

COOPERATIVE REQUEST FOR PROPOSALS:

**RFP 2526: FEASIBILITY STUDY FOR THE
PURPOSE of CENTRALIZATION**

FOR THE FISCAL YEAR:

2025-26

For the following participating school districts:

Clymer Central School District
And
Sherman Central School District
And
Panama Central School District

REQUEST FOR PROPOSALS

FEASIBILITY STUDY FOR THE PURPOSE OF CENTRALIZATION

I. INTRODUCTION

A. GENERAL INFORMATION

The Clymer Central School District, Sherman Central School District and the Panama Central School District (the School Districts) are requesting proposals from qualified firms or individuals to perform a feasibility study for the purpose of Centralization of the the Clymer Central School District, Sherman Central School District and the Panama Central School Districts that are permissible within the Education Law and the Rules for Classified Civil Service.

There is no expressed or implied obligation for the Districts to reimburse responding firms for any expenses incurred in preparing proposals in response to this request for proposals.

To be considered, three (3) copies of a proposal must be received by Dr. David O'Rourke, District Superintendent, Erie 2 Chautauqua Cattaraugus BOCES, 8685 Erie Road, Angola, NY 14006 prior to close of business (3:00 pm) on October 17, 2025.

The School Districts reserve the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the District Superintendent of BOCES and the School Districts' Superintendent and representatives of each of the Boards of Education.

At the discretion of the School Districts, firms submitting proposals may be required to make oral presentations as part of the evaluation process. **The School Districts are holding the evening of November 13, 2025**, as a date for these presentations.

It is anticipated that the selection of a firm or individual will be completed no later than **December 10, 2025**. Following the notification to the selected firm or individual, a contract will be executed between the parties as soon as possible thereafter.

B. TERM OF ENGAGEMENT

It is anticipated that the time required to complete the feasibility study is approximately four to six months after the appointment of the study consultant. An extension may be granted at the sole discretion of the school districts for up to one month based on unforeseen circumstances.

II. NATURE OF SERVICES REQUIRED

A. GENERAL

The School Districts are soliciting the services of qualified firms or individuals to study the feasibility of Centralizing the Clymer Central School District, Sherman Central School District, and the Panama Central School Districts within the Education Law and the Rules for the Classified Civil Service.

B. SCOPE OF WORK TO BE PERFORMED

The recipient firm or individual is to meet regularly and facilitate a kick-off and subsequent update sessions for the School Districts and members of their Boards of Education relative to the progress and preliminary findings of the feasibility study. Based upon site visits, meetings with stakeholders, and data collection, the study must include analysis and evaluation of the existing structure and effectiveness as well as the feasibility for the centralization into one district. The following items shall be taken into account:

- Community and School Community Stakeholder Perspectives
- Students/Enrollment Trends
- Educators/teaching faculty and educational leadership staff
- Business Office Operations
- Financial/Tax Information
- Transportation Services
- Food Services
- Athletic Program and Management
- Course offerings, curricula, and curriculum coordination
- Facilities, including options and costs to evaluate and recommend new construction, the use of existing facilities, or a combination thereof, and potential uses of facilities for other purposes.
- Human Resources
- Instructional Information Services [student data management]
- School District Reorganization
- Instructional Technology
- Foundation Aid, Debt Service and Fiscal Planning, including Incentive Aid modeling for multiple fiscal years

It is the Clymer, Sherman, and the Panama Board of Education's expectation that the communities will be engaged in focus groups to provide information and perspectives of parents, students, community residents, business owners, and other key stakeholders. The RFP's description of the scope of work must include specific information about activities that will be undertaken by the recipient firm or individual with respect to the collection of data and information, as well as steps taken to engage community stakeholders in providing this data and information.

Additional functions may be included as developed through facilitation and consultation with Superintendents and participating Board of Education members in preliminary meetings. The recipient firm or individual is also expected to suggest additional factors for consideration, which are not expressly outlined above.

In addition, it is expected by the New York State Education Department that the recipient firm or individual will cooperate fully with State Education Department representatives in regard to every aspect of this feasibility study;

C. REPORTING TO THE DISTRICTS

The recipient firm or individual conducting the feasibility study is to provide two types of reports: Individual District reports and Combined Services Reports, both of which are to be presented in narrative format and include supporting data. Individual district reports are to be presented to all three districts and the District Superintendent of BOCES in a joint meeting by June 2026, and must include information as to current levels of effectiveness or ineffectiveness of the finalized list of functions and recommendations with cost projections and savings as to any functions under centralization. The Combined Services report is to be presented to all three districts and the District Superintendent of BOCES in a joint meeting, and include narrative information and recommendations for centralization, which must be supported by data. The School Districts shall provide access to necessary records and/or information resulting from direct contact to designated school representatives.

Upon completion of the study the recipient firm or individual will provide a presentation of the study at a meeting of the joint school district boards of education and the District Superintendent of Erie 2 Chautauqua Cattaraugus BOCES.

III. DESCRIPTION OF THE DISTRICTS

A. DISTRICT INFORMATION

The Clymer, Sherman, and Panama School Districts are located in Chautauqua County. School district data and additional information can be found by accessing the school district's websites and via the New York State Education Department's A Report to the Governor and the Legislature on the Educational Status of the State's Schools:

<https://www.p12.nysed.gov/irs/chapter655/>

In addition, New York State school report card information is available at <https://data.nysed.gov/>

B. INQUIRIES REGARDING PROPOSAL

Proposers may contact the following individual to request or review information necessary to respond to this proposal.

Erie 2 Chautauqua Cattaraugus BOCES: Dr. David O'Rourke, District Superintendent - (716) 549-4454 x 4029

Questions should be made no later than October 3, 2025.

IV. TIME REQUIREMENTS

A. PROPOSAL CALENDAR

The following is a list of key dates, up to and including the date when proposals are due to be submitted:

- Request for Proposals for Reorganization Feasibility Study Issued September 15, 2025
- Inquiries regarding the Proposal no later than October 3, 2025
- Deadline for Proposals to be returned no later than October 17, by 3:00 pm

B. NOTIFICATION AND CONTRACT DATES

- Joint Board Meeting – Presentation by finalist consultants, discussion in exec. session, Selection of a firm, motions to authorize BOCES bid award November 13, 2025
- Firms notified Mid-December, 2025
- Feasibility study contract start date January 1, 2026

C. DATE FEASIBILITY STUDY SHALL COMMENCE AND END

- Feasibility study contract start date January 1, 2026
- Feasibility study work ends May 15, 2026
- Final draft of study presented to the Boards in joint meeting by mid-June, 2026

V. ASSISTANCE PROVIDED BY THE SCHOOL DISTRICTS AND DISTRICT SUPERINTENDENT

The Districts' superintendents and necessary staff of each district will be available during the study to assist the recipient firm or individual conducting the feasibility study by providing information, documentation

and explanations.

In addition, the District Superintendent shall assist the recipient firm or individual with NYSED requirements and parameters as the study is conducted.

VI. PROPOSAL REQUIREMENTS

A. GENERAL REQUIREMENTS

1. Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Dr. David O'Rourke
District Superintendent
Erie 2 Chautauqua Cattaraugus BOCES
8685 Erie Road
Angola, NY 14006
dorourke@e2ccb.org

2. Submission of Proposals

The following material is required to be received by **October 17, 2025** for a proposing firm or individual to be considered:

- a. The proposer shall submit three (3) copies of the Proposal which should include the following:

Title page - showing the request for proposals subject, the proposer's name; the name, address and telephone number of the contact person; and the date of the proposal.

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Transmittal Letter - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the proposer believes itself to be best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for services to be rendered.

Detailed Proposal - The detailed proposal should follow the order and format set forth in Section I and II of this Request for Proposals.

Technical Proposal – The technical proposal shall be submitted in accordance with VI(B) below.

- b. The proposer shall submit three (3) copies of a dollar bid in a separate envelope marked as follows:

RFP 2526: DOLLAR COST BID PROPOSAL FOR CONDUCTING THE FEASIBILITY STUDY FOR THE PURPOSE OF CENTRALIZATION OF THE CLYMER CENTRAL SCHOOL DISTRICT, SHERMAN CENTRAL SCHOOL DISTRICT, AND THE PANAMA CENTRAL SCHOOL DISTRICT.

- c. Proposers should submit three (3) sets of the completed proposals (each proposal containing the technical proposal, accompanied by a dollar bid in a sealed envelope) to:

**Dr. David O'Rourke
District Superintendent
Erie 2 Chautauqua Cattaraugus BOCES
8685 Erie Road
Angola, NY 14006
dorourke@e2ccb.org**

The exterior of envelope or package should be clearly marked with:
"RFP 2526: Feasibility Study for the Purpose of Centralization"

**B. TECHNICAL PROPOSAL
(NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL)**

1. General Requirements: The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the proposers seeking to undertake a feasibility study in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the proposer and of the particular staff to be assigned to this engagement. It should also specify an approach that will meet the request for proposals requirements. The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals.
2. Qualifications and Experience: The proposer shall state the size of the entity, the size of the staff, the location from which the work on this engagement is to be performed and the number and nature of the professional and/or nonprofessional staff to be employed in this engagement.
3. Specific Feasibility Study Approach: The proposal should set forth a work

plan, including an explanation of the methodology to be followed, including community stakeholder engagement activities, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the District's budget and related materials, organizational charts, specific meetings that are proposed to be held with stakeholders, etc.

Also included in the work plan will be the anticipated completion date.

4. Other Information: Provide any other information that you believe will assist the School Districts in making their selection. Such information may be in this last section of the proposal or may be represented in one or more appendices.

C. DOLLAR COST BID

1. Total All-Inclusive Maximum Price for conducting the Feasibility Study for the Purpose of Centralization. The dollar cost bid should contain all pricing information relative to performing the entire feasibility study. The total all-inclusive maximum price bid is to contain all direct and indirect costs including all out-of-pocket expenses. The School Districts will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The first page of the dollar cost bid should include the following information:

- a. Name of proposer;
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the School Districts;
- c. A total all-inclusive maximum price for feasibility study, stakeholder engagement efforts, and reports.

The second page of the dollar cost bid should include a schedule of professional fees and expenses that support the total all-inclusive maximum price.

2. Out-Of-Pocket Expenses for the successful bidder (e.g. travel, lodging, meals, and incidentals) will be the responsibility of the recipient firm or individual. A statement must be included in the dollar cost bid stating the bidder will not seek reimbursement for travel, lodging, meals, incidentals, or other out-of-pocket costs incurred in connection with the completion of the feasibility study for the purpose of centralization for Clymer CSD, Sherman CSD, and Panama CSD.

3. Rates for Additional Professional Services. It may become necessary for the School Districts to request the consultant to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement. The proposal should contain rates for these additional professional services. Additional work shall be performed only if set forth in an addendum to the contract between the School Districts and the recipient firm or individual. Any such additional work agreed to between the School Districts and the firm shall be detailed and set forth in the schedule of fees, listing both daily and hourly rates.
4. Manner of Payment. Progress payments will be made on the basis of hours of work completed during the course of the engagement and in four equal payments, at the following intervals: 25% of the work completed, 50% of the work completed, 75% of the work completed, and the final payment to be made after all reports are presented are completed.

VII. EVALUATION PROCEDURES

A. EVALUATIONS

Designated representatives from each of the three school districts will evaluate proposals submitted.

B. ORAL PRESENTATIONS

During the evaluation process, the School Districts may, at their discretion, request any or all proposers to make oral presentations. These presentations are tentatively taking place on November 13, 2025, at the Hewes Center. Such presentations will provide proposers with an opportunity to answer any questions the School Districts may have regarding their proposal. Not all proposers may be asked to make such oral presentations. Oral presentations may be followed up with a request for answers or clarifications in writing.

C. RIGHT TO REJECT PROPOSALS

A submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposal. This acceptance shall be confirmed in the contract between the recipient firm or individual and Clymer Central School District, Sherman Central School District, and Panama Central School District. The School Districts reserve the right without prejudice to reject any or all proposals.