



**Francis Howell R-III School District
Request for Proposals
District Staffing Analysis and Workforce Planning Consulting
Services**

Addendum I July 2, 2026 - Questions and Clarifications pertaining to the RFP

1. On page 6, Section 5 – Proposal Evaluation Criteria, the district outlines the 5 areas offerors will be scored on for the RFP. What will be the weighted percentages for each of the 5 areas?

Response:

- Offeror's demonstration of a complete understanding of the District's requirements and needs. (20%)
- The qualifications and experience working with public school districts of the Company and the team assigned to the District. (15%)
- The approach to planning, implementing and performing the scope of work. (20%)
- Evaluation of past performance, references, interviews, presentations, etc. (15%)
- The total cost of the services offered to the District. (30%)

2. On page 6, Section 6 – Proposal Requirements, Number 4, the district is requesting a sample staffing report from the offeror. Is submission of a work sample mandatory, or would alternative evidence of capabilities be considered, such as client references, redacted project summaries, or performance metrics?

Response:

Yes. Submission of a sample staffing report, or a substantially similar work product, is a required component of the proposal. The District is requesting this information to evaluate how the results of the staffing analysis will be presented, including the clarity, transparency, and usability of the final deliverables for District administration and stakeholders. While client references and performance metrics are valuable in demonstrating experience and qualifications, they do not provide sufficient insight into the format, level of detail, or actionability of the proposed reporting. Offerors may redact confidential or identifying information as necessary to protect client confidentiality, provided the sample accurately represents the quality and format of the work product that would be delivered to the District.

3. Is there an expectation that the work be completed in person, virtually, or through a hybrid approach?

Response:

The District does not prescribe a required delivery method for this project. Offerors may propose an onsite, virtual, or hybrid approach based on their methodology and experience. The proposed approach should clearly describe how services will be delivered, how collaboration with District staff will occur, and how the approach will support the successful completion of the project. The delivery methodology will be considered as part of the District's overall evaluation of each proposal.

4. Is there a desired timeline for completion of the project?

Response:

The District requests that offerors include a proposed project timeline as part of their submission, including key milestones and an anticipated completion date. The District's preference is for the project to be substantially completed by **November 1, 2026**, to allow sufficient time for Administration to review the findings, develop recommendations, and prepare for staffing decisions related to the 2027–2028 school year. This timeline also supports discussion of the results during the Board of Education Work Session anticipated in December 2026. The feasibility, completeness, and reasonableness of each proposed project timeline will be considered as part of the District's evaluation of proposals.