

## **Barbour County Schools**

### **Request for Proposal (RFP)**

#### **Policy Review, Update, and Development Services**

**Issue Date:** May 22, 2025

**Proposal Due Date:** June 5, 2025

**Contact Person:** Annette Hughart

**Email:** [ahughart@k12.wv.us](mailto:ahughart@k12.wv.us)

**Phone:** 304-457-3030

**RFP Number:** BCS-2025-POLICY-001

### **1. Introduction**

Barbour County Schools is seeking proposals from qualified firms or individuals to provide comprehensive policy review, updates, and administrative guideline development services. The objective is to ensure that all board policies remain current, compliant with state and federal laws, and aligned with best practices in K–12 public education.

### **2. Scope of Services**

The selected provider will:

- Conduct a comprehensive review of existing board policies and administrative guidelines.
- Update policies to reflect recent changes in federal and West Virginia state laws, including WV House Bill 2003 and other legislation relevant to public schools.
- Recommend removal, revision, or addition of policies as necessary.
- Provide model policies and administrative guidelines tailored to Barbour County's needs.
- Assist with policy formatting, cross-referencing, and digital organization for board review and public access.
- Train district leadership and board members on major policy changes and implementation.

### **3. Deliverables**

- Written report summarizing findings from policy review.
- Updated and new policies in editable and publishable formats.
- Ongoing consultation for 12 months after adoption of updated policy manual.
- Optional: Web-based hosting or policy management platform for stakeholder access.

### **4. Proposal Requirements**

All proposals must include the following:

- Executive summary and company background.
- Qualifications and experience in K–12 education policy consulting.
- Sample policy work or links to past projects (confidentiality respected).
- Proposed methodology and timeline.
- Fee structure and total estimated cost.
- At least three client references from K–12 school districts.

## 5. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications (30%)
- Understanding of K–12 policy requirements in West Virginia (25%)
- Quality and clarity of proposal (20%)
- Cost-effectiveness (15%)
- References and reputation (10%)

## 6. Submission Instructions

Submit your proposal electronically to:

**Annette Hughart** [-ahughart@k12.wv.us](mailto:ahughart@k12.wv.us)

Subject Line: **BCS Policy RFP Submission – [Your Organization Name]**

Proposals must be received no later than **Thursday, June 5, 2025**.

## 7. Additional Information

Barbour County Schools reserves the right to reject any or all proposals, to waive minor irregularities, and to accept the proposal that is deemed to be in the best interest of the school district.