



## QUESTIONS & ANSWERS FOR RFP BOARD OF DIRECTORS RETREAT & STRATEGIC PLAN FACILITATION JULY 2023

**Please be advised all questions are keyed as submitted:**

**Question:** 1. With regards to the above-captioned please respond to the following queries:

Location

- a. Has a location for the retreat been selected?
- b. Will the retreat be hosted on the entity's facilities
2. Please verify what is meant by – 'separate budget for the one-day retreat'.
  - a. Is this asking for a location - that is, meals, IT, et al to also be proposed / suggested?
  - b. If yes is there a geographic limitation for same?
3. Please confirm the number of persons as well as the level of persons expected to attend the retreat
4. Is there an expected team size?

**Answer:**

1. a. A location has not been selected.
  - b. The retreat could be hosted by the entity's; however, the recommendation is to retreat off premises.
2. The 'one day' refers to the estimated cost of facilitation of the 1 day retreat separate from the estimated cost of 'follow-up' services
  - a. Meals is a separate concern not part of this solicitation request. If the response includes a proposed location that includes information technology, please include it.
  - b. N/A
3. At the time of the retreat, there may be between 23 to 25 board of directors. Including potential staff and members from the public, the estimate must include ample space for members of the public to attend.
4. No



**Question:** 2. Can you clarify if I have accurately interpreted the "touchpoints" (either virtual or in person) we should include:

1. 1 day of support for the Board (setting up for the strategic plan "infrastructure")
2. Both process and schedule (virtual and/or in person) for designing the Strategic Plan throughout the 23-24 school year
3. Quarterly check ins on implementation for the 24-25 school year

**Answer:**

1. This is time to work with the ELC staff to confirm logistics, retreat materials, and other support prior to the initial board retreat.
2. Include a description of the process that the BOD will follow to develop the strategic plan. This should include a schedule of recommended steps, updates, and touchpoints to ensure as successful strategic plan.
3. The quarterly check-ins are reports with the BOD regarding the progress of the objectives and goals set during the strategic planning session.

**Question:** 3. Please further advise if a budget guideline may be provided

**Answer:** Regarding a budget guideline: each bidder in this competitive procurement process should submit their budget estimate.