



## **St Joseph Catholic Academy Request for Proposals for a Feasibility Study February 2024**

### **Project Overview**

The St Joseph Catholic Academy (SJCA) is seeking a qualified independent consulting firm for the purposes of conducting a feasibility study for our organization. We are looking for a partner who is experienced with planning and conducting a fundraising feasibility study and is familiar with a not-for-profit educational environment. The plan should assess our current situation, potential fundraising capacity for a campaign and make recommendations on a strategy to maximize our fundraising efforts. A project budget, timeline and action items should be clearly identified.

### **Organization Background/Overview**

The St. Joseph Catholic Academy is a nonprofit corporation organized and operated pursuant to Missouri Statutes. SJCA is a PK-12 education ministry of the Roman Catholic Diocese of Kansas City - St. Joseph and formed in collaboration among the St. Joseph parishes of Cathedral of St. Joseph, St. James, St. Francis Xavier, St. Patrick, St. Mary, St. Rose of Lima and Our Lady of Guadalupe plus Bishop LeBlond High School.

SJCA is managed and operated in accordance with the Canon Law of the Roman Catholic Church, applicable civil codes, and such general policies as have been established by the Roman Catholic Diocese of Kansas City - St. Joseph, and operates in accordance with the philosophy, values and traditions of the Catholic Church.

SJCA (<https://www.stjoecatholicacademy.com>) was incorporated in 2023 and is comprised of five school campuses, which previously operated as independent schools. These campuses include:

Bishop LeBlond High School (<https://bishopleblond.org>)  
Freshman through Senior with enrollment of ~ 150 scholars

Cathedral of St Joseph School (<https://school.cathedralsj.org>)  
K through 8<sup>th</sup> grades with enrollment of ~ 160 scholars.

St Francis Xavier School (<https://www.stfranstjo.com>)  
Pre-K through 8<sup>th</sup> grades with enrollment of ~ 240 scholars

St James School (<https://saintjamescatholic.school>)  
Pre-K through 8<sup>th</sup> grades with enrollment of ~ 125 scholars

St Gianna Early Childhood Center (<https://cathedralsj.org/blog/st-gianna-beretta-molla-early-childhood-center>)  
Infant through Preschool with enrollment of ~ 60 scholars

The SJCA board has recently completed a three year strategic plan. As part of this plan, there is an intent to make capital improvements to our five campuses, with the majority of investment planned for our Bishop LeBlond campus.

## **Mission and Vision**

### **Mission:**

Cultivating exceptional scholars to know, love, and serve Jesus Christ

### **Vision**

Our Academy sees every child as the unique person they are, with the innate talents and abilities that our school experience cultivates within them to become the exceptional individuals that God desires. Our teachers work closely with parents to develop a customized formation plan for each Scholar, from the earliest grades through graduation, to ensure their lifelong success.

## **Current Situation**

St Joseph Catholic Academy is comprised of five separate campuses, three grade schools (K-8<sup>th</sup>), one high school (Fr – Senior), and one early childhood center (infant to Pre-k). Our three grade school buildings each have been in operation for over 100 years. Our high school building is over 50 years. Our early childhood center is a converted medical building (originally designed for cancer treatment) within the last five years.

Our campuses are in need of substantial improvements to improve the environment for our scholars formation and instruction. The Bishop LeBlond High School campus requires the most significant investment. Here are the major needs for this campus:

- Accessibility - Allow for wheelchair access to key parts of the building, including the library and 2nd floor classrooms.
- Existing Building Conditions (roof, A/C, HVAC, building security, technology, parking lot, etc). Address deferred maintenance and existing campus issues. Major items include fixing the leaking roof over the new gym, putting A/C in the original building/classrooms,

address building security, technology items, parking lot, and stadium press box drainage issues.

- Cafeteria - Establish the ability to provide nutritional food for campus students.
- Curb appeal - Improve the aesthetics from Frederick Avenue and 36th street - to promote the Academy and LB to the community, reflecting a more contemporary institution and emphasizing Academy mission and values.
- Main entrance - Establish a “main entrance”. For new visitors, it is confusing as to the primary entrance. The common’s entrance has become the de facto main entrance, but does not reflect the new mission and values of the Academy (e.g. emphasizes athletics versus Catholic identity).
- New Programs (aka maker spaces) - Repurpose unused campus space (e.g. old boys and girls locker rooms) for new maker spaces, identified as part of the strategic planning process.
- Performing Arts space - Establish a performing arts space on LB campus for theater and musical performances, that can be used by High School as well as other campus scholars, other Catholic and community events.
- Upgrade/expand Chapel - Upgrade and expand/move the current Chapel to enable Mass and other sacraments to be performed in a space that is conducive to prayer and reflection (versus current repurposing of the new gym).

In addition to improvements at Bishop LeBlond, SJCA would like to make cosmetic, both interior and exterior (curb appeal) improvements and address neglected maintenance issues at our other four campuses. Also it is a priority to make one of our grade school campuses fully accessible.

The SJCA Board, based on recommendations from our Facilities Committee, estimates that the amount required as part of a capital campaign is \$8 to \$10 Million dollars. This committee is actively working to refine these estimates concurrently with the Feasibility Study engagement.

## Study Objectives

Our goal in conducting this feasibility study is to understand what the potential is for a fundraising campaign and to gauge the level of support for this project in our community. The feasibility study report should address the following:

- SJCA’s real and perceived strengths and weaknesses in fundraising
- The community’s perception of SJCA
- Identification of potential leaders in the fundraising effort
- Names of potential major donors/funders and what their interests might be
- Determination of the amount of money that can be reasonably raised
- Amount of time required to raise money
- Feedback on the preliminary Case for Support to identify strengths and weaknesses
- Other major fundraising campaigns in the area that might compete for the same donors
- Possible alternatives for raising funds needed to complete the project

- Roles and responsibilities of Board Members, staff and volunteers in a campaign
- Appropriate timeframe for both the campaign planning study and the fundraising itself

## **Proposal Requirements**

### **Firm Information**

Provide firm's name, address, website URL and telephone number. Include name, title and e-mail address of the individual who will serve as firm's primary contact. Include a brief description and history of your firm.

### **Experience and References**

Proposals should include a list of 3-5 references for similar projects that your firm has completed.

### **Project Approach**

Please explain your project approach, style and process.

### **Schedule and Timeline**

Proposals should include the proposed work schedule, timeline and deliverables resulting from the feasibility study. The contract is expected to begin in May 2024 and should ideally be completed by July 31<sup>st</sup> 2024.

### **Cost**

Proposals must include the estimated cost for all work related to tasks and deliverables outlined in the Schedule and Timeline.

### **Provide Biographies of Key Staff**

Please include a summary of experience of all key staff.

## **Required Deliverables**

### **Findings summary**

- SJCA ability to achieve capital campaign goal and time required to achieve goal.
- List of key donor prospects and their potential interest, including giving range.
- Key areas of the case for support that resonate or hinder.
- Presentation of findings to the Board of Directors and key staff.

### **Evaluation Criteria:**

The SJCA Board will review all RFP responses and consider the following in the selection of the winning firm:

- Quality of response

- Demonstration of understanding SJCA’s need and goals
- Prior experience and references
- Cost
- Engagement timing & duration

An interview of the top firms may be required for the SJCA board to make a final determination.

**Proposed Timeline**

SJCA Board requests that the project be completed by July 31<sup>st</sup> 2024.

**Submit To / Project Contact**

Please contact Natalie Newville, President, by March 15<sup>th</sup>, 2024 with any questions you may have regarding the project or RFP. Contact information below.

**Deadline**

Please submit your proposal to Natalie Newville at natalien@stjoecatholicacademy.com by April 1<sup>st</sup>, 2024.

**Natalie Newville, President SJCA**  
**Phone: 816.375.8180**  
**Email: natalien@stjoecatholicacademy.com**  
**St Joseph Catholic Academy**  
**3529 Frederick Avenue**  
**St Joseph MO 64506**

**Schedule**

SJCA would like to conclude the feasibility study by July 31st 2024. The preliminary schedule is as follows:

Issue Request for Proposal	February 28th
Questions from potential consultants accepted through	March 15th
Responses to questions sent out by	March 22 <sup>nd</sup>
<b>Proposal due</b>	<b>April 1st</b>
Evaluation process	April 1 <sup>st</sup> – 5 <sup>th</sup>
Interviews conducted with finalists (if necessary)	April 8 <sup>th</sup> – 12 <sup>th</sup>
Organization Announces decision	April 15 <sup>th</sup>
<b>Consultant begins work</b>	<b>May 1<sup>st</sup></b>