



DISTRICT OFFICES
Tom Flanagan, Superintendent

150 Colchester Avenue
Burlington, VT 05401

802-865-5332
superintendent@bsdvt.org

Burlington School District Request for Proposals Equitable Budget & Staffing Model Development Support

This Request for Proposal (RFP) is soliciting written proposals from professionally qualified contractors to provide services to the Burlington School District for the development of Equitable Budget and Staffing model. All proposals should clearly define how they will work with the Burlington School District to assist in the development of a new approach to budgeting the drives resources to where they are needed most.

Issue Date: December 29, 2020

Closing Date: January 15, 2021, 2:00 PM Eastern Time.

Submission: Deliver an electronic proposal (pdf, google docs or ms word) to:
Nathan Lavery, Executive Director of Finance and Operations
Burlington School District
nlavery@bsdvt.org

Broad Goal: The Burlington School District seeks to design a budget and staffing model for use during the annual budgeting process that reflects the uses equity, one of the district's core beliefs, as the guiding principle. The model should help advance the district's equity goal while being transparent and predictable to the school board, administrators, staff, and the public.

BACKGROUND

New Leadership

We are in our first year with a new Superintendent, Tom Flanagan. Equity has been a long-standing focus of the district and is one of the Superintendent's three core beliefs.

Our Students

Burlington School District serves ~ 3,900 students with diverse cultural and widely varied socioeconomic backgrounds. Within this population:

- 20% receive special education services under an IEP
- 16% receive EL Services
- 51% qualify for FRL

**Cultivating caring, creative, and
courageous people. Join the journey!**



DISTRICT OFFICES
Tom Flanagan, Superintendent

150 Colchester Avenue
Burlington, VT 05401

802-865-5332
superintendent@bsdvt.org

- 39% identify as BIPOC
- Over 20 languages are spoken as a first language by our students

The school district consists of a preschool program, six elementary schools, two middle schools, one high school, and two alternative programs.

Mission

The Mission of the Burlington School District is to graduate students who:

- Value different cultures
- Engage with the community
- Communicate Effectively
- Think Creatively
- Skillfully solve problems
- Achieve at their highest academic, intellectual, and personal potential

Goals

Our goals for this school year are:

- Our schools are **restorative and equitable communities**.
- Students are **at grade level** in reading and math **by the end of third grade**.
- Students are **at grade level** in math **by the end of 8th grade**.
- Students graduate from high school having **successfully completed Algebra II**.
- AP, Honors, and dual enrollment completion and successes **reflect the demographics of the high school**.
- Faculty and staff are a **mirror of our student population**. They are highly skilled and set high expectations for all students.

Scope of Work and Deliverables

The Work

The District is redesigning the annual budget and staffing process with the goal of implementing a new approach that delivers financial and staffing resources to the areas of greatest need. The District seeks to develop a transparent formula that determines how funds are invested district-wide, and to use this process for development of the annual operating budget (a process that typically begins in October each year). The Executive Director of Finance and Operations is responsible for this project. A Work Group of approximately 10 members will support this work

Cultivating caring, creative, and
courageous people. *Join the journey!*



DISTRICT OFFICES
Tom Flanagan, Superintendent

150 Colchester Avenue
Burlington, VT 05401

802-865-5332
superintendent@bsdvt.org

and consist of principals and other district staff with budgetary responsibility. The Work Group intends to meet biweekly from January through June to complete the necessary work. Additional input from stakeholders is viewed as critical to the success of this project. Stakeholders include district leaders who are not part of the Work Group, district teachers and staff, and community members.

Anticipated work products (1) a written document that describes the new budget process, including any formulas, ratios or other methodology for the distribution of financial and staff resources and (2) a written document that broadly articulates the development of the new budget process for illustrating the work to the public.

The work is expected to be completed by June 30, 2021.

SUBMISSION REQUIREMENTS

Please provide a proposal electronically to nlavery@bsdvt.org, by January 15, 2021. The proposal should outline how you or your organization would approach the work and all associated costs.

Questions can be directed to:

Nathan Lavery, Executive Director of Finance and Operations
Burlington School District
nlavery@bsdvt.org

Applicants shall submit a proposal that includes, at a minimum, the following elements:

1. Name of firm or lead contractor, address, telephone, email, and contact person.
2. Proposal for the specific services to be provided, including direct support for the Work Group as well as stakeholder input and communications support. Please include a proposal that takes into account the continued restrictions on in-person indoor gatherings.
3. Profile of the Contractor must include:

**Cultivating caring, creative, and
courageous people. Join the journey!**



DISTRICT OFFICES
Tom Flanagan, Superintendent

150 Colchester Avenue
Burlington, VT 05401

802-865-5332
superintendent@bsdvt.org

- a. List of key individuals and any subcontractor(s) associated with this proposed project.
 - b. Contact information for three references with knowledge of firm's previous performance.
 - c. Discussion of the firm's experience in school funding or budgeting.
4. A Work Plan that incorporates the scope of services outlined. The work plan should generally identify the tasks, responsibilities, and timeline for each element of the proposed work, as well as proposed deliverables. On-site and off-site time should be separately stated. There should be a clear delineation of contractor's and the Burlington School District's task responsibilities.
 5. Total Project Fees, inclusive of any personnel, travel, lodging, meals, supplies, materials, overhead and all other necessary expenses.

SELECTION

Selection Process

- The Executive Director of Finance and Operations will review and examine all proposals received by the deadline. Those proposals that do not respond to the requirements of the RFP or are late will be rejected.
- Selection will be made based on the best combination of service level and price that the District believes will produce satisfactory work product by June 30, 2021. The Burlington School District reserves the right to reject all proposals.

Cultivating caring, creative, and
courageous people. *Join the journey!*