

**BOARD OF EDUCATION
CHAPPAQUA CENTRAL SCHOOL DISTRICT**

66 Roaring Brook Road, Chappaqua, NY 10514
Phone: 914-238-7200 • Fax: 914-238-7218

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES

A. Introduction

1. Purpose

This request for proposal is for the purpose of selecting a qualified and experienced consultant to conduct an independent review of and provide recommendations related to Chappaqua Central School District (“the District”) policies, regulations, processes, procedures and practices relating to student safety, including, but not limited to, sexual abuse, sexual harassment and sex discrimination.

2. Brief Description of the District

- a. 2016-17 Enrollment: 3,875
- b. Number of Schools: six
 - One high school (Grades 9-12)
 - Two middle schools (Grades 5-8)
 - Three elementary schools (Grades K-4)
- c. Number of Employees: Approximately 600 full-time equivalent
- d. 2016-17 School District Budget: \$118,225,288

B. Scope

The consultant will be expected to conduct a comprehensive review and make recommendations related to:

- District’s policies, regulations, processes, procedures and practices relating to student safety, including, but not limited to, sexual abuse, sexual harassment and sex discrimination;
- Reporting protocols including how complaints are filed, managed, reviewed, and addressed;
- Culture and climate related to student safety and/or potential for abuse;
- Organizational structure related to student safety and/or potential for abuse;
- Student training regarding existing and/or new policies and regulations, including related processes, procedures and practices;
- Hiring policies and supervision of the school district environment, and related policies, regulations, processes, procedures and practices;
- Staff development and training regarding existing and/or new policies and regulations, including related processes, procedures and practices;

- Parent workshops regarding existing and/or new policies and regulations, including related processes, procedures and practices;
- Crisis support for students, faculty, administration, and parents;
- School district facilities as it relates to all of the above.

C. Deliverable Requirements

The final deliverable shall include a written report from the consultant, which must include the following, but not be limited to:

- Report on policies, regulations, processes, procedures and practices relating to student safety, including, but not limited to, sexual abuse, safety and discrimination, and resulting recommendations as set forth in the scope.
- Communication plan for sharing results of the studies and implementation of recommendations with the CCSD community.

D. Qualifications of the Consultant

The consultant must set forth qualifications establishing the following:

- Highly knowledgeable with expertise in the prevention of sexual misconduct and abuse and any other misconduct in an educational setting.
- Extensive experience advising educational institutions, e.g., primary and secondary schools, on the prevention of sexual or other misconduct and abuse.
- Have experience conducting reviews of public educational systems’ policies, procedures, regulations and practices.

The consultant may have:

- Published research papers in this area.
- Experience working with legal systems in sexual misconduct and abuse cases in an educational setting.
- Experience reviewing complex organizational settings.

E. Anticipated Timeframe

Proposals due	January 20, 2017
Screening period	January 20-February 10, 2017
Recommendation of the RFP Committee to the BOE	February 15, 2017

F. Requirements for Proposals and Description of the Process

1. Response Submission

All proposals must be received by the District Clerk no later than Friday, January 20, 2017 at 2:00 p.m. Any proposals received after this deadline will be returned unopened.

Required Documents:

- a. Proposal of the studies and deliverables, including the timeline
- b. Resume and/or company bio of the consultant
- c. Sample work product
- d. References
- e. Detailed fee structure

2. Delivery Instructions

Consultant shall submit proposal to the following address:

**BY MAIL or
IN PERSON:** District Clerk
Chappaqua Central School District
66 Roaring Brook Road
Chappaqua, New York 10514

The envelope shall be labeled "**Proposal for Consulting Services.**"

BY EMAIL thdelloio@ccsd.ws

3. Ownership of Proposals

All proposals and accompanying documentation become the property of the Chappaqua Central School District. The District shall not divulge any information except to the extent required by law.

4. Review Process

The consultant is expected to meet with the RFP Board Advisory Committee to present his/her proposal and to discuss his/her qualifications.

G. Inquiries

All inquiries concerning this request for proposal should be directed to:

RFP Board Advisory Committee
Contact Name: Dr. Kusum Sinha, Assistant Superintendent
Phone: 914-238-7200, Ext. 1023
Email: kusinha@ccsd.ws

Thank you for your interest in the Chappaqua Central School District.