changed if written notice of the withdrawal or change is received by Dr. Chavez, in writing, prior to the latest time specified for submission of proposals. Change may be made only by substitution of another proposal prior to the latest time specified for the submission of proposals.

Proposals must be valid and binding for a minimum period of 60 days after the date set for the award.

Upon award of the contract by the Board of Education, the successful firm shall be required to submit a proposed contract for the services covered in this RFP and the

firm's proposal. Any contract will be subject to review by the Board of Education's legal counsel and must be on terms fully acceptable to the Board of Education before it is signed. No contract or agreement will be implied, final or in effect between the Board and a selected submitter until acceptable contract terms have been reached. The successful firm must enter into an executed contract with the Board in order to finalize the award of the proposal. If mutual agreement on contract terms cannot be reached, the Board will proceed to negotiations with another firm.

The terms of this RFP and all of our conversations are considered "Confidential Information," as defined in the Mutual Confidentiality Agreement executed by the district and the firm submitting the RFP.

About Township High School District 113

District 113 has an unwavering commitment to providing all students opportunities to realize their unique potential through a rigorous and engaging curriculum, meaningful relationships, varied experiences, a positive school culture, and the cultivation of individual passion and resilience.

The vision of the District is to:

- Cultivate passion
- Unlock potential
- Inspire Excellence- everyone, everywhere

Township High School District ("THSD 113" or the "District") is located in Lake County and provides educational instruction to children residing in the City of Highland Park, the City of Highwood, Fort Sheridan, Village of Deerfield, and Village of Bannockburn. We have two high schools, Highland Park which has approximately 2,000 students, and Deerfield with approximately 1,600 students. THSD 113 has approximately 525 employees, and is governed by a seven member Board of Education. The annual operating budget for the fiscal year 2019 is approximately \$97,960,151.

About Students Services Department

The Student Services Department is comprised of staff across the District, who provide direct support to students and their families to maximize every child's success. Several key areas fall under the responsibility of the Student Services Department including Multi-Tiered System of Support (MTSS), Special Education, Section 504, Social-Emotional Learning, Counseling Services, and Tier 2 Interventions.

Purpose of the Request for Proposal (RFP)

THSD 113's Student Services Department is issuing this Request for Proposal (RFP) to identify a qualified firm to provide a comprehension evaluation on the operational functioning of the department; enhancement of services; allocation of resources for MTSS and Special Education.

SECTION II: EXPECTED SCOPE OF WORK

Expected Scope of Work

The firm selected by the District will be expected to provide an internal audit review of the District's Student Services Department. The District seeks to contract with a firm that has experience and capacity to uphold the following practices and requirements:

The Internal Audit Review may be used to not only provide the District's administrators with insight as to how it can better manage risks but also serve as the basis for the development of an internal audit plan.

THSD 113 management expects the Internal Audit Review process to consist of the following key phases:

Phase I: Evaluation of Special Education and MTSS to include programming, staffing, and service delivery within the two schools. A special focus of this evaluation is to explore how students transition into the high schools from the sender districts. The Districts are interested in engaging in discussions regarding our practices and programs to ensure students can make the smoothest transition possible to the high schools. This evaluation will assist the Department in developing an understanding of current practices related to Special Education and the MTSS across the District.

- Meet with key staff and perform a risk assessment of operations to prioritize the areas for internal audit work

Phase II: Provide feedback on alignment of current practices with best practices based on research to raise student achievement, as well as feedback on allocation of resources to maximize support for students.

Phase III: Analyze results and develop output by developing priority recommendations based on findings and consulting with program managers.

The successful firm must complete the Internal Audit Review no later than February 1, 2020.

Should your internal audit dramatically differ from the steps listed above, provide a detailed overview and explanation in your proposal.

SECTION III: EVALUATION PROCESS AND TIMING

THSD 113 expects your firm to provide a comprehensive solution on an enterprise-wide level that meets or exceeds all requirements stated in this RFP. THSD 113 will evaluate each firm's proposal using the below criteria:

- Responses to the questions requests in the accompanying Section V;
- Professional qualifications and experience of the service provider and assigned personnel;
- Ability to effectively partner with THSD 113;
- Knowledge of the Education field;
- The quality of responses received from the references provided; and
- The service provider's proposed fees.

Finalists may be invited for further interview/presentation with the Board of Education or Student Services Department. A senior auditor/partner of each finalist firm must be available for the interview/presentation. The Board of Education will make the final award of contract.

Timeline

RFP Release Date	October 29, 2019
Proposal Due Date	November 15, 2019
Proposal Evaluation Period	November 18-20, 2019
Award Letter Sent	November 22, 2019

SUBMISSION REQUIREMENTS

To apply in response to this Request for Proposal (RFP), please mail or hand-deliver your proposal by 4:00 p.m. on November 15, 2019 to:

Township High School District 113
Attn: Dr. Tiffany Chavez
1040 Park Ave. West
Highland Park, IL 60035

The RFP can also be emailed by 4:00 pm on November 15, 2019 to:
тчavez@dist113.org and amehanti@dist113.org.

SECTION IV: REQUESTED SERVICE PROVIDER INFORMATION

General Practice Background

- Provide an overview of your consulting, capabilities and experience related to MTSS and Special Education.
- Provide the number of full-time consulting professionals on a company-wide and local basis.
- Provide a list of at least three client references (including contact information) where your firm consulted on MTSS, Counseling services and/or Special Education programming.

Service Team

- Provide a list of the team that will serve THSD 113 and describe their relevant experience, including years of experience conducting internal audits.

Describe your Approach and Methodology

- Describe your methodology.
- Provide a description and example of the deliverables to be provided.

References

- Provide references from three clients (with contact information) who can speak to your audits of MTSS, Counseling services, and/or Special Education programming. It is preferable (but not required) that references be from local clients in the education industry.

Professional Hourly Rate and Estimated Fees

Fees

- *For each project phase please include a fee range estimate and hourly rates for the project team, including anticipated average hourly rates based on the anticipated mix of personnel on the team.*
- Provide any other additional fees.
- It is District 113's policy that the firm must obtain THSD 113 written permission prior to incurring any fees or expenses that are above those fees and/or expenses contained in any estimate provided to THSD 113.

Timeline

Provide an estimated timeline/schedule for the duration of the engagement, including (but not limited to), expected number of days for the engagement, possible date ranges, each phase.

Additional Information

Provide any other information you feel would be pertinent for NSSD 112 to consider during our evaluation process.