

REQUEST FOR PROPOSALS

Deposit CSD and Hancock CSD

Proposed Consolidation Feasibility Study

The Deposit Central School District and Hancock Central School District are interested in receiving proposals from educational/financial consultants to conduct a Feasibility Study, whereby the Deposit Central School District and the Hancock Central School District can weigh the benefits of a potential consolidation.

Goals and Objectives:

The goal of the Project is to complete a thorough and comprehensive Feasibility Study which will inform the public and guide future planning for the School Districts. Achievement of this goal will be supported by accomplishment of the following objectives:

- 1. Identify possible operational efficiencies which would be realized by combining the School Districts.*
- 2. Determine the impact on educational opportunities for students which would result from combining the School Districts.*
- 3. Provide an estimate of the potential cost savings and the impact on local property taxes, both short-term and long term, that would be realized by combining the School Districts.*

Deposit and Hancock are neighboring school districts with campuses approximately 13 miles apart. Access between the campuses provided by Route 17, a major state highway in New York State. The two districts are in two separate BOCES which will need to be a consideration in the merger study. There is a history of collaboration and merger studies between the districts which is outlined in the next section.

History of Merger Study/Shares between Deposit CSD and Hancock CSD

- Full merger study completed in 1992-1993: Potentially positive outcomes included efficiencies in combining staff to increase programming offers, additional aid to both districts for operations and capital improvements; Concerns included relocating students, losing district identity, and logistical items such as contracts.
- 2012: Shared Services Study completed in March; Meetings have continued since 2012 with annual opportunities for the Boards of Education to receive updates on the shares.
- To date, collaborations include: shared professional development opportunities; common language for student Codes of Conduct; Merged Athletics (exception bowling); common practice for reviewing administrative positions as adopted by the Boards of Education; Sharing of teaching positions and special services.

FORM OF PROPOSAL

Each firm shall submit **one original proposal and two copies to each** of the following addresses:

*Denise Cook
Superintendent
Deposit Central School District
171 Second Street
Deposit, NY 13754*

*Lori Asquith
Superintendent
Hancock Central School District
67 Education Lane
Hancock, NY 13783*

Proposals are to be submitted in a sealed envelope clearly labeled “**Consolidation Feasibility Study Proposal**” on or before **Wednesday, May 21, 2025 at 3:00 p.m.**

**Request for Proposal
Consolidation Study Consultant for School District Merger**

INTENT TO SUBMIT A PROPOSAL FORM

Please complete the following information and fax or mail this form to the address shown below at the earliest possible date (no later than May 9, 2025). This form is intended for our use in monitoring the RFP process. By submitting, we are able to contact you with any additional information that may arise. It will also allow us to remove your name from our list for this project in the event you have elected not to submit a proposal.

☐ WE DO INTEND TO SUBMIT A PROPOSAL.

☐ WE DO NOT INTEND TO SUBMIT A PROPOSAL FOR THE FOLLOWING
REASONS:

NAME, ADDRESS, AND TELEPHONE NUMBER OF CONTACT:

SIGNATURE: _____ DATE: _____

NAME/TITLE: _____

Please return to: _____

Phone: _____

Email: _____

In accordance with General Municipal Law 103, sealed proposals, as required by the Board of Education and set forth in the following will be accepted and opened on the day and hour listed herein.

There is no expressed or implied obligation for the districts to reimburse responding individuals or firms for any expenses incurred in preparing quotations, attending pre-quotation conferences, or interview(s) in responding to this RFP. RFPs submitted after the stated time and date will not be considered and will be returned to the firm unopened.

Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review. School districts listed herein, reserve the right to reject any or all proposals submitted. All proposals and accompanying documentation become the property of the School Districts.

The Consultant will work with the Superintendents of Schools, the respective Boards of Education, and Community Members from each district. School Districts listed herein, reserve the right, where it may serve the Districts' best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the School Districts, entities submitting proposals may be requested to make web-based presentations as part of the evaluation process.

Submission of the proposal indicates acceptance by the proposer of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the School Districts and the proposer selected.

It is anticipated the selection of a contractor will be completed by August 29, 2025. Following the notification of the selected proposer it is expected a contract will be executed between both parties by September 19, 2025.

Brief Description of the Districts

	Deposit CSD	Hancock CSD
Administration	Denise Cook Superintendent	Lori Asquith Superintendent
Enrollment	503	289
Number of employees	130	78+Consultants and Part Time.
Board Members	Deposit Board of Education: Dean Price, President John Lanner, Vice President Dawn Faulkner Julie Martin Stacey Axtell	Hancock Board of Education: Cliff Johnston, President Christopher "Jake" Geer, Sr., Vice President Nick Hazen Vicky Bogart Tanya Gibbs-Hinkley, Wayne-Highlands Representative
2024-2025 Annual Budget	\$19,239,581	\$13,152,044

The successful proposal should cover the following:

GENERAL AGREEMENT

(1) The Consultant will provide the following services:

a) **Complete Financial Analysis.**

- Financial Analysis of each District
- Recommendations for type of Reorganization (Centralization vs. Annexation)
- Expectation to meet with each Town Assessor to gather both primary and secondary data to assess pending charges and any potential tax impacts
- Expectation to meet with local employers to identify:
 - Anticipated impact of tax concerns or PILOT programs

b) **Composition of Classrooms.**

- A detailed analysis of the composition of classrooms in both School Districts (i.e., special education, regular education, inclusion philosophy, advanced placement, specialty courses)

c) **Communications.**

- Conduct a minimum of three (3) joint meetings with Boards of Education referenced on projected timeline
- Maintain regular contact with Superintendents
- Conduct organizational meetings with the Community
- Provide published minutes uploadable to website within seven (7) business days
- Conduct monthly work sessions
- Advise and assist Districts with media and public information
- Communicate progress/status with District Superintendents and SED
- Produce and communicate final report to joint Boards of Education
- Work on-site and remotely to collect information and develop recommendations consistent with study agreement
- Provide assistance for up to two (2) pre-referendum public sessions in each District

Other Issues to be Studied and Presented to Boards and Public

1. Governance
2. Personnel and Collective Bargaining Agreements
3. Pupil enrollment
4. Facilities
5. Transportation
6. Instructional program for children
7. Co-curricular offerings
8. Locally developed assurances/guidelines

9. Other areas of concern as identified by the communities

Please delineate how you, as Consultant, would break down the above study areas. The successful applicant will incorporate the list of elements as outlined above.

The School Districts will:

- Provide for availability of District personnel needed to complete study
- Make available allowable District records needed to complete study
- Select and provide notices to Community.
- Provide copying of multiple produced agendas, minutes, meeting notice, work session documents, etc. and necessary postage or shipping
- Provide adequate meeting spaces

PROJECTED TIMELINE

A. PROPOSAL CALENDAR - The following is a list of key dates up to and including the date proposals are required to be submitted:

KEY DATES - EVENT	DATE	TIME
REQUEST FOR PROPOSAL ISSUED	Monday, April 21, 2025	3:00 p.m.
RFP RESPONSES DUE	Wednesday, May 21, 2025	3:00 p.m.
PROPOSAL PRESENTATION	July 17, 2025 or July 18, 2025	4:30-7:30 p.m.
Please make sure you are available on this date		
RFP AWARD (Tentative Award Date)	August 2025	

B. EXPECTED ENGAGEMENT COMMENCEMENT

The engagement must commence no later than October 3, 2025.

The Partners' governing bodies ("School Boards") will develop a Request for Proposals to aid in the selection of a qualified Consultant to assist in the development of the Feasibility Study. The School Boards will review and may interview respondents, and will then recommend a qualified Consultant ("Consultant") to the Contractor. The Contractor and Consultant shall enter into a contract for professional services.

The School Boards and Consultant will organize with Community Members, composed of at least 10 members, and charge it with providing feedback to the School Boards and Consultant in developing the Feasibility Study. The Feasibility Study will form the foundation for a Reorganization Referendum. The New York State Education Department ("NYSED") and School Boards will be responsible for final acceptance/rejection of the Feasibility Study.

The Consultant, with input from the Schools and Community Members, shall develop a draft Feasibility Study. Upon completion of the draft, a copy will be submitted to the State after the School Boards review and approve.

The draft Feasibility Study will contain at least the following elements:

1. Background descriptions of the School Districts.
2. History and future calculations of enrollment projections for elementary, middle, and high school(s) of the existing School Districts as well as the potential merged School District.
3. A quantified list of increased/decreased, academic and BOCES opportunities and experiences, for all K-12 students with consolidation.
4. A quantified list of increased/decreased, extra/co-curricular opportunities and experiences, for all K-12 students with consolidation.
5. Based on past/present state aid, prior district budgets, and potential merger assistance; the Consultant will develop financial projections and plans for a consolidated School District.
6. The Consultant, with feedback from the School Districts and Community Members, will assess and report on the ability of existing facilities to accommodate consolidated educational programs, and will make a specific recommendation for a plan to house elementary, middle, and high school students within existing buildings, closing or construction for new buildings, and/or expanding certain buildings to meet the consolidated School District's needs.
7. The Consultant will review existing employee Collective Bargaining Agreements that would bear directly on the consolidation of the School Districts' staffs.
8. The Consultant will project full/assessed tax rates per \$1,000 for the first, post consolidation year compared with the tax rates for the individual School Districts had a consolidation not occurred.
9. The Consultant will determine transportation needs for the consolidated School District.
10. The Consultant will project reduced/increased instructional (administrators, teachers and support staff) and non-instructional (administrative, business operations) needs for the first year, post-consolidation.

Once the draft of the Study has been accepted by the State, the Study findings will be presented to the School Boards in a joint or separate meeting(s). The School Boards will adopt a final Reorganization Plan with revisions, if necessary.

- At least one public meeting will be held in each of the School Districts to review the Feasibility Study. The Consultant and the School District Partners and Committees will also conduct various public information/educational/discussion activities (pamphlets, website, roundtables, etc.) to inform the public about the Feasibility Study and its recommendations.
- The School Districts will decide if they will undertake the statutory Reorganization process. A Referendum ("Straw Vote"/Petition) will be held in each community affected by the potential Reorganization to gauge community support before the Commissioner of Education can take formal action to authorize such Reorganization.
- If the Straw Vote/Petition is successful, a formal Referendum will be held in each community affected by the Reorganization. The School Districts will follow the steps outlined in the centralization timeline developed by the State. The results will determine if the Reorganization will take place. The Referendum must pass in each School District.

- The Contractor will complete the required close-out paperwork with the State.

Interviews

The award process may include up to three (3) rounds of interviews with both Boards of Education. These interviews will allow for up to a 45-minute presentation and time for questions/answers by the Boards. Interviews must include the individual who will be responsible for leading the study.

Access to Records

The awarded Firm shall have free and unrestricted access to all relevant District records, physical properties, and personnel during school business hours with the exception of any records that provide personally identifiable information of students. When appropriate, District personnel may assist the Firm.

Confidentiality

The Firm acknowledges that any and all information, records, files documents or reports provided to the Firm by the school districts shall be considered confidential and shall be handled accordingly at all times. Neither the Firm nor any of its employees, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of this agreement without the expressed prior written authorization of the School District's Boards of Education. Any breach of this confidentiality by the Firm or any of its employees, agents or volunteers may result in the immediate termination of any resulting agreement by the School Districts.

Termination of Contract

Any agreement made between the Districts and the Consultant is subject to termination and may be terminated by either party with thirty (30) days written notice. The Boards of Education are subject solely to payment of fees and disbursements as of the date of termination. The Consultant will provide any research gathered and work completed as of the same date.

References

Provide details of previous experience in this line of work your Firm has completed, including:

- Methodology used
- Reference Statements
- A comprehensive list of previous studies completed

Provide at least two references for the individual who will be responsible for leading the study.

Fee

Proposals should contain an all-inclusive fee structure.

EVALUATION PROCEDURES

A. Administrative Review

- Proposals submitted will be evaluated by the RFP Committee.

B. Review of Proposals

- The Administrative Review will consist of a point formula during the review process to score proposals by each of the criteria described below.
- After the composite technical score for each proposer has been established, cost bid will be reviewed and additional points will be added to the technical score based on the price bid.

C. Evaluation of Proposals

- The following is intended to give a brief description of the steps that will be used in the evaluation of the proposals. The evaluators will compare the relative merits of alternative engagement approaches and will assess the level to complete the various segments of the engagement as well as determine if the experience of assigned staff is adequate for the type of engagement proposed.

Technical Criteria		Point Range
1.	Responsiveness of the proposal in clearly stating an understanding of the work to be performed (0-70)	
a.	Articulation of Engagement Compliance with all general RFP requirements Clear understanding of scope and objectives	0-30
b.	Realistic time estimates of the work plan and the estimated ability to adhere to reporting timelines	0-25
c.	Pricing (should include itemized breakdown)	0-15
2.	Proposer Qualifications (0-30)	
a.	Knowledge in field	
b.	Name of project lead w/ recommendations	0-30
TOTAL TECHNICAL POINTS		100

In the event that presentations are necessary to reach determination, additional points will be given on a scale of 0-25. While the total score will be a significant factor, the Districts reserve the right to

make a final selection at its discretion.

D. Final Selection

- The School Districts' Boards of Education will select a Firm based upon the recommendation of their Committee and award the RFP. It is anticipated that a contractor will be selected by the end of August 2025.

VENDOR AGREEMENT AND REPLY SHEET

Proposals are due on or before Wednesday, May 21, 2025 at 3:00 p.m. Proposals are to be submitted in a sealed envelope clearly labeled **“Consolidation Feasibility Study Proposal”**.

Each firm shall submit **one original proposal and two copies to each** of the following addresses:

*Denise Cook
Superintendent
Deposit Central School District
171 Second Street
Deposit, NY 13754*

*Lori Asquith
Superintendent
Hancock Central School District
67 Education Lane
Hancock, NY 13783*

THE DISTRICTS RESERVE THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends and agrees to the requirements and intent of the specifications for **RFP for Consolidation Study Consultant for School District Merger**, and offers to provide service as described on the attached proposal.

Federal ID Number: _____

The undersigned declares that he/she has examined the Notice, Information, Specifications and Proposal and will furnish said and offered services in compliance with same for the price set forth.

Type or Print Name

Company

Title

Address

Authorized Signature

Date

(_____) _____
Telephone Number

(_____) _____
Fax Number

Email Address

Website Address

Please attach any additional information to this sheet.