

**Kankakee School District 111
Request for Proposals (RFP)
Strategic Planning Facilitation Services**

Release Date: August 26, 2025

Proposal Due Date: September 12, 2025

Submit Proposals To:

Dr. Teresa A. Lance, Superintendent

Kankakee School District 111

240 Warren Avenue

Kankakee, IL 60901

Email: rachel-thornton@ksd111.org

I. INTRODUCTION

Kankakee School District 111 (KSD111) is issuing this Request for Proposals (RFP) to engage a qualified consultant or firm to facilitate the development of a comprehensive five-year strategic plan (2026-2031). The plan will articulate a clear mission, vision, and set of priorities aligned to the District's commitment to equity, student academic success, frequent and timely communication to all stakeholders, and robust family and community partnerships.

II. DISTRICT OVERVIEW

Kankakee School District 111 is a diverse, urban school district located approximately 60 miles south of Chicago in Kankakee, Illinois. KSD111 serves slightly more than 4,600 students across eleven schools, including:

- One early childhood center
- Four primary schools (K-3)
- One K-8 Montessori school
- Two middle schools (4-6 grade)
- One junior high school (7-8)
- One high school (9-12)
- One alternative learning site (7-12)

With more than 1000 employees, Kankakee School District is the largest school district in the Kankakee County Region. Of our 1000 employees, more than 250 are classroom teachers. Both our instructional staff and student body are racially and culturally diverse. More than 30% of our teachers identify as either African American/Black or Hispanic and close to 62% as White. Roughly 47% of students identify as

Black or African American, 31% as Hispanic/Latino, 17% as White, and 5% as multiracial or other ethnicities. Additionally, close to 90% of students qualify for free or reduced meals, and the district proudly supports multilingual learners and students with diverse learning needs with 14% and 20% respectively identifying as Emerging English Learners and/or having an Individualized Education Plan (IEP).

Kankakee is a resilient and tight-knit community that values education, opportunity, and collaboration. Despite economic challenges, the city and district remain committed to the long-term success of every student and the continual improvement of its public school system.

III. PURPOSE AND OBJECTIVES

The strategic planning process should result in a comprehensive, inclusive, and actionable plan that:

- Defines a clear and compelling mission and vision for KSD111, building off the mission and vision currently in existence.
 - Establishes three to four high-leverage strategic goals with measurable objectives.
 - Aligns with the District's core values, equity policy, and instructional vision.
 - Builds ownership among staff, families, students, and community stakeholders.
 - Provides a roadmap for resource alignment and decision-making.
 - Includes implementation strategies and monitoring systems to assess progress.
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IV. SCOPE OF WORK

The selected firm will be expected to:

- Design and facilitate an inclusive strategic planning process.
- Conduct a district-wide needs assessment using both qualitative and quantitative data.
- Engage a representative cross-section of stakeholders including:
 - Students
 - Parents/guardians
 - Teachers and staff
 - District and school leaders
 - School board members
 - Community partners
- Facilitate focus groups, surveys, community forums, and interviews.
- Review and synthesize existing plans, reports, and assessments (e.g., school improvement plans).
- Support the development and articulation of:
 - District mission, vision, and core beliefs
 - Strategic priorities and outcomes
 - Metrics and indicators for monitoring progress

- Provide project management support, timelines, and status updates.
- Develop final deliverables including a:
 - Strategic Plan (2026-2031)
 - Communications toolkit
 - Executive summary
 - Stakeholder engagement report
 - Implementation guide with success metrics

The selected vendor will be responsible for designing and facilitating a collaborative, inclusive, and data-informed strategic planning process that results in a multi-year roadmap aligned with the district's mission, vision, values, and equity priorities.

As part of your proposal, please respond to the following questions. Your responses will be evaluated for clarity, depth, alignment with district needs, and evidence of prior success in similar setting

1. **Stakeholder Engagement:** How do you gather and analyze feedback from various stakeholders (e.g., students, families, staff, board members, and community partners) to inform the development of the strategic plan's pillars, goals, and priorities?
2. **Equity and Inclusion:** How do you ensure that historically marginalized voices are heard and meaningfully included in the strategic planning process? What specific strategies do you use to embed equity throughout the process and resulting plan?
3. **Data-Driven Decision-Making:** What methods do you use to collect, disaggregate, and analyze both qualitative and quantitative data to inform the strategic planning process? How do you use this data to support goal-setting and performance metrics?
4. **Alignment with Local and State Priorities:** How do you ensure the strategic plan aligns with district policies and priorities, Superintendent Transition Report, the current educational landscape, and applicable state standards or mandates?
5. **Facilitation and Consensus-Building:** Describe your facilitation approach. How do you navigate differing stakeholder perspectives, foster collaborative decision-making, and build consensus throughout the process?
6. **Experience and Impact:** Provide examples of at least two recent strategic plans you have facilitated for school districts of similar size and demographics. Please include measurable outcomes or improvements that resulted from implementation of the plans.
7. **Implementation and Progress Monitoring:** How do you support school districts in translating the strategic plan into actionable steps? What tools or processes do you provide to help track implementation, monitor progress, and make necessary adjustments over time?
8. **Timeline and Communication:** Describe your typical project timeline and milestones for a strategic planning process of this scope. What structures do you use to ensure timely communication, transparency, and regular updates to district leadership and stakeholders?
9. **Additional Information:** Are there additional features/information you believe we should know? For example, what makes your company/tools stand out from the competition?

Questions about this request for proposal must be submitted **in writing (e-mail ONLY)** **no later** than Monday, September 8, 2025. No phone calls will be accepted. **Contact for questions may be sent to:** Rachel Thornton, Administrative Assistant to the Superintendent: rachel-thornton@ksd111.org

V. DELIVERABLES

1. Project Charter and Planning Timeline
 2. Stakeholder Engagement Plan and Summary Reports
 3. Needs Assessment
 4. Draft and Final Strategic Plan Document (digital and print-ready formats)
 5. Executive Summary (one-page overview)
 6. Implementation Toolkit, including:
 - Key metrics
 - Dashboards
 - Communication templates
 7. Presentation Materials for Board and Community
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VI. PROPOSAL REQUIREMENTS

Please organize your response in the following sections:

A. Cover Letter

Include the RFP title, firm name, address, contact information, and signature of an authorized representative.

B. Firm Overview

Describe the firm's background, areas of specialization, and experience with strategic planning in public school systems, particularly those with similar demographics.

C. Personnel and Organizational Chart

Provide names, roles, and resumes for all staff who will be assigned to this project.

D. Scope of Work and Project Approach

Detail your proposed methodology, including stakeholder engagement strategies, responses to questions outlined in section IV, use of technology, project phases, and alignment with equity and student-centered outcomes.

E. Relevant Experience and References

Provide sample plans of three to five similar projects, including client names, project scope, outcomes, and references with contact information.

F. Timeline

Include a proposed timeline that outlines key milestones and deliverables. Indicate the expected duration of each phase.

G. Cost Proposal

Provide a detailed budget including all fees, travel, materials, facilitation, and anticipated incidentals.

VII. EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

- Clarity and completeness of proposal
- Relevant experience and qualifications
- Commitment to equity
- Quality of proposed approach
- Stakeholder engagement strategy
- Technology use and innovation
- Cost-effectiveness
- References and client satisfaction

Section VIII: Timeline for this RFP

The following schedule is proposed for the implementation of this RFP. If, in the company's experience, you believe that the schedule listed here is unreasonable or undoable for the scope of the work enclosed, please indicate why it is not conducive to a thorough and diligent strategic plan development and suggest an alternative schedule for the board's consideration.

Date	Activity
August 26, 2025	RFP mailed/e-mailed to prospective organizations known to the district
August 26, 2025	RFP posted on the district's website
September 8, 2025	Deadline for submission of questions about the RFP by 5:00pm CT
September 10, 2025	Responses to RFP questions provided by 4:00pm CT
September 15, 2025	Proposals are due at 12 noon local time. Screening of proposals and selection of 2-4 companies to be interviewed.
September 29, 2025	Discuss final 2-4 companies for interview

Week of October 6, 2025	Interviews with finalist companies conducted
October 14, 2025	Board approves selection of Company
Week of November 3, 2025	Approved company begins the scope of work

VIII. SUBMISSION GUIDELINES

Submit one (1) digital copy in PDF format and five (5) printed copies by September 15, 2025, 12-noon:

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Late proposals will not be accepted. All submitted materials become the property of KSD111.
