

DRAFT FOR REVIEW ONLY

Request for Proposal Demographic and Enrollment Study

Purpose

The purpose for this Request for Proposal (RFP) is to solicit proposals from firms capable of conducting a study of enrollment for the Arlington Public School District resulting in a 5-year enrollment projection.

Background

The Arlington Public School District has experienced tremendous enrollment growth over the last 10 years. The district is a pre-k through 12th grade public school system with around 6,000 students.

Scope of Services

1. Five-year enrollment projections, preferred by school, grade level, and program
2. Identify trends and community issues that will be important factors in future district planning

Proposal Documentation

The response to the RFP shall include:

1. Firm contact information.
2. Firm Profile: Provide a brief overview of your firm and its qualifications. Please detail your experience with enrollment studies and services provided.
3. Team Members: Identify and provide information on the key individuals who will be working on the project.
4. Approach: Please detail your methodology and accuracy data.
5. School District Clients: Please provide a list of school district clients who have used your service in the last five years.
6. Time Frame: Provide an estimated time required for the study.
7. Obligations of the District: What items and/or staff input do you anticipate needing from the district?
8. Fee: Indicate the anticipated basic project fee as well as any fees for optional services.
9. Any other information you feel may be helpful.

Evaluation Process

A team of staff from APS will review all proposals. The district will determine the best and most responsive proposal. The district reserves the right to request additional information from any firm.

Responses

Please send 3 printed copies and 1 electronic copy by 11/14/2018 to:

Arlington Public Schools

Attn: Neile Emond

869 Massachusetts Ave

Arlington, MA 02674

Questions may be addressed to Neile Emond at nemond@arlington.k12.ma.us or 781-316-3516