

# Request for Proposals

## Staffing Study

### For the Town of Johnson.

RESPONSE DUE: August 15th, 2025 before 12:00pm

The Town of Johnson requests proposals from qualified consultants to provide a staffing study for the town. The purpose of the study is to determine if the current staffing levels are adequate and appropriate for the size, fiscal capacity and demographic make-up of the town, compare levels of service with comparable towns, (especially those with similar tax burdens), and make recommendations for increased efficiency and effectiveness.

To assist the consultant in submitting a proposal, the Town is providing a Community Profile (attached to this RFP). Proposals will briefly describe the process for collecting and analyzing data for the following tasks:

Scope of Services:

- A survey of existing staffing levels, including positions, their duties, number of hours worked and compensation. Survey should also include a summary of cost of services provided by non-staff, such as Law Enforcement, Fire Protection, EMS, mowing and cemetery maintenance and others as identified in the budget.
- A comparison of staffing and compensation of comparable sized towns. Comparable sized towns shall be defined by population but also such factors as: number of miles and types of roads, per capita income, tax rate, grand list and non-staff services provided.
- A comparison and ranking of the relative tax burden of identified comparable towns to Johnson, as per above criteria.
- A statement as to the adequacy/efficiency of current levels of staffing.
- Recommendations for changes to increase efficiency and or effectiveness of staffing and or services provided.
- An evaluation/estimate of what impact recommended changes might have on the budget/tax burden.
- Meet at least once with the Selectboard to present study results and accept board input.
- Prepare and submit a Final Report

In addition to a general overview of the means and methods proposed to collect data for the above Scope of Work, the consultant shall provide an estimate of hours, and the cost associated to complete each of the above tasks.

Proposals may include recommendations for modifications to the listed tasks if in the opinion of the consultant there are better and more cost effective means and methods to obtain the data necessary to meet the study goals.

The results of the tasks identified in the Scope of Work shall be submitted in report form. The consultant shall meet at least once with the selectboard to present the proposed study results and solicit board input. The consultant shall incorporate selectboard input and produce a Final Report.

The consultant may propose to bill at an hourly rate, with an estimate of hours needed to complete each task with a not to exceed figure for each task, or they may propose a lump sum not to exceed figure. The consultant should propose a payment schedule. The results of the study shall remain the property of the Town of Johnson and may not be used without their express written consent.

The Town of Johnson reserves the right to accept or reject any or all proposals and to negotiate the Scope of Services and cost proposed by the consultant.

The successful consultant shall provide proof of insurance.