

# Denver Board of Education: Engagement Firm Support Quote Request

January 8, 2021

**Quote Submission Deadline:** ~~January 15, 2021~~ Monday, Jan. 25, 12 p.m. MST

**Q&A Session:** January 13, 2021 3 p.m.

**Please send questions and quotes to:** [SuperintendentSearch@dpsk12.org](mailto:SuperintendentSearch@dpsk12.org)

## Purpose and Objectives

Denver Public Schools (DPS) is seeking qualified partners to aid in districtwide community engagement efforts to support the search to fill the superintendent role at DPS. As named in the [DPS Engagement and Outreach framework](#), the district seeks to operate with a mindset and working approach that is community-led and district-supported. At a high level, this means we seek to listen to understand, work with the community to build a plan, communicate with the community along the way, build solutions collaboratively, take action together, and follow up. District engagement and outreach commits to addressing demographic representation when reaching and working with students, families, and school leaders by using methods that are culturally appropriate for each demographic group.

Engagement is fundamentally about building relationships and trust with the community, and our ideal partner will demonstrate a track record of success in engagement as well as a desire to be an active co-creator with us in shaping this process to meet the needs of our community. The board seeks to be deeply involved in community engagement and wants to hear from our students and parents in particular. DPS exists to serve and educate our students, and we value the voices of those we serve. Our process should be accessible for all members of our community, from the everyday busy caretaker to those who work, serve, and lead in our broader community.

Our board has defined four key values for engagement in this process that a partner would also commit to:

- 1) Access and Influence: Community will have access to our process to consult, be involved, and/or collaborate at each phase.
- 2) Transparency: Community will understand our process.
- 3) Community Driven: Community feedback will inform our process.
- 4) Valued: Stakeholders feel valued and their needs are considered and may/can be met.

The objective of the engagement firm is to:

1. Demonstrate a commitment to equity, building relationships, acting with transparency, centering healing, and co-creating with community wisdom.
2. Co-create community engagement strategies in collaboration with the DPS Office of Family and Community Engagement (FACE) that provide universal engagement opportunities, including but not



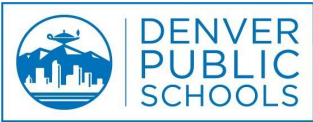
limited to surveys, districtwide and/or regional town halls, telephone town halls, 2:1 interviews of board members with DPS families, affinity focus groups, etc.

- a. Engagement strategies reflect considerations for conducting engagement in a remote environment.
- b. Practices and partner facilitation reflect culturally responsive engagement best practices that are multilingual and multimodal to engage in meaningful engagement opportunities.
3. Co-create community learning strategies to help raise education and awareness about the process, the role of a superintendent, the role of the board, and why engagement is important, which could include but is not limited to informational videos, social media campaigns, etc.
4. Engage directly with the board, the board-selected executive search firm, and DPS staff to ensure all parties have the information necessary to inform the search process and are aligned on a collective timeline.
5. Own responsibility for the planning, coordination, and execution of co-created engagement strategies, including facilitation where necessary.
6. Track qualitative and quantitative information and data so that it can be reported back to the district.
7. Prepare and provide regular reports to the DPS Office of Family and Community Engagement (FACE) about participants reached and input gathered to inform iterative development of strategies to include missing stakeholders.
8. Create public-facing documents to reflect/gather stakeholder feedback, including meeting notes, findings, surveys and results, follow-up materials and reports. (DPS Communications will review materials before publishing.)

### Service Details:

Proposals should include, but are not limited to:

1. Suggested project management structures for collaborating with DPS Office of Family and Community Engagement, the board, and broader community in co-creating engagement, goals, targets and strategies which the firm will lead.
2. Suggested timeline of activities, major milestones, and targets for the engagement process, including recommended engagement experiences and strategies that support districtwide engagement opportunities.
3. Recommend process and format for regular reporting of progress on engagement goals and targets.
4. Firm Proposal Information:
  - a. Identification of the person who will take primary responsibility for the engagement, and the resume of that person, along with resumes of any other professionals who will be involved in the provision of services.
  - b. Names of and contact information for references from other engagement processes of a similar scale or larger than DPS for whom you have conducted an engagement process in the last two years.



- c. Description of engagement processes conducted in the past five years. Please provide evidence of project plans and outcomes that demonstrate successful engagement.
- d. Three references that demonstrate evidence of engaging diverse communities
- e. Statement as to whether the individual or firm is currently engaged in other projects that will coincide with or might affect the timeline of this engagement.
- f. Any possible conflict of interests. By submitting a proposal, the applicants affirm that he/she/it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, commission, gift, loan, gratuity, special discount, trip, favor or service to the district, or any district employee, director or agent in connection with the proposal submitted. If a contract is entered into because of this request for proposals, no director, employee or agent of the contractor will enter into any non-consumer business arrangement with any director, employee or agent of the district without prior written notice.

### **Itemized Costs:**

Please provide itemized costs: if applicable, provide the cost difference between in-person and virtual engagement.

### **Sample Public Service Agreement**

Please see this [sample agreement](#) for reference if you are selected as our partner.

### **Questions and Answer Session**

For an invite to the question and answer session, which will be held on Wednesday Jan. 13, 2021 at 3 p.m. Please also send a request to [SuperintendentSearch@dpsk12.org](mailto:SuperintendentSearch@dpsk12.org) for meeting information.