



REQUEST FOR INFORMATION

Workforce Development Plan #1008

This **Request for Information** is an attempt to gain more knowledge about soliciting for professional service providers to conduct a WORKFORCE DEVELOPMENT PLAN.

Background: In late December 2018 the city published a formal public Request for Proposal for Professional Service Providers to propose on a Workforce Development Plan. Reference <https://www.stcharlesil.gov/bids-proposals>. (Select Workforce Development Plan with a scheduled due date of 1/25/2019.) The city did not receive any responses.

➤ **Please provide information, including answers to our below questions, on how we can best achieve our objective?**

1. Our understanding of a “Workforce Development Plan” is: (1) Identifying the skills, knowledge and abilities of today’s staff and identifying those required by a staff in the next 5 years. (2) Recommendation on how to bridge the gap. Is this a realistic objective?
 - a. We want a professional service provider who will:
 - i. Review the employee skills matrix the City developed in-house
 - ii. Gain an understanding of the skills we currently possess – and identify what skill sets are needed in the next 5 years
 - iii. Advise us on what we can do today to start developing those skill sets.
 - b. We do not want recommendations on: FTEs; Organizational Charts; Staffing Levels; Succession Planning;; Review of Job Descriptions; How to fill the pipe line of specified positions...
 - i. Is there a better term for what we are asking for? staffing analysis; trend analysis, needs assessment, development planning
 - c. Our staff consists of professionals, union, and first responders.
 2. We recognize this analysis will require a review of skills matrix developed in house.
 - a. Would our decision to do the work in-house compromise the consultant’s ability to deliver a quality product?
 - b. Are there other aspects to this review that the city could perform that a consultant will find useful?
 - c. We are also willing to provide: data; the city’s strategic plan; and other additional resources.
 3. We recognize this analysis will build upon trends that have recently been identified, such as personal accountability training, customer service and communication plans, or life skills in-services on wellness and money management. Are there other trends that we need to prepare for?
 4. We recognize this analysis will require a review of skills required for the future. We recognize the future is unknown and that events in the recent past, (911, Katarina, Columbine...) could not have been anticipated. Yet, these events resulted in major changes in how government responds. Can consultants assist in a review of skills required for unforeseeable events?
 5. We recognize that the future workforce is not targeting government careers. What can we do today to attract key talent?
- In order for us to stay on target, we would appreciate your response **prior to Friday, March 22, 2019.**