



## 1. Overview of Kings Regional Service Commission

The Kings Regional Service Commission (KRSC) is committed to providing exceptional services to its residents. To support this goal, the Commission seeks to assess and improve its organizational structure to ensure optimal performance and alignment with current and future needs.

## 2. Purpose of the RFP

KRSC invites proposals from qualified consultants to conduct an organizational review, analyzing our current structure, staff workload, and service delivery efficacy. The review aims to answer the following core questions:

- **Structure Appropriateness:** Is KRSC's organizational structure effective and suited to our goals?
- **Workload Balance:** Are employees fully and appropriately engaged in their roles?
- **Service Gaps:** Are there any unmet needs or areas where service delivery can be improved?

The findings from this review will inform KRSC's strategic planning and resource allocation.

## 3. Scope of Work

The selected consultant will be responsible for:

1. **Assessing the Current Organizational Structure**
  - Review the existing organizational chart, roles, and reporting lines.
  - Evaluate if the structure aligns with KRSC's goals and supports efficient service delivery.
2. **Workload Analysis**
  - Assess employee workload to determine if responsibilities are appropriately distributed.
  - Identify areas where employees may be underutilized or overextended.
3. **Service Gap Identification**
  - Analyze KRSC's current service offerings and identify any gaps or areas for improvement.
  - Recommend any service adjustments needed to address community needs more effectively.
4. **Recommendations for Improvement**
  - Provide actionable recommendations on structural adjustments, resource allocation, and potential role changes.
  - Propose any new roles or services that may benefit KRSC in meeting its mission.



#### 4. Deliverables

The consultant will deliver:

1. A comprehensive report detailing findings, insights, and recommendations.
2. An executive summary of key findings and actionable items.
3. A presentation to the KRSC leadership team summarizing the review and recommendations.

#### 5. Proposal Requirements

Proposals should include:

- **Consultant's Qualifications:** Outline of experience conducting similar organizational reviews.
- **Approach and Methodology:** Description of the approach for analyzing organizational structure, workload, and service gaps.
- **Proposed Timeline:** Estimated schedule for completing the review, with milestones.
- **Budget:** Proposed fee structure, including all associated costs.
- **References:** Contact information for at least three clients who can attest to the consultant's expertise and success in similar projects.

Deadline Submission: December 20, 2024

#### Contact Information

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