

Request for Proposal
Honey Creek Community School
1735 South Wagner Road
Ann Arbor, MI 48103-9715
(734) 994-2636
awaters@hc.wash.k12.mi.us

REQUEST FOR PROPOSAL:
HONEY CREEK COMMUNITY SCHOOL STRATEGIC PLANNING

The Honey Creek Community School (HCCS) Board is seeking a consultant or consultants to assist in the creation of a 5-year strategic plan.

Honey Creek Community School is a public charter school, serving students kindergarten through 8th grade in Washtenaw County, Michigan. Our vision statement reads:

Honey Creek students love learning and demonstrate an ability and desire to achieve in high school and beyond; cherish and value the richness of a diverse community and world; and believe in themselves and their potential to positively impact society through their actions.

Following are our Belief Statements:

We believe that people learn and grow best when various aspects of their education and experience are integrated and interactive.

We believe that students are most effectively guided by “Expert Models” who participate in cooperative apprenticeships.

We believe that complex, situated learning environments and experiences enable all individuals to progress as successful, life-long learners.

We believe that the development of cooperative learning strategies and the ability to work successfully as a team member are essential life skills.

We believe that understanding and appreciating differences and diversity are integral to becoming successful adults in our changing democracy.

We believe that it is essential for children to understand themselves as active participants in their school and in their larger community.

The HCCS Board is committed to ensuring that the strategic planning work is community based, and that students, parents, teachers, staff, administration and Board members are all meaningfully involved with the process.

Tasks to be accomplished:

1. Develop a new five-year strategic plan for years 2010-2015 that fully builds upon HCCS' vision and beliefs.
2. Activities would include, but would not be limited to:
 - a. Update our community needs assessment (begun last year under the leadership of our Director)
 - b. Assess the community's strengths – assets – and weaknesses – needs
 - c. Identify outcomes to achieve during program years 2010-2015
 - d. Define indicators to measure outcomes
 - e. Define strategies and partners to achieve outcomes
3. Deliverables might include:
 - a. Monthly progress report of activities
 - b. Updated community needs assessment
 - c. Conduct community meetings
 - d. Developing and drafting the strategic planning document
4. Completed strategic plan to be delivered ASAP, date to be negotiated with consultant.
5. Review administrative structure and determine practicality and cost effective approaches for meeting increased state/community expectations.

Qualifications

Qualified Organizations will have demonstrated experience and expertise in:

1. Strategic plan development, including organizational needs assessment, accessing and analyzing existing data sources, and conducting research and analysis.
2. Community input processes such as focus group facilitation, key informant interview and other stakeholder input methods.
3. Familiarity and experience working with youth to solicit input and reflection on

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planning process.

4. Familiarity with charter schools, state and federal education legislation and an ability to meld present legislation with school mission and community needs.

How to submit a proposal:

Interested people should submit the following to Al Waters at Honey Creek Community School, no later than April 15, 2010:

1. A proposal describing your qualifications (or the qualifications of the team of consultants) and how the tasks described above would be carried out.
2. A firm estimate of fees to be charged, and an estimate of expenses that would be incurred.
3. Resumes of all consultants who would be involved in the project.
4. Names, phone numbers and contact people at three nonprofit organizations who have been your clients whom we can all on as references.
5. Please include one copy of a similar project that you have completed.
6. Interviews with finalists will be held during the week of April 26, 2010.