

SHELBY COUNTY BOARD OF EDUCATION
PROCUREMENT SERVICES

160 South Hollywood Street, Room 126 Memphis, Tennessee 38112-4892 | Phone (901) 416-5376

(This document will not be accepted electronically or by facsimile. All submissions must be mailed or delivered to the above address.)

Request for Information
(NOT AN ORDER)

Please submit information on the item(s) listed below. The right is reserved to reject any or all submissions. If substitutions are offered, give full particulars. The submission must be submitted no later than **July 16, 2025 @ 2:00 PM, CST.**

The Shelby County Board of Education reserves the right to accept or reject any or all submissions, or any part thereof, and to waive any minor informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Board of Education. Successful Vendors shall be paid only when delivery is complete. *For the *appropriate purchases, all material data safety data sheets (MSDA) must accompany all shipments covered under Tennessee Hazardous Chemical Right to Know Law-Tennessee Public Chapter #417- House Bill #731.*

REQUEST FOR INFORMATION
Board Governance Training

For the purposes of this document, SCBE shall mean The Shelby County Board of Education and MSCS shall mean The Memphis and Shelby County Schools. The term District shall mean the Memphis Shelby County School District. Submissions **MUST** be received by Memphis-Shelby County Schools ("MSCS" or "District") by the due date and time set forth above.

During the solicitation process, Vendors are not permitted to contact the Board and project Owner regarding the posted solicitation. Failure to adhere to this requirement may subject the respondent to immediate disqualification.

Questions or requests for clarification of technical issues and terms pertaining to this RFI must be submitted in writing via e-mail to LaQueeya Braxton @ BRAXTONL@SCSK12.ORG and received by SCBE no later than **July 2, 2025 @ 10:00 AM, CST.**

ISSUED BY: LaQueeya Braxton, Director of Procurement

RFI #071625LB

We propose to furnish the item(s) and/or services outlined in the RFI and as specified. Request for Information are submitted with a declaration that no Shelby County Board of Education Member or employee has a financial or beneficial interest in this transaction.

NAME OF FIRM _____ PHONE _____ FAX# _____

ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

E-MAIL ADDRESS _____

AUTHORIZED REPRESENTATIVE NAME _____

CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR

PLEASE NOTE: Per the Memphis-Shelby County Schools Local Preference Purchasing Board Policy 2011, local preference purchasing means giving preference to businesses located within Shelby County, Tennessee where local vendors must have a physical address located within the limits of Shelby County for at least six (6) months prior to the solicitation opening date. A Post Office Box is not acceptable.

CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE.

"Shelby County Board of Education does not discriminate in its Programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age."

PART I: SCOPE OF WORK

1.0 BACKGROUND

Shelby County Board of Education (SCBE) is the legal name of the Memphis-Shelby County Schools (MSCS) district. MSCS is Tennessee's largest public school district and is among the 25 largest public-school districts in the United States. MSCS serves approximately 110,000 students in more than 200 schools. We employ more than 6,200 teachers and 6,000 support personnel to serve our unique student population while offering programming and services to fit the needs of all our students.

Memphis-Shelby County Schools has created a data-driven culture that serves as the backdrop for strategic decision-making and informed solution-based decisions. The information gleaned from data, research-based strategies, and performance outcomes provides our district with amazing opportunities to offer high-quality educational options to every student.

The MSCS mission is to prepare all students for success in learning, leadership, and life through three strategic initiatives. The initiatives are:

1. Strengthen Early Literacy (K-2) and Continuing Literacy (3-12)
2. Recruit, Retain, Immerse, and Entrench
3. Relevant, Rigorous, and Equitable Academics

2.0 SCOPE OF SERVICES

SCBE RFI's for: Board Governance Training. A description of the requested services is contained in the Request for Information (see pages 4-8 for the complete scope of services).

3.0 RFI Schedule

RFI Post	June 25, 2025
Questions Due	July 2, 2025 @ 10:00 AM (CST)
Q&A Posted	July 8, 2025 by End of Day
RFI Due	July 16, 2025 @ 2:00 PM (CST)

4.0 SUBMISSION DEADLINE

To be eligible for consideration, submissions must be received at the Procurement Office no later than **July 16, 2025 @ 2:00 PM, CST**. Vendors mailing submissions shall allow sufficient carrier delivery time to ensure timely receipt of their submission to the Procurement Office. After the submission deadline, no matter what the reason, the RFI will be returned unopened. Delivery to SCBE mailroom, lobby, etc. shall not constitute delivery. **The Procurement Office is located at 160 S. Hollywood Street, Room 126, Memphis, TN 38112. RFI responses delivered to any other location shall not constitute delivery to the Procurement Services Office.**

PART III: RFI FORMAT

1.0 GENERAL FORMAT

A. Vendors shall submit the following: Each submission should include as indicated below.

The submission must include **One (1) original (labeled), three (3) copies, and 1 (one) USB** in a sealed envelope clearly labeled as indicated in section B below. An electronic version of the RFI shall also be submitted with the original. The electronic media must be a USB and shall bear a label on the outside containing the RFI number and name, as well as the name of the Vendor.

B. The outside of each package shall be labeled with the following:

1. The Vendor's name and business address.
2. The due date/time for receipt of RFI.
3. The Title of the RFI and RFI number

2.0 RFI FORMAT

The RFI must include a table of contents and all pages in the submission must be numbered, consecutively from beginning to end and separated by tabs as described below:

TAB A. TRANSMITTAL LETTER

The submission is to be accompanied by a brief transmittal letter prepared on the Vendor's letterhead and signed by an individual who is authorized to commit the Vendor to the services and requirements in the RFI. This transmittal letter shall include:

1. The name, title, address, telephone number, and electronic mail address of the person authorized to bind the Vendor to the contract, who will receive all official notices concerning this RFI.
2. The Vendor's Federal Tax Identification Number or Social Security Number.
3. A brief statement illustrating that the Vendor understands the work to be done, the commitment to perform the work within the indicated timeframe, and a statement of why the firm believes it is best qualified to perform the services described in the.
4. A statement indicating that the RFI submitted represents a firm and irrevocable offer for a period of one-hundred twenty (120) days.
5. Acknowledgement of all Addenda to this RFI

TAB B. TABLE OF CONTENTS

TAB C. EXPERIENCE AND CAPABILITIES

The respondent shall provide information on past and current experience providing services similar in size and scope to those in this RFI. This description shall include:

1. A summary of the services offered including the number of years the Vendor provided these services; the number of clients and geographic locations the Vendor currently serves, etc. and has served; and if a past customer, why the Vendor is no longer providing services.
2. An organizational chart of the company showing the major components of the unit(s) that will be performing the requirements of this project; where the management of this project will fall within the organization; and what resources will be available to support this project in primary, secondary and back-up roles
3. The names of all key personnel who will perform work under this project. Include each individual's resume. Include work history, educational background and indicate the proposed role/function of each individual.
4. At least **three (3)** recent references from customers who are capable of documenting the following: a) the Vendor's ability to manage similar projects, b) the quality and breadth of services provided by the Vendor under similar projects (See Appendix C). If Memphis-Shelby County Schools is a client or has been a client of the Respondent for the services outlined in the RFI, MSCS reserves the right to be a reference, if not listed.

TAB D. FISCAL INTEGRITY/FINANCIAL STATEMENTS

1. The Vendor shall include in its submission, completed audited financial statements including the auditor's notes, for its **last three (3) years**. If the Vendor has not had its financial statements audited by an independent accounting firm, the Vendor must submit such un-audited financial statements as it has. Some acceptable methods include but are not limited to one or more of the following:
 - a. Recently audited (or best available) financial statements
 - b. Dunn and Bradstreet Rating
 - c. Standard and Poor's Rating
 - d. Lines of credit
 - e. Evidence of a successful financial track record
 - f. Evidence of adequate working capital
2. Vendor shall identify any claims during the past five (5) years and provide information on any pending litigation, lawsuits etc.

TAB E. TECHNICAL RESPONSE TO RFI SCOPE OF WORK

The Vendor shall address each major requirement of Part V (Scope of Work) (separated by tabs if substantial)

TAB F. FORMS

1. References (Appendix A)
2. Completed Non-Collusion Certificate (Notarized) (Appendix B)
3. Completed Debarment Affidavit (Notarized) (Appendix C)
4. Completed Anti-Bribery Affidavit (Notarized) (Appendix D)
5. Non-Boycott of Israel Certification (Appendix E)
6. Iran Divestment Act Certification (Appendix F)
7. Certificate Regarding Lobbying (Appendix G)

TAB G ELECTRONIC MEDIA (INCLUDE WITH SUBMISSION)

Failure to provide any of the requested information or documents in this solicitation may render the submission non-responsive.

PART V: SCOPE OF SERVICES (DETAILS)

1.0 THE SERVICES

The Shelby County School Board is seeking proposals from qualified vendors to provide Board Governance Training. The purpose is to support the school board in becoming a high-functioning, student-centered governing body through the development of a shared **vision**, **SMART goals**, **core beliefs and commitments**, and a **governance framework** grounded in best practices. The proposals should outline how the vendor can meet or exceed the scope of services below:

Scope of Work:

- **Vision, goals, core beliefs, and commitments**
- **Governance framework**
- **Timeline and implementation plan**

Phase 1: Discovery & Needs Assessment

Timeline: Month 1

Objectives

- Establish baseline understanding of current board practices, relationships, and alignment with equitable student outcomes.
- Collect qualitative and quantitative data to inform tailored governance support.

Activities

- 1:1 interviews with board members, superintendent, and senior leaders
- Board self-assessment survey (focused on governance effectiveness)
- Observation of board meetings and protocols
- Review of bylaws, board policies, and governance documents

Deliverables

- Comprehensive Needs Assessment Report with recommendations
 - Governance practice gap analysis
-

Phase 2: Vision, Core Beliefs, Goals, and Commitments Development

Timeline: Months 2–3

Objectives

- Develop a unifying vision centered on equitable student outcomes
- Establish clear, community-rooted core beliefs and commitments
- Create SMART student outcome goals
- Define board “guardrails” to protect values during implementation

Activities

- Board retreat (team building + strategic visioning)
- Facilitated sessions on:
 - Vision & Core Beliefs
 - SMART Goal Setting (aligned to community priorities)
 - Guardrail and value articulation
- Alignment of board priorities to meeting agendas

Deliverables

- Board-approved Vision Statement
- Defined Core Beliefs and Commitments
- 3–5 SMART Goals

- 3–5 Guardrails
 - 12-month agenda calendar aligned to goals and progress monitoring
-

Phase 3: Governance Framework and Policy Refinement

Timeline: Months 4–5

Objectives

- Build a governance model that defines board/superintendent roles
- Align policies to support efficient, equitable student-centered decision-making

Activities

- Training on Governance framework
- Development or revision of:
 - Governance norms
 - Role clarification documents
 - Policy review and drafting
- Superintendent evaluation framework development

Deliverables

- Governance Framework Document (roles, norms, principles)
 - Drafted or revised policies to align with goals and guardrails
 - Superintendent evaluation rubric tied to student outcomes
-

Phase 4: Implementation, Coaching, and Progress Monitoring

Timeline: Months 6–12

Objectives

- Build capacity for sustaining the governance practices developed
- Monitor and communicate progress to stakeholders
- Provide sustained coaching to maintain alignment and efficacy

Activities

- Monthly 1:1 coaching for board members and superintendent
- Board meeting observation and feedback
- Training on data use and monitoring tools
- Community engagement and transparency planning

Deliverables

- Monthly Governance Coaching Reports
- Mid-year progress report and reflection session
- Public-facing dashboard/communication materials for transparency

Timeline Overview (Sample)

Month	Key Actions
Month 1	Interviews, surveys, meeting observations, policy review
Month 2	Board retreat; develop vision, beliefs, draft goals
Month 3	Finalize SMART goals, guardrails, and agenda calendar

Month 4	Draft/revise governance policies; superintendent evaluation design
Month 5	Finalize governance framework; policy training
Month 6	Mid-year retreat; implementation review
Months 7–12	Ongoing coaching, board meeting observation, and community engagement

Outcomes

- Unified and measurable vision of student success
- Improved board functionality and clarity in roles
- Policy alignment with equitable, student-centered goals
- Increased community trust and engagement
- Sustainable governance practices that lead to improved student outcomes

**Please provide testimonials from the references listed in Appendix C
Provide examples of prior work that has been completed**

PART VI: APPENDICES

APPENDIX A – REFERENCES
RFI #071625LB
Board Governance Training

1.

Client Name:

Address:

Services Provided:

Date(s)of services:

Contact Name & Title:

Phone No:

Email Address:

2.

Client Name:

Address:

Services Provided:

Date(s)of services:

Contact Name & Title:

Phone No:

Email Address:

3.

Client Name:

Address:

Services Provided:

Date(s)of services:

Contact Name & Title:

Phone No:

Email Address:

APPENDIX B - NON-COLLUSION CERTIFICATE
(TO BE SUBMITTED WITH TECHNICALQ)

RFI #071625LB
Board Governance Training

I HEREBY CERTIFY that I am the _____ and the duly authorized
representative of _____
whose address is _____ and

THAT NEITHER I nor, to the best of my knowledge, information, and belief, the above firm nor any of its other representatives I here represent:

(a) Have agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the RFI or offer being submitted herewith;

(b) Have in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the RFI price or price of the respondents or Vendor herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within RFI or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

(SIGNATURE)

(DATE)

(PRINTED OR TYPED NAME)

Subscribed and sworn before me this _____ day of _____, 20__.

x _____ Notary Public

My commission expires: _____

APPENDIX C - DEBARMENT AFFIDAVIT
(TO BE SUBMITTED WITH TECHNICAL RFI)
RFI #071625LB
Board Governance Training

**Certification Regarding Debarment, Suspension
Ineligibility and Voluntary
Exclusion—Primary and/or Lower Tier Covered Transactions**

- (1) The prospective participant certifies to the best of its knowledge, by submission of this RFI, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) The prospective participant and its principals have not, within a three (3) year period preceding this solicitation, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) The prospective participant and its principals are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses in Paragraph 2 of this certification.
- (4) The prospective participant and its principals have not, within a three (3) year period preceding this application/solicitation, had one (1) or more public transactions (Federal, State or local) terminated for cause or default.
- (5) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this submission.

Signature of:

x _____
Respondent, if the respondent is an individual

x _____
Partner, if the respondent is a partnership

x _____
Officer, if the respondent is a corporation

Subscribed and sworn before me this _____ day of _____, 20____.

x _____ Notary Public

My commission expires: _____

APPENDIX D - ANTI-BRIBERY AFFIDAVIT
(TO BE SUBMITTED WITH TECHNICAL SOLICITATION)

RFI #071625LB
Board Governance Training

_____, being first duly sworn deposes and says that he is an officer in the organization known as _____ and the party making a certain solicitation or RFI dated, _____ 20____, to the Shelby County of Education:

I further confirm that: Neither I, nor to the best of my knowledge, information, and belief, the above business (as in defined in Section 39-16-101 of the State of Tennessee Code of Ethics Ordinance or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 39-16-102 Bribery of Public Servant has been convicted of bribery, attempted bribery, or conspiracy to bribe in violation of Tennessee Law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court or administrative body, sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

Signature of:

x _____
Respondent, if the respondent is an individual

Partner, if the respondent is a partnership

x _____
Officer, if the respondent is a corporation

x _____
Subscribed and sworn before me this _____ day of _____, 20____.

x _____ Notary Public

My commission expires: _____

Appendix E – Non-Boycott of Israel Certification

**RFI #071625LB
Board Governance Training**



**STATE OF TENNESSEE
NON-BOYCOTT OF ISRAEL
CERTIFICATION**

The Bidder certifies that it is not currently engaged in and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Signature of Authorized Representative	Date
Printed Name	Phone Number / Email Address

Appendix F – Iran Divestment Act Certification

**RFI #071625LB
Board Governance Training**



**STATE OF TENNESSEE
IRAN DIVESTMENT ACT CERTIFICATION**

SUBJECT CONTRACT NUMBER(S):	
CONTRACTOR LEGAL ENTITY NAME:	
EDISON SUPPLIER IDENTIFICATION NUMBER:	

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website:

<https://www.tn.gov/generalservices/procurement/central-procurement-office-cpo-library-public-information-library.html>

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

CONTRACTOR SIGNATURE

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

PRINTED NAME AND TITLE OF SIGNATORY

DATE

Appendix G – Certification Regarding Lobbying

**RFI #071625LB
Board Governance Training**

CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of the certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

FNS Grant/Cooperative Agreement

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date