

CONTOOCOOK VALLEY SCHOOL DISTRICT  
Office of the Superintendent of Schools  
106 Hancock Road, Peterborough, NH 03458

**Strategic Organization Committee (SOC)**

**Wednesday, February 22, 2023**

**5:30 PM**

**SAU Boardroom**

**Minutes**

**COMMITTEE MEMBERS:**

Alan Edelkind  
Elizabeth Swan  
Richard Dunning  
Thomas Burgess  
Douglas Sutherland

**Present:** Alan Edelkind, Liz Swan, Dick Dunning, Tom Burgess

**Alan Edelkind called the meeting to order at 5:35 p.m.**

**1. Review of Request for Information (RFI) responses and committee categorization**

Alan Edelkind reported that the RFI's were reviewed this morning. Those selected will be sent the RFP.

**2. Determine which ones to get Request for Proposal (RFP)**

Tom Burgess said that he favored the Prismatic submittal. MGT would fall second, NESDEC fell third.

Liz Swan said that she shared that general consensus.

Alan Edelkind said that he favored the submittals in the following order; MGT, Prismatic, Bill Lupini.

Dick Dunning shared the order for him; MGT, Prismatic, Bill Lupini

Alan said that Kimberly Saunders reported that MGT, Prismatic, Bill Lupini would be her order

Alan said that if we send out three that will be sent to MGT, Prismatic, and then Bill Lupini.

Tom Burgess said that with Bill Lupini, he did not see any evidence of work conducted.

Dick Dunning agreed and said that looking at the experience they might be able to do the work.

TCG submitted a nice write-up but would be learning as they are going. They would hire someone to do the work we are looking to hire someone to do.

NESDEC does not appear to have the horses to do the work.

The three were confirmed to be sent the RFP.

**Alan Edelkind agreed to let the remaining submittals know that they were not selected for the next steps.**

**3. Make-up of Strategic Organization Committee until a partner firm is selected**

Alan Edelkind said that the makeup of the entire committee can wait. When committees get reassigned this committee should get one more board member.

Dick Dunning said that Dan Harper would be a good resource on this committee. Dick will connect with Dan.

#### 4. Review RFP formats (templates)

Alan Edelkind referenced two documents titled “What is a Request for Proposal (RFP)?” and “Organization and Sections of Our RFP”

Tom Burgess said that he never heard of an RFP before. He said that someone with experience with RFP’s should pick one to save time.

Dick Dunning agreed, he has never written an RFP.

Alan Edelkind said that he sent out several formats but none fit what we want.

The document titled “Organization and Sections of our RFP” might be the elements of the RFP. What else would we want to put down that isn’t represented here? Is there redundancy?

- Intro or executive summary: An introduction was favored over an executive summary.
- Business overview: all about who ConVal is; should be repeated from the RFP. Add “We....Are ConVal” to this.
- Project overview: what this project is all about should be summarized. Could the intro and project overview be combined? Preference was to keep separate.
- Project goals/needs and target audience: be specific about project goals and needs.
- History of the project: go into reasons for the project and how we tried to address it before and why it wasn’t successful.
- Impediments to success: The previous one above and this one could be combined. Confirmed.
- Scope and objectives of work and deliverables: this outlines the expectations and detail what are expected in the report. Providing a report as well as an entire engagement plan is needed. We need to be clear that it says what was found and what the suggestions are that ConVal should do. This is what we found and this is how it might be implemented. The board voted not to do a change to the Articles of Agreement at one point. We can’t have changes to the Articles until the following year.
- Services looking for and qualifications: Do the companies have experience selling the recommendation to the communities? How far do they go? Part of the responsibility of the firm selected is to get the communication out.
- Approach to project: what are the expectations for approaching this project; online? onsite?
- Project timeline: outline duration of project as agreed upon. Ask for an estimate of the time required to complete this work. Negotiate the difference. We are asking for a projected timeline from them and cost information. Parameters should be provided to them that overarch the timeframe ConVal is working under. Is this a fixed price project? Is there an over/under margin? Against a bonus option.
- Structure of the vendor proposals: the structure of the response could be dictated but it will be followed and might not be all encompassing. These are vendors that have done this work before and it is up to them to get ConVal the information that they are looking for.
- Vendor qualifications required: how many companies have they done this type of work; education etc.
- Criteria for selection: criteria could be determined using a matrix. But, not favored because they have to be weighted. We should be able to look at the responses and select one and defend it. Individually ranking from committee members was suggested to determine the preference. Should the entire board rank? The board will read the three RFP’s and this committee will share the recommendation of which is the preferred.
- Cost
- General Information; Terms and Conditions: ConVal legal opinion will be sought.

## **5. Determine which RFP template to use**

RFP templates will be reviewed and preferences will be brought back.

## **6. Assignments to write RFP and timelines**

A quality product is critical; the timeline is as much time as it takes to get it done right.

Alan Edelkind said that this project is going to move quickly. The full board meets twice monthly. Alan said that preauthorization from the School Board could be acquired to allow time to make decisions.

Dick Dunning suggested that the board give this committee the ability to get the RFP and return with a recommendation by first providing the RFP's in advance to them to allow time for review.

Alan asked if the same rules apply when engaging with the vendor. Dick said that the goal is to be objective. The board should stand back until the recommendation comes forward and then the board weighs in.

The RFP will get written, presented to the board for feedback, and then sent out. RFP's come back for review. RFP's will be provided to the full board in advance of this committee's recommendation. The vendor selected will be put in the driver's seat.

**Dick Dunning moved to adjourn at 6:51 p.m. Seconded. Unanimous.**

Respectfully submitted,

Brenda Marschok