Request For Proposal Ferguson-Florissant School District
Districtwide Job Description Review and Modernization Services

NOTICE

The Ferguson-Florissant School District (District) will accept proposals as described in the attached request. Qualified organizations (Respondent) are invited to submit an electronic copy of a proposal as described herein.

PROPOSAL SHALL BE LABELED:

"PROPOSAL-Districtwide Job Description Review and Modernization Consulting Services"

AND SUBMITTED TO:

Chris Schwan, Administrative Assistant to the Chief Human Resource Officer
cschwan@fergflor.org

All Request For Proposal packets should be submitted by 4:00 p.m on June 29,2026. The email subject line for information packet submissions should be ""PROPOSAL - Districtwide Job Description Review and Modernization Services". The document must be a single file in PDF format. An email receipt will be sent when a packet is received. Any submissions received after the specified date will be excluded from consideration.

Questions may be directed to Katy Chambers
Phone: 314-250-8879
Email: kchambers@fergflor.org
General District Information:
www.fergflor.org
FFSD Equity Resolution:
www.fergflor.org/equity

The Ferguson-Florissant School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the District.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **The Respondent is required to complete, sign electronically, and return this form with the proposal.**

Company Name	**Authorized Person**
Address	**Signature**
City, State, Zip	**Title**
Tax ID#	**Phone**
Entity Type	**Email**

Request for Proposal (RFP) Districtwide Job Description Review and Modernization Services Ferguson-Florissant School District

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NOTICE

The Ferguson-Florissant School District (District) will accept proposals from qualified consulting firms to facilitate a comprehensive districtwide job description review, audit, stakeholder engagement process, and modernization initiative as described in this Request for Proposal (RFP). Qualified organizations (Respondent) are invited to submit an electronic proposal as described herein.

PROPOSAL SHALL BE LABELED:

"PROPOSAL – Districtwide Job Description Review and Modernization Consulting Services"

AND SUBMITTED TO:

Chris Schwan
Administrative Assistant to the CHRO
cschwan@fergflor.org

All RFP packets should be submitted by 4:00 p.m. on June 29,2026. The email subject line should read:

"PROPOSAL – Districtwide Job Description Review and Modernization Consulting Services"

The proposal must be submitted as a single PDF file. Confirmation of receipt will be provided via email. Any submissions received after the specified deadline will not be considered.

Questions regarding this RFP may be directed to:

Katy Chambers
Chief Human Resources Officer
Phone: 314-250-8879
Email: kchambers@fergflor.org

General District Information:
Ferguson-Florissant School District

The Ferguson-Florissant School District and Board of Education (Board) reserves the right to reject any or all proposals, to waive informalities and minor irregularities in the proposal received, and select the proposal deemed most advantageous to the District. The District and Board, in its sole discretion will determine whether an irregularity is minor.

I. INTRODUCTION

The Ferguson-Florissant School District ("FFSD" or "District") is seeking proposals from qualified consulting firms to conduct a comprehensive review, audit, and modernization of all district job descriptions and related position classifications.

The District seeks a collaborative partner to engage employees, supervisors, administrators, and district leadership in a structured review process to ensure job descriptions accurately reflect current duties, operational expectations, compliance requirements, organizational structure, and future workforce needs.

The selected consultant will assist FFSD in developing a modernized, legally compliant, and strategically aligned job description framework that supports recruitment, retention, operational efficiency, and organizational clarity.

This work is intended to support a safe, inclusive, equitable, and high-performing workplace environment by ensuring roles and responsibilities are clearly defined and consist throughout the organization.

II. PROJECT REQUIREMENTS

A. District Background

FFSD is a Pre K–12 public school district located in St. Louis County, Missouri, serving approximately 8,000 students across multiple campuses and support facilities.

The District employs approximately 1,400 employees.

The District is currently engaged in organizational alignment efforts intended to improve operational efficiency, supervisory capacity, accountability, and employee support systems.

B. Project Purpose

The purpose of this initiative is to:

- Conduct a comprehensive audit of all current district job descriptions
- Engage employees and supervisors in validating current duties and responsibilities
- Ensure job descriptions reflect actual operational practices
- Modernize district job descriptions using current HR and workforce best practices
- Create consistency in formatting, terminology, competencies, and expectations
- Identify outdated, duplicative, or misaligned position descriptions
- Align job descriptions with organizational structure and reporting relationships
- Improve recruitment, onboarding, evaluation, succession planning, and workforce development practices
- Support compliance with applicable employment laws and regulations

- Develop scalable systems and processes for future job description maintenance and review

C. Scope of Work

The selected consultant will provide comprehensive consulting services that include, but are not limited to, the following:

1. Current State Assessment

- Review all existing district job descriptions
- Assess consistency, quality, structure, and compliance
- Identify gaps, redundancies, outdated language, and inconsistencies
- Evaluate alignment between job descriptions and operational practices

2. Stakeholder Engagement Process

The consultant must facilitate a collaborative engagement process that includes:

- Employee input sessions
- Supervisor and administrator interviews
- Department-level review meetings
- Leadership consultation sessions
- Feedback collection and validation processes

The District expects a process that promotes transparency, employee voice, organizational trust, and cross-functional collaboration.

3. Job Description Audit and Modernization

The consultant shall:

- Update and standardize all district job descriptions
- Develop consistent formatting and structure across all positions
- Ensure inclusive, professional, and legally compliant language
- Clearly define essential functions and responsibilities
- Clarify reporting relationships and supervisory expectations
- Identify required qualifications and preferred qualifications
- Incorporate competencies, skills, and operational expectations
- Ensure compliance with relevant federal, state, and local laws and regulations including but not limited to the Americans with Disabilities Act, Fair Labor Standards Act, Title VII, the Missouri Human Rights Act, and other relevant employment regulations
- Ensure compliance with FFSD policies
- Review exempt/non-exempt classifications as appropriate

- Align descriptions with current district organizational structure

4. Development of Modern Job Description Framework

The consultant shall provide:

- Standardized templates
- Job description writing guidelines
- Recommended review/update processes
- Suggested review cadence and governance structure
- Recommendations for ongoing maintenance procedures

5. Workforce and Organizational Alignment

The consultant should provide recommendations regarding:

- Position alignment
- Organizational efficiency
- Reporting structure consistency
- Supervisory capacity considerations
- Career pathway opportunities
- Workforce planning implications

6. Final Deliverables

The consultant shall provide:

- Updated job descriptions for all district positions as editable electronic files
- Standardized job description templates
- Summary findings and recommendations report
- Executive summary presentation for district leadership and Board of Education
- Recommended process for future updates and maintenance

D. Modern Job Description Expectations

FFSD seeks modern job descriptions that:

- Reflect evolving workforce expectations and operational needs
- Use clear, concise, and inclusive language
- Accurately define essential job functions
- Support recruitment and retention efforts
- Align with organizational goals and employee accountability
- Establish consistency across departments
- Support employee growth and professional development
- Provide clarity regarding expectations and responsibilities

Job descriptions should include, at minimum:

- Job Title
- Department
- Reports To
- Job Summary
- Essential Functions
- Qualifications
- Required Certifications/Licensure
- Competencies and Skills
- Physical Demands and Working Conditions
- Terms of Employment
- Evaluation Criteria
- Supervisory Responsibilities (if applicable)

E. Consultant Qualifications

The District seeks consultants with demonstrated experience in:

- K–12 school district organizational consulting
- Human resources consulting
- Job analysis and job architecture
- Compensation and classification studies
- Employee engagement facilitation
- Organizational development
- Workforce planning
- Change management
- Employment law compliance
- Modern HR systems and practices

Preference may be given to firms with experience working with public school districts of similar size and complexity.

F. Proposal Requirements

Proposals must be submitted as a single PDF file and should include the following:

1. Company Overview

- Company history and background
- Organizational structure
- Years in operation
- Relevant experience

2. Project Understanding

- Understanding of FFSD's goals and needs
- Proposed approach and methodology
- Stakeholder engagement strategy

3. Scope and Methodology

Describe:

- Review and audit process
- Employee engagement process
- Data collection methods
- Validation procedures
- Modernization framework
- Compliance review approach
- Technology or AI tools utilized, if applicable

4. Project Timeline

- Proposed timeline with identified major milestones
- Availability to begin services and estimated completion date

5. Deliverables

- Clearly outline all deliverables included in the proposal

6. Staffing Plan

- Project team members: names, titles, and bios
- Roles and responsibilities of each project team member
- Relevant qualifications and experience of each project team member

7. References

Provide at least three references from organizations similar in size or scope, including:

- Organization name
- Contact person
- Phone/email
- Description of services provided

8. Cost Proposal

Provide a detailed breakdown including:

- Professional fees
- Travel expenses
- Meeting facilitation costs

- Technology/platform costs
- Any optional services
- Total project cost

G. Evaluation Criteria

Proposals will be evaluated using the following criteria:

1. Understanding of Project Goals
2. Experience and Qualifications
3. Stakeholder Engagement Approach
4. Quality of Methodology
5. K–12/Public Sector Experience
6. Ability to Modernize and Standardize Job Descriptions
7. Compliance and HR Expertise
8. Project Timeline and Capacity
9. References and Past Performance
10. Cost and Overall Value

H. Tentative Timeline

RFP Released	06/05/2026
Questions Due	06/16/2026
Proposal Submission Deadline	06/29/2026
Proposal Review Period	06/30/2026 - 07/03/2026
Interviews (if applicable)	07/06/2026
Board Approval	07/08/2026]
Project Start Date	07/13/2026

III. GENERAL CONDITIONS

The District and Board reserve the right to:

- Reject any or all proposals
- Waive informalities and minor irregularities, in District and Board's sole discretion
- Request additional information
- Negotiate terms with selected respondents
- Select the proposal deemed most advantageous to the District

- accept any proposal as submitted whether or not negotiations have been conducted between the parties

The successful Respondent must comply with all applicable federal, state, and local laws and regulations.

The selected consultant may be required to provide:

- Proof of insurance
- E-Verify documentation
- Background screening compliance
- Conflict of interest disclosures

VI: INSTRUCTIONS TO RESPONDENTS

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1. QUALIFICATIONS

In addition to the qualifications above, the following information shall be included in the proposal:

A. Felony Conviction Notification Form

B. Federal Work Authorization Program (E-Verify) Addendum

C. Federal Work Authorization Program Affidavit

2. SUBMITTING A RESPONSE

In submitting a proposal, the Respondent agrees to provide the services outlined in the proposal according to the fee structure enumerated in the same proposal. The successful Respondent will provide a contract outlining the terms of the service.

The District reserves the right to terminate the relationship with the Respondent at any time and for any reason.

Commencement of services shall be as soon as possible after the Board of Education approves the proposal with the successful Respondent.

The response shall follow the outline above and be concise. Failure to follow instructions may nullify the response from consideration. To be considered for selection, Respondent should clearly limit responses to the specific criteria in the order listed. No joint responses (proposals) will be accepted by the District.

The deadline for submitting the response shall be in accordance with the notice. Proposals received after this date and time will not be considered. Telephone, facsimile, electronic or electronic modification of proposals will not be considered. The time and date recorded by the District shall be the official time of receipt.

3. FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with the District must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The District may terminate any agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement.

By submitting this offer and signing this certificate, this Respondent:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the Respondent to conduct the appropriate background checks on its employees and the Respondent agrees to share this information with the District upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____

Fax Number: _____

Authorized Company Official's Name: _____

_____

Signature of Company Official **Date**

_____

Printed Name of Company Official

4. FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars ($5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal laws or regulations that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements of a) through f) above will be considered a material breach of your contract with the District.

By:_____
(signature)

Printed Name and Title:_____

For and on behalf of:_____
(company name)

4. FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I,_____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by_____(hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District. FURTHER AFFIANT SAYETH NOT.

By:_____(individual signature)

For:_____(company name)

Title:_____

Subscribed and sworn to before me on this_____day of_____, 2021 .

_____

NOTARY PUBLIC

My commission expires:

PART III: GENERAL CONDITIONS

1. **SCOPE:**
   The following terms and conditions shall govern the submission of proposals and any subsequent contracts.

2. **DEFINITIONS AS USED HEREIN:**
   The term "request for proposal" or RFP means a solicitation of a formal, sealed proposal.
   The term "respondent" or "firm" means the person or entity submitting a formal sealed proposal.
   The term "District" means Ferguson-Florissant School District.
   The term " Board" of “Board of Education” means the governing body of the District.
   The term "contractor" means the respondent awarded a contract under this proposal.

3. **COMPLETING PROPOSAL:**
   All information must be legible. Any and all corrections and/or erasures must be initialed. Each proposal must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the proposal submitted by the successful respondent will become a part of any contract award as a result of this solicitation.

4. **REQUEST FOR INFORMATION:**
   Any requests for clarification of additional information deemed necessary by any respondent to present a proper proposal shall be made in accordance with the timeline. All requests will be responded to in writing by the District in the form of an addendum addressed to all prospective respondents. Verbal responses and/or representations shall not be binding on the District.

5. **CONFIDENTIALITY OF PROPOSAL INFORMATION:**
   All proposals and supporting documents will remain confidential until a final contract has been executed. All responses become the property of Ferguson-Florissant School District and will be part of public record.

6. **SUBMISSION OF PROPOSAL:**
   Proposals are to be sealed and submitted prior to the date and time indicated on the Certification Form. At such time, all proposals received will be formally opened. The opening will consist of only the name and address recording of respondents. Proposals received after the date and time indicated on the Certification Form shall not be considered. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified must be sealed and submitted prior to the proposal submission deadline. Each respondent may submit only one (1) response to this proposal.

7. **NEGOTIATION:**
   The District reserves the right to negotiate any and all elements of this proposal. The District will attempt to negotiate and contract for services described in this solicitation with the most qualified firm(s). If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm(s). This process will continue until an agreement is reached.

8. **TERMINATION:**

Subject to the provisions below, any contract derived from this Request For Proposal may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the District until said work or services are completed and accepted.

a. TERMINATION FOR CONVENIENCE

i. In the event that the contract is terminated or cancelled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

b. TERMINATION FOR CAUSE

i. Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

c. TERMINATION DUE TO UNAVAILABILITY OF FUNDS

i. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

9. **TAX EXEMPTION:**

Contractor shall not include federal excise tax, transportation tax, or state retail sales tax in their cost proposal, as these taxes do not apply to the District. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.

10. **SAFETY:**

All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

11. **RIGHTS RESERVED:**

The District reserves the right to reject any or all proposals, to waive any informality or minor irregularity in any proposal, and to make an award to the response deemed to be most advantageous to the District. The District reserves the right to use the services of multiple firms.

12. **RESPONDENT PROHIBITED:**

Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written approval of the District.

13. **DISCLAIMER OF LIABILITY:**

The District, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

14. **HOLD HARMLESS:**

a. By execution and performance of any resulting contract, the District does not intend to, nor shall it be deemed to have waived or relinquished any immunity or defense on behalf of District, or District's Board members, officers, directors, employees, agents, successors or assigns.

15. **LAW GOVERNING:**

a. All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri without regard to its conflict of law principles.

16. **COMPLIANCE WITH THE LAW:**

a. Contractor will comply with all State, federal and local statutes, regulations, ordinances, including civil rights and employment laws, and agrees not to discriminate against any employee or applicant for employment or in the provision of services on the basis of any characteristic protected by law.

b. Contractor will abide by all applicable District policies.

17. **CONFLICT OF INTEREST:**

a. The successful respondent shall not have conflicts of interest as to revenues derived from the results of tests or recommendations made on behalf of the firm. No salaried officer or employee of the District and no member of the Board shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. The contractor further covenants that in the performance of this contract no person having such interest shall be employed to work on this project.

18. **INSURANCE:**

a. If applicable, contractor shall provide proof of any relevant insurance coverages and limit. Before entering into contract, the successful respondent shall furnish to the District Purchasing Office a Certificate of Insurance verifying the foregoing coverage.

Prior to any material change or cancellation, the District will be given thirty (30) days advance notice by registered mail to the stated address of the certificate holder. Further, the District will be immediately notified of any reduction or possible reduction in aggregate limits of any such policy where such reduction, when added to any previous reductions, would exceed 10% of the aggregate.

The certificate holder on the Certificate of Insurance shall be as follows:

Ferguson-Florissant School District
8855 Dunn Road
Hazelwood, MO 63042-2212

19. COSTS

All costs incurred in the preparation of the response to this request for proposal shall be the sole responsibility of the respondent.

20. RESPONDENT REPRESENTATIONS

As an independent contractor of the District, contractor will provide documentation and a sworn affidavit that all employees of contractor are not considered unauthorized aliens as defined by Federal law and are enrolled in and actively participate in a federal work authorization program (FWAP) used to verify citizenship information of newly hired employees under the Immigration Reform and Control Act of 1986. Contractor must also sign and provide to the District an affidavit indicating they do not knowingly employee any unauthorized aliens under an agreement entered into pursuant to this RFP.

22. INDEPENDENT CONTRACTOR

The parties intend and agree that contractor is an independent contractor and not an agent, representative, or employee of the District. Contractor shall not have any right, power, or authority to enter into any agreement for, or on behalf of, or incur any obligation or liability of, or to otherwise bind, the District. Any agreement entered into pursuant to this RFP shall not be interpreted or construed to create an association, agency, joint venture, or partnership between the parties or to impose any liability attributable to such a relationship upon either party.

V. VISION FOR SUCCESS

The Ferguson-Florissant School District seeks a consulting partner who understands that modern job descriptions are not simply compliance documents, but foundational organizational tools that support employee success, operational clarity, equitable practices, and strategic workforce planning.

The District is seeking a collaborative, forward-thinking partner who can help establish a sustainable and future-ready framework that accurately reflects the important work performed across the organization while positioning FFSD for continued growth and operational excellence.