

# REQUEST FOR PROPOSALS

## Consulting Services for Staffing Analysis Related to Elementary School Restructuring

<b>District</b>	East Greenwich Public Schools
<b>RFP Number</b>	0326
<b>Issue Date</b>	4/14/2026
<b>Proposal Due Date</b>	4/27/2026 3PM EST
<b>Submission Contact</b>	Dr. Thomas Kenworthy, Superintendent tkenworthy@egsd.net

This packet is intended for formal release by EGPS to solicit proposals from qualified consultants to conduct a comprehensive staffing analysis in support of the district's planned elementary school restructuring.

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## I. Introduction and Purpose

East Greenwich Public School Department (EGPS) invites qualified firms or independent consultants to submit proposals to provide professional consulting services to conduct a comprehensive staffing analysis in support of the East Greenwich Public School's planned elementary school restructuring.

EGPS currently operates two lower elementary schools and two upper elementary schools. Pursuant to an approved bond initiative, EGPS will transition to a new elementary configuration consisting of one Early Learning Center serving Pre-Kindergarten and Kindergarten and two elementary schools serving Grades 1 through 5.

EGPS seeks the services of a consultant with demonstrated expertise in public school staffing analysis, organizational planning, and elementary school restructuring to evaluate current staffing patterns, assess future staffing needs under the new configuration, and provide recommendations to support a smooth, effective, and educationally sound transition.

This Request for Proposals is limited to staffing and organizational analysis associated with the district's internal restructuring.

## II. Background

EGPS is engaged in a facilities and organizational transition that requires deliberate planning regarding the allocation and deployment of staff across its future elementary school structure. The transition to an Early Learning Center for Pre-K and Kindergarten and two Grades 1–5 schools presents an opportunity to examine staffing models to ensure alignment with student needs, educational programming, operational effectiveness, and fiscal responsibility.

EGPS intends for this analysis to inform planning related to instructional staffing; building-level administrative staffing; student support staffing; special education staffing; multilingual learner staffing; intervention and specialist staffing; paraprofessional staffing; health office staffing; clerical and office support staffing; and operational support roles, as applicable.

## III. Scope of Services

The successful proposer shall provide consulting services that include, at a minimum, the following:

### A. Review of Existing Staffing Structures

The consultant shall review the district's current staffing structure and staffing allocations, including, as applicable:

- Classroom teachers, school administrators, special education personnel, multilingual learner personnel, interventionists and instructional specialists.
- Counselors, psychologists, social workers, nurses and health office staff, paraprofessionals and teacher assistants.
- Related arts and special area teachers, library/media personnel, clerical/administrative support staff, and other staff categories identified by EGPS.
- Analysis of current staffing assignments, staffing ratios, role distribution, service delivery structures, schedules as relevant, and other factors the consultant deems pertinent.

## **B. Analysis of Future Staffing Needs**

The consultant shall analyze projected staffing needs associated with the district's future elementary configuration:

- One Early Learning Center serving Pre-K and Kindergarten.
- Two schools serving Grades 1 through 5.
- The analysis shall address grade-span organizational implications, early childhood program staffing considerations, leadership and supervision structures, service delivery implications for special education and multilingual learner programs, specialist and intervention staffing, student support services, paraprofessional deployment, and clerical and operational staffing implications.

## **C. Development of Staffing Scenarios**

The consultant shall develop multiple staffing scenarios for the district's consideration.

- Each scenario shall identify assumptions, describe the proposed staffing structure, identify strengths and limitations, address educational and operational implications, and include estimated fiscal implications to the extent practicable.

## **D. Benchmarking and Best Practices**

Where appropriate, the consultant shall compare the district's staffing structures and proposed models to relevant best practices and/or similarly situated public school districts.

## **E. Stakeholder Engagement**

The consultant shall confer with District personnel as necessary to inform the analysis.

- Stakeholder engagement may include interviews, focus groups, or work sessions with central office leadership, school-based administrators, instructional leaders, student services leaders, finance, operations, and human resources staff, and other stakeholders identified by the district.

## **F. Recommendations and Transition Considerations**

The consultant shall provide final recommendations regarding an appropriate staffing structure for the district's reconfigured elementary school model.

- Recommendations shall include implementation considerations, potential risks, and suggested transition planning steps.

## IV. Deliverables

No.	Deliverable	Description
1.	<b>Project Work Plan and Timeline</b>	A written work plan identifying major tasks, milestones, meetings, and projected completion dates.
2.	<b>Data and Document Review Summary</b>	A summary of the consultant's initial review of materials provided by the district, including identification of additional information required, if any.
3.	<b>Current-State Staffing Analysis</b>	A written analysis of existing staffing structures and relevant findings.
4.	<b>Future-State Staffing Scenarios</b>	Written descriptions of at least two to three staffing models aligned to the district's future school configuration.
5.	<b>Draft Report</b>	A draft report containing methodology, findings, scenarios, and preliminary recommendations for District review.
6.	<b>Final Report</b>	A final report incorporating District feedback and including an executive summary, methodology, analysis, options, recommendations, and implementation considerations.
7.	<b>Presentation of Findings</b>	A formal presentation of findings and recommendations to District leadership and/or the School Committee/Board, as requested.

## V. District Responsibilities

EGPS anticipates providing the selected consultant with access to relevant records and planning materials, which may include, but are not limited to, staffing rosters and organizational charts; enrollment data and projections; class size information; schedules and program descriptions, where relevant; facilities planning information; collective bargaining agreement provisions relevant to staffing; and other documents reasonably necessary for completion of the work.

EGPS will also assist in coordinating meetings with appropriate personnel.

## VI. Minimum Qualifications

Proposals will be considered only from firms or consultants that can demonstrate qualifications and experience in staffing analysis in public school systems; K–12 organizational planning; elementary school and/or early childhood school structures; development of staffing models and recommendations; analysis of educational, operational, and fiscal implications of staffing decisions; and presentation of findings to school district leadership and governing bodies.

Preference may be given to proposers with direct experience supporting districts undergoing grade-span reorganization or similar internal restructuring.

## VII. Proposal Content Requirements

To be considered responsive, proposals shall include the following information in the order listed below:

## **1. Cover Letter**

A letter signed by an authorized representative of the proposer including the proposer's legal name, principal business address, primary contact information, and a statement confirming the proposer's understanding of and willingness to perform the services described herein.

## **2. Firm or Consultant Profile**

A description of the proposer's background, organizational structure, history, and relevant experience.

## **3. Statement of Understanding and Technical Approach**

A detailed narrative describing the proposer's understanding of the district's needs and the methodology the proposer will use to complete the work.

## **4. Project Team**

Identification of the personnel who will be assigned to the project, including the project lead, roles and responsibilities, and resumes or biographies of key staff.

## **5. Relevant Experience**

Descriptions of at least three comparable projects completed for public school districts or similar public entities.

## **6. References**

At least three professional references for similar work that has been performed within the last ten years.

## **7. Proposed Timeline**

A proposed project schedule, including major phases, stakeholder engagement, draft deliverables, and final completion date.

## **8. Cost Proposal**

A detailed fee proposal including total proposed cost, breakdown by phase, task, or deliverable, hourly rates if applicable, reimbursable expenses if any, and pricing assumptions.

## **9. Litigation History**

Identify any lawsuits or arbitrations involving the proposer within the past five (5) years that relate to contracts or projects for services comparable to those contemplated in this RFP, and indicate the current status of any litigation involving those transactions.

## **VIII. Proposal Submission Instructions**

Proposals must be received no later than 4/27/2026 at 3PM EST.

Proposals shall be submitted [electronically / in hard copy] to: EGSD 111 Peirce Street East Greenwich, RI Attn: Finance Office [tkenworthy@egsd.net](mailto:tkenworthy@egsd.net)

The subject line or envelope shall be marked: **RFP – Consulting Services for Staffing Analysis Related to Elementary School Restructuring**. Late proposals shall be rejected and not be considered.

## IX. Procurement Schedule

Milestone	Date
RFP Issued	4/14/2026
Deadline for Submission of Questions	4/21/2026 12PM EST
Responses to Questions / Addendum Issued	4/23/2026
Proposal Due Date	4/27/2026 3PM EST
Proposal Review Period	May 2026
Interviews, if conducted	May 2026
Selection / Notice of Intent to Award	May- June 2026
Anticipated Contract Approval	June 2026
Anticipated Project Commencement	July 1, 2026

EGPS reserves the right to amend this schedule at its sole discretion.

## X. Questions and Addenda

Questions regarding this RFP shall be submitted in writing no later than 4/21/2026 12PM EST to: Dr. Thomas Kenworthy [tkenworthy@egsd.net](mailto:tkenworthy@egsd.net) questions received after this time will not be addressed.

Responses to questions and any amendments to this RFP will be issued by written addendum. Oral interpretations or clarifications shall not be binding.

## XI. Evaluation of Proposals

Proposals shall be evaluated by EGPS based on criteria that may include, but are not limited to, demonstrated understanding of the project and District needs; quality and comprehensiveness of the proposed methodology; relevant experience and qualifications of the proposer and assigned personnel; quality of references; reasonableness of proposed timeline; overall value and cost; and the ability to provide practical, actionable recommendations within the scope of the engagement.

EGPS reserves the right to conduct interviews, request additional information, seek clarifications, and negotiate terms with one or more proposers.

Criterion	Suggested Weight
Demonstrated understanding of project and District needs	20%
Quality of technical approach and methodology	25%
Relevant experience and qualifications	20%

Criterion	Suggested Weight
Project team and references	15%
Timeline and project management approach	10%
Cost / overall value	10%

## XII. Contract Award

EGPS intends to award a contract to the proposer deemed most qualified and in the best interest of the district, taking into consideration the evaluation factors set forth herein. EGPS reserves the right not to award a contract, to reject any or all proposals, and to reissue this RFP if deemed necessary.

Any award shall be contingent upon successful negotiation of a contract acceptable to EGPS and approval by the appropriate District authority, including the School Committee if required.

## XIII. Terms and Conditions

- EGPS reserves the right to waive minor informalities and irregularities in proposals received.
- EGPS reserves the right to request clarification or additional information from any proposer.
- Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.
- All costs incurred in the preparation and submission of a proposal shall be borne solely by the proposer.
- All materials submitted in response to this RFP shall become the property of the district, subject to applicable law.
- In accordance with Rhode Island General Laws § 38-2-1 *et seq.* (the “Public Records Law”), all documents submitted in response to the bid proposal are deemed public upon opening of the bids. If the Proposer believes any of the information contained in their response is exempt from the Public Records Law, then the Proposer must, in their response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, EGPS will treat materials received as public records.
- The selected proposer shall comply with all applicable federal, state, and local laws, regulations, and District policies.
- The selected proposer shall be required to provide proof of insurance in accordance with Section XVI below and execute the district’s standard professional services agreement.
- The district’s decision regarding selection shall be final.

## XIV. Reservation of Rights

- Reject any or all proposals.
- Cancel, withdraw, or amend this RFP at any time.
- Request additional information from one or more proposers.
- Negotiate changes in scope, price, or contract terms.
- Award all, part, or none of the services described herein.
- Make any decision it deems to be in the best interest of the district.

## **XV. Non-discrimination**

EGPS is committed to preventing discrimination and to providing an equal opportunity for all current and prospective employees, students, and contractors, regardless of race, color, creed, national or ethnic origin, sex, gender, genetic information, religion, disability, age, sexual orientation, gender identity or expression, marital status, citizenship status, or other legally-protected status.

## **XVI. Insurance**

The vendor will maintain at their own expense during the term of this contract, the following insurances:

- Workers' Compensation Insurance with Rhode Island statutory limits and Employers Liability Insurance with a minimum limit of \$1,000,000 each accident for any employee.
- Comprehensive/Commercial General Liability Insurance with a limit of \$1,000,000 per occurrence and a \$2,000,000 annual aggregate limit. General Liability to include a Waiver of Subrogation in favor of the East Greenwich Public Schools.
- Automobile Liability Insurance covering all owned, hired and non-owned vehicles with a minimum combined single limit of \$1,000,000 per accident for bodily injury and property damage.
- Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

## Appendix A. Proposal Submission Form

The following form may be completed and included at the front of the proposer’s response.

Required Information	Response
Legal Name of Proposer	
Primary Contact Name and Title	
Business Address	
Telephone	
Email	
Federal Tax ID / EIN	
Authorized Signature	
Printed Name and Title	
Date	

## Appendix B. Proposer Certification

By signing below, the proposer certifies that the proposal submitted is true and accurate to the best of its knowledge and that the proposer has the authority to enter into an agreement for the services described in this RFP.

Authorized Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Printed Name and Title



### Appendix C. District Use Only – Evaluation Worksheet

This worksheet is optional and may be used by the review committee during proposal evaluation.

Criterion	Weight	Score	Comments
Demonstrated understanding of project and District needs	20%		
Quality of technical approach and methodology	25%		
Relevant experience and qualifications	20%		
Project team and references	15%		
Timeline and project management approach	10%		
Cost / overall value	10%		