

# RFP for Staffing Efficiency Study

## Objective

School City of East Chicago (SCEC) is seeking proposals from professional service firms to conduct an organizational assessment of School City of East Chicago including its organizational structure, staffing levels, job specifications, and operational needs. The assessment and its recommendations will support performance management, employee development and succession planning efforts to ensure consistency, continuity and reliability in the services that SCEC provides to students and to enhance operations to meet SCEC's current and future needs that are in alignment with its goals.

## Background

SCEC is an urban school district located just 20 minutes from Chicago, IL. The district serves student that reside in East Chicago, Indiana along with some exceptional learners from surrounding districts. There are four elementary schools, one pre-k school, one middle school, and one high school. There are 3,356 students enrolled in the district. They also have staff in the following departments: central office, information technology, maintenance, security and transportation.

We have a total of 594 employees in the entire district. Of this number, most are permanent staff and a few are substitute staff. We have five bargaining units: clerical, crafts, paraprofessionals, teachers and transportation.



## Scope of Services

The consultant shall conduct an organizational review and assessment of SCEC, including its organizational structure, staffing levels, job specifications, operational structure, and workload. The assessment and its recommendations will support performance management, employee development and succession planning efforts to ensure consistency, continuity and reliability in the services that SCEC provides to affected agencies and the public and help enhance operations to meet SCEC'S current and future needs that are in alignment with its goals.

The consultant will collect the necessary data through research, surveys, interviews, benchmarking, and other best practices; analyze that data using appropriate methods, tools, and techniques; and issue a report with findings and recommendations for the School Board of Trustees and Superintendent's review and consideration, including any organizational and structural vulnerabilities and recommendations on how to better address those vulnerabilities.



## Key Steps

Key steps in the study will include the following:

The consultant will conduct an introductory project review meeting with SCEC staff.

The consultant will collect the necessary data through research, surveys, interviews, benchmarking, and other best practices and analyze that data using appropriate methods, tools, and techniques.

The consultant will prepare a draft report of the analysis and findings and present it to the SCEC School Board and superintendent for review and consideration.

## Budget

A final budget amount for this project will be negotiated with the firm selected for the work prior to reaching agreement. The anticipated project cost of the proposal should not exceed \$25,000.

## Schedule

The final schedule will be negotiated with the firm selected for the work prior to reaching an agreement. The tentative schedule anticipates that the firm will start work in February 2022, and the final report will be presented to the board at its meeting in May 2022 unless the work is complete and ready for presentation at the April school board meeting.

## Proposal Requirements

Responses to this RFP must include all the following:

- Cover Letter signed by the individual authorized to negotiate and execute the agreement.
- Expertise and Personnel: Description of the firm's history and the firm's level of expertise in conducting organizational assessments for public agencies in the following areas:
- Operations, structure, staffing, procedures and other issues critical to the effective operation of small-size public agencies and organizations;
- Personnel and human resource best practices;
- Management and supervisory best practices;
- Application of analytical and quantitative tools and models needed to undertake the work required under this RFP; and
- Assisting small-size public agencies and school organizations to successfully implement recommendations that result in organizational improvement

**Project Personnel:** Identification of the competencies and resumes of all professionals who will be involved in the work, including the lead professional responsible for the project and identification of the professional(s) who will be performing the day-to-day work.

**Experiences and References:** A statement of related experience accomplished in the last five years and references for each such project, including the client name, title, telephone number, and email address of the primary contact person.

**Work Plan and Schedule:** A statement regarding the anticipated approach for this project, explicitly identifying the major tasks and sub-tasks associated with the completion of the guidance provided in the Scope of Services, an overall project schedule, and estimated hours for each task.

Information about the availability of all professionals who will be involved in the work, including any associate consultants.



The anticipated project cost, including:

- A not-to-exceed budget amount.
- The cost for each major sub-task identified in the Scope of Services
- The hourly rates for each person who will be involved in the work, including the rates of any associate consultants.
- The cost of any expenses in addition to professional staff hourly rates.

## Submission Requirements

**DUE DATE AND TIME:** Monday, January 14, 2022, By 3:00 P.M. Proposals received after this time and date will not be considered.

**DELIVER TO:** Proposals should be submitted electronically via email to:

Diane Bigham at [dbigham@ecps.org](mailto:dbigham@ecps.org), with a copy to Tikeyia Wright at [twright@ecps.org](mailto:twright@ecps.org)

## Evaluation Criteria and Selection Process

Firms will be selected based on the following criteria:

- Completeness of the submittal and responses
- Relevant work experience
- Overall project approaches identified
- Proposed project budget

SCEC staff will perform reference checks; select and negotiate a services agreement including a budget, schedule, and scope of services statement with the most qualified firm; and make a recommendation on the most qualified firm to the School City of East Chicago School Board for its consideration.

Applicant interviews will be held during the week of January 24, 2022. The Board will consider and approve the contract at its February 7, 2022 meeting.

SCEC reserves the right to reject any or all proposals, to issue addenda to the RFP, to modify the RFP or to cancel the RFP.

## School City of East Chicago Contact

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