



BUSINESS SERVICES  
201 PARK STREET  
FORT ATKINSON, WI 53538  
P: 920.563.7800  
F: 920.563.7809  
WWW.FORTSCHOOLS.ORG

---

August 15, 2013

The School District of Fort Atkinson is seeking proposals for a **HUMAN RESOURCES & CENTRAL OFFICE OPERATIONS STUDY** per the enclosed Request for Proposal (RFP). Please review all documents and read all instructions carefully and contact me with any questions you may have. If you would like an MS Word version of the RFP so you may use it to build your response, please email me at [demerathj@fortschools.org](mailto:demerathj@fortschools.org) requesting such.

Proposals are to be submitted by 2:00 p.m. (Central Time), Monday, September 16, 2013 to:

Jason P. Demerath  
Director of Business Services  
School District of Fort Atkinson  
201 Park Street  
Fort Atkinson, WI 53538

If you are unable to submit a proposal at this time, please advise me of such in writing via email or postal mail. Please see above for phone and fax contact information.

Sincerely,

School District of Fort Atkinson Personnel Committee

# **REQUEST FOR PROPOSAL HUMAN RESOURCES & CENTRAL OFFICE OPERATIONS STUDY SCHOOL DISTRICT OF FORT ATKINSON**

## **Request**

The School District of Fort Atkinson is soliciting proposals from selected firms for a study of the human resources operations throughout the district in conjunction with a study of the operations of the central office. The study of the human resources operations is intended to study all human resources processes as well as make recommendations based on findings regarding the proper and efficient operation of the program. The study of the central office is meant to be an extension of the human resources operations study as many of the human resources operations are conducted within the central office, but also more of an in-depth examination of all positions, responsibilities and compensation.

## **School District of Fort Atkinson Background**

The School District of Fort Atkinson includes six buildings: four (4) elementary schools, one (1) middle school, and one (1) high school. There are approximately 3,000 students and approximately 425 employees in the district. The 2013-14 general fund budget is approximately \$30.5 million. The central office includes six (6) administrators and 14 support staff.

## **School District of Fort Atkinson Vision Regarding Human Resources & Central Office Operations**

The School District of Fort Atkinson desires a comprehensive study, report and recommendations regarding human resources operations. The duties typically found within a human resources office are currently scattered amongst departments and positions. There are also state and federal mandates being imposed within the upcoming years, such as Federal Health Care Reform and Educator Effectiveness, that put a larger emphasis on the human resources program. In conjunction with the study, report and recommendations regarding human resources operations, the District also desires a comprehensive study, report and recommendations regarding central office operations. There has been significant turnover in support staff positions in the central office recently due to retirements and resignations, as well as the retirement and replacement of the District Administrator as of July 1, 2013. The District feels this is the opportune time to study all central office operations to determine an efficient restructuring of staff and duties. This central office study is also intended to include a compensation study of central office positions as compared to similar entities, both public and private.

Please respond to each of the following sections and sub-sections, referencing each section and sub-section by number:

### **1.0 Required Information About Firm**

The following information must be included in the proposal:

- 1.1 Provide an overview of the firm. Include information regarding history, philosophy, services, practices and future vision.
- 1.2 List similar Wisconsin school district engagements with student populations of 1,500-3,500. Specifically, list the school district, engagement dates, student population, services provided and contact information.
- 1.3 List similar non-school district engagements. Specifically, list the entity, engagement dates, services provided and contact information.
- 1.4 List other entities that are willing to serve as reference checks and will discuss the services provided.
- 1.5 Has your firm ever been named in a lawsuit? How many times within the last ten years? What were these suits claiming and what is the status or outcome of these suits? (This question is looking for general background information and not specific confidential details of pending or settled legal disputes.)

## **2.0 Study, Analysis, Report and Recommendations**

The District requires a comprehensive study, analysis, report and recommendations. We believe that a comprehensive report including recommendations will be most directly correlated to successful decision making and increasing the efficiency and effectiveness of operations. As a result, the following information must be included in the proposal:

- 2.1 Provide detailed information regarding the process that will be used to conduct the studies including a detailed timeline.
- 2.2 Define the specific steps you will take to gather the information necessary to perform the study and make recommendations.
- 2.3 Include any forms or other tools that will be used throughout the study process.
- 2.4 Give examples of the other entities, both private and public, that will be used for comparison in the study and recommendations.
- 2.5 Define the time commitment of District staff members during interviews, data gathering, etc. in each segment of the process.
- 2.6 Define your final product and how the report and recommendations will be shared with the senior leadership of the District.
- 2.7 Include the assigned project manager, other project personnel and note their qualifications and experience with similar studies.
- 2.8 Include the cost for the studies (to be one all-inclusive estimated cost) and other relevant details.
- 2.9 Provide a sample report the District can expect to receive for the study of human resources operations.
- 2.10 Provide a sample report the District can expect to receive for the study of central office operations.

## **Anticipated Timeline**

While the study timeline will be negotiated with the successful firm, the District has an ideal preliminary goal of receiving final comprehensive reports by December 1, 2013. Please provide a proposed timeline with detailed information.

## **Evaluation of Proposals**

The selection of a firm will not be based on price alone. All segments of this RFP will be weighted and evaluated. The proposal forwarded by the firm will be considered to be comprehensive and inclusive of all costs.

The following criteria have been identified for evaluation purposes (no prioritization):

- Proposed cost
- Proposed timeline
- Proposed process
- Involvement of District staff
- Comprehensiveness of final report and recommendations
- Prior client satisfaction
- Prior completed studies
- History of company

The proposal evaluation team will use all data gathered throughout the process. This includes the proposal, discussions with firms, and other reference checks. The team is interested not only in “what” the report will state, but also “how” the report and recommendations were arrived at.

Once the proposals are received, the firms the evaluation team feels most closely fit the District’s needs will be required to attend an on-site meeting to discuss their process and proposal. This meeting will be a chance for senior District leadership to ask questions and explore the process, timeline and final product being proposed.

REQUEST FOR PROPOSAL: HUMAN RESOURCES & CENTRAL OFFICE OPERATIONS STUDY  
SCHOOL DISTRICT OF FORT ATKINSON  
August 15, 2013

---

Once a successful firm has been selected, the District will further negotiate on study timelines, study plans and processes and the District may authorize changes in specifications or substitutions as appropriate. The District Administrator shall make the final recommendation to the Board of Education whose decision is final. Please submit ten (10) original proposals and one (1) pdf file of the entire proposal (for reproduction purposes) to the address below:

Jason P. Demerath  
Director of Business Services  
School District of Fort Atkinson  
201 Park Street  
Fort Atkinson, WI 53538

Proposals should be marked "HR & Central Office Study Proposal" and are due in the Business Office no later than **2:00 p.m. (Central Time), Monday, September 16, 2013**. Mr. Demerath will contact each vendor to communicate results of the process.

Proposals and meetings are to be prepared and conducted at no cost to the School District of Fort Atkinson.

The School District of Fort Atkinson reserves the right to reject any or all proposals or any part of each proposal and to waive any minor informalities in proposals or to waive any irregularities which may be to the advantage of the District.

If there are any questions or additional information needed, please feel free to email Mr. Demerath at [demerathj@fortschools.org](mailto:demerathj@fortschools.org). Any additional information requested will be shared with all firms participating in this RFP process.