

Project 5. Hire a Transition Planning Consultant to provide outside expertise on all phases on the transition to more inclusive schools.

Scope of Work: This project encompasses the following work: contracting with outside expert(s) early on in SY 2014–15 for guidance and support for transition planning at the district level and the school level. This project is based on specific recommendations from the four stakeholder committees for inclusion (September 2014).

Tasks	Deliverables	Duration	Budget	Owner
1. Define scope of services and deliverables based on stakeholder input and requirements (including the September 2014 recommendations of the four committees for inclusion).	<ul style="list-style-type: none"> Potential services and deliverables to be provided 	Sep 18, 2014—Sep 29, 2014 100% complete	\$0	Daugherty
2. Determine approximate budget and potential funding sources.	<ul style="list-style-type: none"> Estimated allocation (\$50,000–\$200,000) Funding allocated (up to \$200,000 set aside in FY15 budget, local funds) 	Sep 18, 2014—Sep 29, 2014 100% complete	\$0	Daugherty
3. Draft an RFP for consultative services.	<ul style="list-style-type: none"> Draft RFP posted in BoardDocs (Oct 08, 2014) 	Sep 30, 2014—Oct 8, 2014 100% complete	\$0	Broomall
4. Issue the RFP. (Upon school board approval of the transition plan on Oct 15, 2014.)	<ul style="list-style-type: none"> RFP posted for 30 days 	Nov 01, 2014—Dec 01, 2014	\$0	Daugherty
5. RFP review and vendor selection.	<ul style="list-style-type: none"> Contract posted in BoardDocs (Dec 10, 2014) 	Dec 01, 2014—Dec 10, 2014	\$0	Daugherty
6. Hire consultant. (Upon school board approval of the contract on Dec 17, 2014.)	<ul style="list-style-type: none"> Signed contract 	Dec 17, 2014	TBD depending on scope of services (\$50,000–\$200,000 allocated) (Local)	Daugherty
7. Consultative services delivered.	<ul style="list-style-type: none"> Contract fulfilled, with all services and deliverables completed Deliverables included in monthly progress updates to the superintendent 	Jan 05, 2015—Jun 30, 2015	Cost of contract (see above)	Daugherty

Related Documents:

Inclusion committees' recommendations regarding outside expertise for transition planning
RFP for Educational Consultative Services
Signed contract