



**TOWN OF TRUMBULL
TRUMBULL BOARD OF EDUCATION
REQUEST FOR PROPOSAL FOR CONSULTANT SERVICES**

RFP: # 5941

DUE: April 11, 2012 @ 12:00 NOON

Request:

The Town of Trumbull and the Trumbull Board of Education are seeking proposals, consistent with prevailing laws and labor contracts, from consultant firms competent to provide a consultant report to the Town of Trumbull and Trumbull Board of Education relative to the question of operational and management efficiencies within the business of the Town of Trumbull and Trumbull Board of Education, without compromising current needs, services and programs provided to students and taxpayers.

Background:

Recently, the First Selectman, in collaboration with the Board of Education, appointed a special commission to study the ever growing list of the services to citizens and students in our town and schools. The Town of Trumbull and the Trumbull Board of Education mutually agree that there should be an analysis concerning a joinder of services between the Town of Trumbull and the Trumbull Board of Education to enhance financial accountability and transparency, as well as operational and management efficiency without impacting the services or responsibilities of either division.

The Assignment Purpose:

- The Town of Trumbull and the Trumbull Board of Education seek to identify opportunities for efficiencies that exist in the present services being offered and to identify system efficiencies that will produce cost savings that will not adversely impact Town or school operations;
- A broad coalition of community organizations have praised the quality of the school system and its desire to be supportive of efforts to increase resources that impact the school system and improve the delivery systems through which those resources are invested; similarly, a large segment of the community want to ensure that current resident benefits continue;
- The ultimate goal of this assignment is to provide guidance that will enable the implementation of operational, management, and budgetary systems that are accountable, transparent, and efficient for both the Town and district wide.

Scope of Work:

- The selected consultant and consultant team will be required to review current operational systems, management systems, core functions and/or policies that impact costs within the system and the Town,
- The selected consultant will be required to cite discoveries that result from the above stated review that impact municipal and educational operational costs. In so doing, will identify those discoveries in a report that clearly states operational and management costs that have the potential to be reduced or management alternatives that could be performed more efficiently. The selected consultant will be required to provide conclusions based upon the stated mapping as to the impact of current operations on the financial structure;

- The selected consultant will present a clear set of recommendations as to the extent possible that a number of potential opportunities for added efficiencies were discovered by the evaluation. These identified efficiencies shall be cited in a brief report that is to be completed by the consultant and presented by the consultant to the Town of Trumbull and the Trumbull Board of Education within 90 days of the effective date of the start of work.

It is understood the selected consultant will be provided with all necessary documents from the Town of Trumbull and Trumbull Board of Education to complete the scope of this assignment.

Requirements for Successful Bidders:

Bidders must demonstrate a knowledge of public school and municipal operational and management systems and demonstrate an experience and background and possess professional qualifications, as determined by a bid review team, that clearly demonstrate the ability to undertake the defined assignment. Bidders preferably should be able to demonstrate some familiarity with systems software, especially the MUNIS software.

Required Submittals:

1. Sample of completed similar or related assignments;
2. Vitae of participants in the assignment must be submitted, including the legal team;
3. A minimum of two references from previous clients in related assignments along with a list of clients;
4. The applicant must demonstrate a knowledge of existing statutes to schools and relevant laws to schools and municipalities;
5. A demonstration of consultant skills in the information technology arena that enable the analysis of operational systems and software;
6. A reasonable cost structure in light of the scope of work to be accomplished must be submitted.
7. An estimate of the required time to be allotted to the work.

(Failure to submit any of the seven (7) minimum requirements listed above may disqualify a submittal)

Proposal Structure:

1. Title page with bidder's name, contact information, and date of submission;
2. Proposal overview of no more than one page which describes the work process;
3. A description of the bidder's view of the research necessary to complete the assignment, which includes a description of the necessary data sources and the tactics used to carry out the assignment;
4. Demonstration of six (6) submittal requirements as stated above;
5. Identification of existing or potential conflict of interests
6. Proposed budget/fee in range numbers for the assignment, including estimated hours, and including any standard hourly compensation as well as any anticipated additional out of pocket expenses, if any;
7. A description of the deliverable as well as a projected timetable with milestones for completion of the assignment;
8. Detailed implementation methodology describing the project approach and how it will be organized and managed including any anticipated use of subcontractors and consultants;
9. A summary of knowledge of Connecticut public educational systems and municipal operations and / or experience within the State of Connecticut.

Evaluation Criteria:

A committee represented by members of the BOE and its staff, the Town of Trumbull and its staff, and members of the First Selectman's Special Commission on System Efficiency, will determine evaluation criteria which will include but not be limited to, similar or related experience, references, proposed timetable, and fee structure.

Interview Requirement:

It is likely that the committee will require the designated Project Managers from selected respondent teams to be interviewed by the committee between on or about the week of April 23, 2012 at Trumbull Town Hall, 5866 Main Street, Trumbull, CT 06611.

Proposal details:

- It is the responsibility of the responder to verify prior to final submittal of its proposal, if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov (Purchasing Department – Bid Invitation). Responders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.
- Deadline for submittal of response is April 11, 2012 by 12:00 NOON.
- Proposals arriving after that time will not be considered.
- Proposals should include one sealed original and Five (5) copies and should be sent to:

***Town of Trumbull
Purchasing Department
5866 Main Street
Trumbull, CT 06611***

**And one courtesy copy to
Trumbull Board of Education
Attn: Ralph Iassogna
Long Hill Administration Building
6254 Main Street
Trumbull, CT 06611**

**And one courtesy copy to
The Honorable Timothy M. Herbst
First Selectman, Town of Trumbull
5866 Main Street
Trumbull, CT 06611**