



**Cape May City Elementary &
West Cape May Elementary School Districts
Request for Proposals for a Feasibility Study
September 5th, 2025**



Project Overview

Both the Cape May City Elementary and West Cape May Elementary School Districts, are seeking a qualified independent consulting firm for the purposes of conducting a feasibility study for our organizations. We are looking for a partner who is experienced with planning and conducting a regionalization/consolidation feasibility study and is familiar with shared services, public education, and the laws and requirements in the state of New Jersey and its Department of Education. The plan should assess our current situation as two separate school districts, potential impacts that would occur if a merger were to take place, and make recommendations for the future of both school districts. A project budget, timeline and action items should be clearly identified.

Organization Background/Overview

Both the Cape May City Elementary (enrollment of approximately 150 students) and West Cape May Elementary School Districts (enrollment of approximately 80 students) are separate school districts located on the island of Cape May, in the County of Cape May, in the state of New Jersey. Both school districts serve their separate municipalities. Both school districts participate in the Interdistrict Public Schools program in the state of New Jersey. Cape May City Elementary uniquely serves students whose parents are stationed at the United States Coast Guard Training Center which is also located in Cape May. During the 2021-2022 both the Cape May City Elementary and West Cape May Elementary School Districts, started sharing administrative personnel through a shared service agreement. Since then shared service agreements have expanded to include faculty, student services, food services, and various other programs.

With the ongoing expansion of shared services, the intention of the feasibility study is to examine whether or not to consolidate the two districts into one. Both the Cape May and West Cape May School Districts have secured a grant from the “Local Efficiency Achievement Program” from the New Jersey Department of Community Affairs.

Both districts strive to provide the highest possible level of education while ensuring that this service is cost effective. As the enrollment continues to decline, it is important to consider all options to provide a cost-effective education for the local communities.

Both districts have their own collective bargaining agreements with their own association members, and both have differing policies. Both districts have their own Boards of Education members who are elected by their respected residents of their municipalities. The feasibility study will also examine whether or not there is a benefit to the following: the tax payers of the separate municipalities, the two separate communities, the stakeholders, the employees of the school districts, and most importantly the students.

Mission and Vision

Mission: The mission of this feasibility study is to determine whether or not a regionalization would be beneficial to previously mentioned groups in the Overview.

Vision: Developing a plan to incorporate public and stakeholder participation and ideas in the regionalization study process, which shall include school board members, parents, teachers, administrators, non-instructional staff, union representatives, municipal officials, and interested citizens.

Study Objectives

The 2025 Feasibility Study will analyze enrollment, facility utilization, existing relationships between districts that allow students to be sent or received from one district to another, administrative staffing, class size, diversity enhancement and debt obligations.

In accordance with the NJDCA criteria, the feasibility study will comply with the following:

1. Reflect the potential for meaningful and implementable regionalization plans to advance an enhanced learning environment for participating school districts.
2. Coordinate curriculum across schools and grades throughout the proposed consolidation/regionalization.
3. Reflect the potential for improved efficiency and cost savings.
4. Demonstrate that the proposed regionalization does not, and is not foreseeably likely to, increase or exacerbate the segregation of students by racial, socioeconomic, disability, or English. Language Learner status as determined by the number and percentage of students enrolled in the school districts seeking to consolidate or, as applicable, in the school districts from which a school district is seeking to withdraw.
5. To the maximum extent practicable, lead to the establishment of a limited purpose or all-purpose regional district.
6. Consolidate school districts that are in close geographic proximity of each other.
7. Possess the potential to advance an enhanced learning environment for participating districts.
8. Coordinate curriculum across schools and grades throughout the proposed limited-purpose or all-purpose regional school.
9. Reflect a resolution documenting the commitment from participating boards of education, and municipal governing bodies to make good faith efforts to implement study recommendations and subsequent execution of a regionalization plan that promotes efficiency and quality of education.

In addition to analyzing the school district and responding to the criteria above, this study will

determine:

1. What if Cape May and WCM were to consolidate or merge, creating one entity, what would that look like?
2. What if the Districts continued to share services, but expand the shared services to the maximum?

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 October and should ideally be completed by June.

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

- Comprehensive analysis of what benefit there is to consolidate the school districts.
- If there is no benefit, key findings of why.

- Presentation of findings to the Board of Education, the Superintendent, the School Business Administrator, and the public.

Proposed Timeline

In preparation for future school years, including the 2026-2027 school year, we request that the project be completed by June 1, 2026 to properly budget

Submit To / Project Contact

Please contact Patricia Ryan tryan@cmcboe.net by October 1, 2025 with any questions you may have regarding the project or RFP.

Deadline

Please submit your proposal to Patricia Ryan, School Business Administrator, at tryan@cmcboe.net by October 3rd, 2025.

Patricia Ryan

Phone: (609) 884-8485

Email: tryan@cmcboe.net

Cape May City Elementary School

921 Lafayette Street

Cape May, NJ 08204

Schedule

The Cape May and West Cape May School Districts would like to conclude the feasibility study by June 1, 2026. The preliminary schedule is as follows:

Issue Request for Proposal	September 19, 2025
Questions from potential consultants accepted through	September 30, 2025
Responses to questions sent out by	September 30, 2025
Proposal due	October 3, 2025
Evaluation process	Mid October of 2025
Interviews conducted with finalists (if necessary)	Prior to October 15, 2025
Organization Announces decision	October 16, 2025
Consultant begins work	October 31, 2025