

Notice & Request for Proposal Job Analysis Study

Bismarck Public School District requests written proposals for a job analysis study.

Complete specifications are available at the Business and Operations Manager's office located at 806 North Washington Street, Bismarck, North Dakota 58501 or on our website at www.bismarckschools.org or by calling Jeni at 323-4058.

Proposals must be mailed or delivered to the Business and Operations Manager, Bismarck Public School District #1, 806 North Washington Street, Bismarck, North Dakota, no later than 10:00 am local time, Friday, April 8, 2016.

The Bismarck School Board reserves the right to accept or reject any or all proposals, to waive any irregularities, to select the proposal best suited to the needs of the school district, and/or to hold all proposals for a period not to exceed sixty (60) days.

Darin M. Scherr
Business and Operations Manager

REQUEST FOR PROPOSAL

Job Analysis Study

Bismarck Public Schools

806 North Washington Street

Bismarck, ND 58501

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Bismarck Public Schools

Job Analysis Study

I. GENERAL

A. Intent of Request for Proposal

This Request For Proposal, RFP, is to solicit competitive sealed proposals from qualified suppliers to provide the Bismarck Public School District (BPSD) a Classified Employee Job Study Analysis in order to establish competitive compensation for the classified employees of BPSD. This RFP may result in a contract award to a qualified vendor for services, as defined in the scope of this RFP.

This RFP will provide interested Suppliers with sufficient information to submit an RFP that meets the minimum requirements. This RFP is not intended to limit the content or exclude any relevant or essential data. Suppliers are at liberty and encouraged to expand upon the specifications to evidence service capability under any agreement.

The contract that may arise from this RFP will be for a period of five (5) years. The contract will have two parts, with two cost. Part one will include providing an initial job study analysis and recommendations. Part two will include future support to include but not limited to support for new job descriptions and related compensation as well as review and adjustments of established job descriptions and related compensation.

All RFP preparation costs and any associated activities related to this RFP are the sole responsibility of the Supplier. BPSD is not liable for any costs incurred throughout the selection process.

B. Eligibility Requirements

Supplier must meet the following minimum qualifications to be eligible to respond to this RFP.

1. Must be a company normally engaged in, have experience in, and established to provide accurate and up to date information as it relates to employee compensation across many trades, and professions within the state of North Dakota. Vendor must show proof of established and currently working software and systems to accurately provide these services.
2. Must provide Certificate of Liability Insurance that will protect the Supplier from the following: claims under workmen's compensation acts and other employee

benefit acts, claims for damages resulting in bodily injury and claims for damages to property which may arise from the Supplier's actions pursuant to the fulfillment of this contract, whether such operations be by himself or by any partner/Supplier or anyone directly or indirectly employed by the Supplier.

C. Addendum to RFP

If it becomes necessary to amend this RFP in whole or in part, an addendum will be posted on Bismarck Public School's website. www.bismarckschools.org

D. Right of Rejection

BPSD reserves the right to reject any and all RFPs or to waive any non-statutory informality. BPSD further reserve the right to award the contract deemed to be in the best interest of BPSD. BPSD decision to accept or reject the contract shall be final.

E. Oral Presentation

BPSD may award a contract based on the initial RFPs received without discussion with the vendor. If oral presentations are necessary to clarify an RFP, they will be scheduled after the submission of the RFP and at the sole discretion of BPSD.

Written Agreement

Supplier must enter into a written signed contract with BPSD Contract Period

BPSD reserves the right, subject to notice, to cancel/terminate the contract if the vendor fails to –

- Provide the services as defined in the contract.
- Perform any other provision of the contract.

F. Contacts

All inquiries relating to this RFP must be submitted in writing to Darin Scherr, Business and Operations Manager at 806 N. Washington Street, Bismarck, ND 58501 or 701-323-4057, or by email to darin_scherr@bismarckschools.org.

No other Bismarck Public School District employee, board member, or evaluation committee member should be contacted regarding this RFP during the selection process. Failure to comply with this requirement may result in disqualification.

G. Supplier Proposal

Proposals must be signed by the Supplier's authorized official binding the RFP.

H. Proposal Submission

1. The proposal must be submitted by April 8, 2016, 10 a.m. local time to Bismarck Public School District, Darin Scherr, 806 N. Washington Street, Bismarck, ND, 58501.

2. **Faxed and emailed bids will be accepted.**
3. Supplier shall submit one RFP. Alternate or multiple bids from a single Supplier are prohibited.
4. All requested information must be submitted on the Proposal Response Schedule Forms included in this RFP. Schedules A-H.

II. DETAILED SCOPE OF WORK

- A. Complete a job description analysis on 47 current job descriptions on two separate schedules that represents 103 classified employees and 49 administrators.
- B. Complete a wage/compensation study that includes other entities and non school employers.
- C. Provide tools, software, and training to assist the district to manage ongoing changes to position classification and compensation systems.
- D. Provide updated recommendations for step placement and compensation to ensure internal equity as well as market demand.
- E. Provide implementation strategies.

III. EVALUATION CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal. (The Alpine School District reserves the right to reject any proposal based upon past performance to the Alpine School District)

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
10 %	Responsiveness – Including but not limited to: Schedule A – H
30 %	Demonstrated ability to meet the scope of work
20 %	Qualification and expertise of staff proposed for this project.
10 %	Performance references for similar entities.
30 %	Cost

CERTIFICATION OF PROPOSAL

I have read the Bismarck Public School District Request for Proposal, RFP, and fully understand the intent. I certify that I have adequate personnel and resources to fulfill the RFP requirements. I further understand that my ability to meet the criteria and provide the required services shall be judged solely by The District.

I further certify that, since the receipt of this RFP, no contact, discussion, or negotiations have been made nor will be made regarding this proposal with any District contact. I understand that any such contact could disqualify this RFP.

I further certify that I am properly licensed to conduct business within the scope of this RFP, in the State of North Dakota.

I certify that all Schedules contained herein shall be considered part of the entire RFP response and that the complete RFP document submitted shall be considered a legally binding document.

Submitted by: _____

Supplier Name: _____

Authorized Signature: _____

Name and Title: _____

Telephone: _____

Date: _____

EXECUTIVE SUMMARY

Provide at least a one page Executive Summary describing the Supplier's proposal for this RFP. This summary should highlight the major features of the RFP. It must indicate any requirements that cannot be met by said Supplier. The District should be able to determine the essence of the RFP by reading the Executive Summary. Protected information requests should be identified in this section.

DETAILED RESPONSE

Services to be provided

A Detailed Response should constitute the major portion of the RFP and must contain the following information: A complete narrative of the Supplier's assessment of the work to be performed, the Supplier's ability, and the resources necessary to fulfill the requirements. This section should demonstrate that the Supplier understands the desired overall performance expectations.

As part of this section respond to the following points:

How often do you anticipate meeting with district personnel and how long would be the average meeting?

What end product will you provide?

What training will you provide?

How will the training be administered?

How many BPSD employees can attend a single training?

What follow up support service will you offer? Would this only be offered with a yearly maintenance agreement?

What ongoing reclassification tools do you offer?

List any other services you can provide.

Schedule D

QUALIFICATIONS/EXPERIENCE IN K-12 PUBLIC EDUCATION

List all Qualifications/Experiences, abilities, and skills related that are pertinent to the purpose and scope of this RFP. Also list in this schedule the dedicated team that will be performing the potential analysis for BPSD, their experience, education and training. List the total size of your organization (number of employees) and if you have offices within the state of North Dakota. List experience working within the state of North Dakota.

Schedule E

Proposed Schedule

Provide your proposed time schedule and steps in that schedule to have this analysis completed and ready to implement by November, 1, 2016

Schedule F

REFERENCES

Provide a minimum of three (3) and a maximum of five (5) Client References from the past three (3) years.

1. Company Name _____
Contact Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Email _____
Description of Work Scope _____

2. Company Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

Description of Work Scope _____

3. Company Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

Description of Work Scope _____

COST PROPOSAL

Total cost for analysis of x jobs. This is to include all cost including but not limited to research, administration, software, and wages.

Total Cost \$ _____

Alternate Cost 1:

Cost for a yearly maintenance fee for all submental work including but limited to development of new job descriptions and compensation and placement as well as updates to existing job descriptions and compensation.

Cost for yearly maintenance fee \$ _____

Alternate Cost 2:

Cost to develop/review an individual job description and compensation and placement.

Cost to develop/review a job on an individual basis \$ _____

Alternate Cost 3:

Cost for adding 60 non-exempt support staff positions to the study.

Cost to add non-exempt support staff positions to the study \$ _____

INFORMATION NEEDED FROM OWNER

Indicate the information and resources that you will need from the BPSD to make this a successful endeavor.

Bismarck Public Schools
Job Study Analysis
RFP EVALUATION SCORESHEET
(For use by District)

Firm Name: _____

Evaluator: _____ Date: _____

		Score (0-5)	Weight	Points
1. Responsiveness		----	----	----
(10 points possible)				
(Criteria from RFP)	10 points possible		X 1	
2. Cost				
(30 points possible)				
(Criteria from RFP)	30 points possible		X 1	
3. Demonstrated ability to meet the scope of work		----	----	----
(30 points possible)				
(Criteria from RFP)	30 points possible		X 7	
		----	----	----
4. Qualification and expertise of staff for this project				
(20 points possible)				
(Criteria from RFP)	20 points possible		X 4	
5. Reference				
(10 points possible)				
(Criteria from RFP)	10 points possible		X 2	
TOTAL EVALUATION POINTS	(100 points possible)		Total	