



Livingston Parish Public Schools

Excellence in Education!

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ADDENDUM NO. 1

June 29, 2023

Re: RFP #23-12 Districtwide Comprehensive Organizational Review

This addendum is issued for the purpose of modifying and/or clarifying the referenced proposal.

Responses to written questions submitted no later than Friday, June 23, 2023 are attached.

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1. For the review of salary schedules, does the District anticipate the participation of employees, such as through the completion of job questionnaires to document job duties?

Yes

2. Are current job/class descriptions in good, fair, or need improvement shape?

We are unsure of how to answer this as we do not know what constitutes a good, fair, or needs improvement job description. We would be interested to see how the awarded firm describes our job descriptions.

3. Are you requesting the revision and development of job/class descriptions as part of the scope of work?

If the awarded firm feels that revisions are needed in order to streamline or help with efficiency then we will consider revising them. If changes are suggested we would have to seek input from our attorney to be sure we do not break any employment contracts.

4. Has the District selected “target” agencies for the market survey being requested? Or, do you anticipate the selected firm to work together with the District to identify surveyed agencies?

This would be a joint conversation between the firm and district to determine adequate comparable agencies.

5. Under Section II (Nature of Services Required), part A (Scope), do you view item #2 (in reference to the assessment and evaluation of districtwide salary schedules etc.) as a minor or major (or equal) aspect of the overall project?

Major

6. How many employees would be included as part of the review of salary schedules?

All employees. All positions in the salary schedule will need to be reviewed during this process.

7. Of the 3,800 full and part time employees, how many employees are non-instructional and how many are instructional?

Approximately 76% of all LPPS employees are considered instructional.

8. Can you confirm that you are requesting a review and recommendations for teacher schedules as well as central office positions?

Teacher salary schedules should be reviewed in comparison with surrounding districts as well as similar performing districts.

9. Section III-C indicates that there are 246 employees assigned to Central Office. Can you confirm this number?

246 is an approximate number, as explained on page 8 of the RFP. The majority of the employees in the Nursing Dept are housed at a school(s). There are also a few food service employees and bus drivers that are not housed at Central Office, but are a part of the 246 Central Office employees. The data that was used to estimate the number of Central Office employees came from our accounting software.

10. Under Section III-A-2, could you please clarify what the District is seeking in reference to assessing and evaluating....”various work calendars for all positions”.

This would be reviewing the number of work days included in the various contracts to determine if they are equitable and sufficient for that position. For example: 182 day, 212 day, 240 day etc...

11. Has a market comparison study been previously conducted for these groups?

No.

12. Are there Regional market conditions / challenges to consider as part of the overall study?

The overall goal would be to become competitive in the current job market so we would need to consider all regional market conditions to determine what it will take for LPPS to be competitive.

13. Are there currently policies, methods, or practices in place for: adjusting jobs in the pay structure for changes in duties / responsibilities?

We would have to review or possibly consider revising policies with a long-term plan if necessary however we would have to consider all labor and contract laws with employees.