



## **Request for Proposals Demographic and Enrollment Study**

### **Purpose**

The purpose for this Request for Proposals (RFP) is to solicit proposals from firms capable of conducting a study of enrollment for the Fayetteville Public School District resulting in a 5-year enrollment projection with annual updates.

### **Background**

The Fayetteville School District is located in Fayetteville, Arkansas. Fayetteville is a dynamic, growing community, which is home to the University of Arkansas. The district is a pre-k through 12th grade public school system with over 9,800 students.

### **Scope of Services**

1. Five-year enrollment projections, preferred by school, grade level, and program
2. Annual program updates
3. Provide guidance on future building plans and building utilization
4. Provide guidance on future staffing
5. Identify trends and community issues that will be important factors in future district planning

### **Proposal Documentation**

The response to the RFP shall include:

1. Firm contact information.
2. Firm Profile: Provide a brief overview of your firm and its qualifications. Please detail your experience with enrollment studies and services provided.
3. Team Members: Identify and provide information on the key individuals who will be working on the project.
4. Approach: Please detail your methodology and accuracy data.
5. School District Clients: Please provide a list of school district clients who have used your service in the last five years.
6. Time Frame: Provide an estimated time required for the study.
7. Obligations of the District: What items and/or staff input do you anticipate needing from the district?
8. Fee: Indicate the anticipated basic project fee as well as any fees for optional services.
9. Anything other information you feel may be helpful.

**Evaluation Process**

A team of staff from FPS will review all proposals. The district will determine the best and most responsive proposal. The district reserves the right to request additional information from any firm.

**Responses**

Please send 5 printed copies and 1 electronic copy by 12/2/2016 to:

Fayetteville Public Schools  
Kathy Hanlon  
PO Box 849  
Fayetteville, AR 72701

Questions may be addressed to [kathy.hanlon@fayar.net](mailto:kathy.hanlon@fayar.net) or 479.973.8636