

Ogden City School District

**REQUEST FOR PROPOSAL
MANAGING
SUBSTITUTE TEACHER PLACEMENT SERVICES**

RFP # 9-010

**DUE: Monday January 14, 2019
2:00 P.M.**

**Ogden City School District
Purchasing Department Room #210
1950 Monroe Blvd.
Ogden, Utah 84401**

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	If your business wants to assert a claim of business confidentiality, complete the attached form.
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	In the event your business has concerns with the Terms and Conditions, written notification is required.

**OGDEN CITY SCHOOL DISTRICT
REQUEST FOR PROPOSAL**

SUBSTITUTE TEACHER AND STAFF PLACEMENT SERVICES

RFP # 9-010

**DUE: Monday January 14, 2019
2:00 P.M.**

I. GENERAL

A. Intent of Request for Proposal (RFP)

Ogden City School District (District) seeks competitive sealed proposals from qualified Temporary Employment Service Providers (TESP) to act as a third-party administrator (TPA), in accordance with all state and federal laws and District policies to provide Substitute Employee Placement Services (SEPS) on behalf of the District's Board of Education and its appointed officers and/or committees.

B. Ogden City School District Background

Ogden City School District has a long history of providing education to residents of Ogden City. The Ogden City School District has approximately 12,000 students K-12. Its boundaries are the same as the city of Ogden. The district operates 21 schools: 14 elementary, (K-6), 3 Junior Highs, (7-9), 2 comprehensive high schools, (10-12), one alternative high school, and one Youth in Care high school. The district employees approximately 720 educators and 860 education support professionals.

C. Eligibility Requirements

In order to be eligible to respond to this RFP, the proposer must meet all of the following qualifications:

1. **Experience**. Proposer must have experience and proven track record with large volume clients in placing up to 150 substitutes per day. Documented fill rate of not less than 95% per day.
2. **Non-Discrimination**. The proposer must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules, and regulations. Any violations of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

D. Other Requirements

1. **Conform to Response Form Guidelines**. All proposed information must be submitted on the Proposal Response forms found in Section III.

2. **Proposals Submitted on a Timely Basis.** The Director of Support Services at the Administration Building Room 210, 1950 Monroe Blvd., Ogden, Utah 84401 will receive written proposals until the hour of 2:00 P.M. on January 14, 2019. The bid opening will be at 2:00 p.m. the same day. 5 hard copies and 1 electronic copy (you may also submit 1 electronic redacted copy) of the proposal must be sealed and labeled “RFP # 9-010 SUBSTITUTE TEACHER AND STAFF PLACEMENT SERVICES”. Any proposal received after that deadline will be deemed non-responsive and will not be considered for evaluation.

E. Written Agreement

The selected organization must enter into a written agreement with Ogden City School District to assist with the implementation.

F. Proposal Calendar

It is anticipated that the following schedule will be followed:

12/18/18	RFP Released
01/03/19	Q&A closes
01/14/19	Proposals due: Written proposals must be submitted by an official of the firm authorized to bind the firm and the proposed terms for a period of sixty (60) days from the due date.
01/22-25/19	Evaluation of Proposals. The District may request formal written clarification of any item.
02/4-8/19	Interviews with selected firms (potentially).
02/21/19	Board Approval of committee recommendations.

*All dates are approximate

G. Evaluation Criteria

Only those proposals that meet the Eligibility & Other Requirements shall be evaluated using the following general criteria.

- Cost- 40%
- Experience and References 25%
- Quality Control- 10%
- Systems Support- 10%
- Processes- 5%
- Training- 5%
- Conditions of Employment- 5%

Proposal Classification. An evaluation committee shall review all proposals and classify them as “unacceptable”, “potentially acceptable” or “acceptable”. “Unacceptable” proposals will receive no

further consideration. Offerors of proposals considered “potentially acceptable” may be requested to provide additional information or participate in oral discussions. Following the request, the committee may then deem the proposal to be either “acceptable” or “unacceptable”. Potentially acceptable proposals then deemed to be “unacceptable” shall receive no further consideration. Proposals failing to meet Eligibility & Other Requirements shall automatically be considered “unacceptable”.

Evaluation Criteria/Methodology. The committee shall review proposals and determine evaluation process. Evaluation shall be by individual rating/scoring or by group consensus or another method as deemed in the District’s best interests. If necessary no more than the three highest scoring offerors may be requested to participate in oral discussions and/or give presentations to the committee. If invited, Presenters shall be provided instructions and questions the committee wishes to be answered during the scheduled presentations.

H. Ogden City School District Contacts

All inquiries relative to this Request for Proposal must be submitted in writing through SciQuest on or before January 3, 2019 by 12:00 PM.

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>

No other Ogden City School District employee, Board Member, or evaluation committee member should be contacted concerning this RFP during the selection process. Failure to comply with this requirement may result in disqualification.

I. Discretion of Ogden City School District

This is a request for proposals (RFP) and not a purchase order, contract, or offer. OCSD will consider various factors in making its decision including price, quality of service, terms and conditions of services, customer convenience, etc. OCSD is under no obligation as a result of this request for proposals. OCSD reserves the right to reject any or all proposals, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP. The Ogden City School District Board of Education reserves the right to reject any and all proposals or to waive any non-statutory informality. The Board of Education further reserves the right to make the contract award deemed by the Chief Procurement Officer of the School District to be in the best interest of the District. The Board’s decision to accept or reject the contract shall be final.

J. Addendums to RFP

If it becomes necessary to revise this RFP in whole or in part, an addendum will be posted on SciQuest.

K. Firm Proposal

Proposals must be signed by an official of the firm, authorized to bind the company to a contract. Conditions must be firm for a period of sixty (60) days from the due date of this RFP.

L. Proprietary Information. State procurement rules as well as the Government Records Access and Management Act ("GRAMA"), Section 63-2-101 et seq., Utah Code Ann. (1953), as amended provides that information in the successful proposal(s) submitted may be open for public inspection after the contract has been awarded. If a firm desires to have certain proprietary information contained in its proposal(s) protected from such disclosure, the firm may request that the District consider such treatment by providing a "written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality" with the proposal (GRAMA, Section 63-2-308). Pricing elements of any proposal will not be

considered protected. All material contained in and/or submitted with the proposal becomes the property of the District and may be returned only at the District's discretion. Submit claims of confidentiality on the provided form. (You may also submit one (1) redacted copy of your proposal.)

II. SCOPE OF WORK

Responsibility.

The successful TESP/TPA will provide all services, supplies, resources and personnel necessary to perform the work defined in this RFP. The District will not be responsible for travel/mileage expenses. The successful TESP/TPA shall be an independent contractor and not an agent or employee of the District. Substitute Teachers assigned by the TESP/TPA to provide services to the District shall be employees of the TESP/TPA – not District employees. The TESP/TPA shall adhere to all requirements of federal, State of Utah and local laws, rules, regulations, statutes, etc. pertaining to hiring/employment and business operations.

Major Services Requested.

Major services to be provided are as follows. The TESP/TPA shall:

- * Conduct employee background checks in accordance with state and federal laws;
- * Recruit, screen and employ substitute Teachers and Staff in compliance with state/federal laws and District standards (i.e., minimum qualifications, dress standards, skill level, etc.).
- * Assign consistent support personnel to work with the District to develop and/or manage the system, provide training and ongoing support.
- * Place substitute personnel utilizing an automated substitute management system.
- * Provide total access to an automated substitute Teacher staffing system with the capacity to link to District payroll services for auditing and authorization purposes.
- * The automated staffing system must track Teacher absences by type and program. The system must also track the cost-fund code for the substitute Teacher.
- * Provide software training to District staff. Training to be oriented towards the installation, operation and use of the software and staffing logistics. All training to be conducted at District's site.
- * Provide District with information necessary to comply with State of Utah requirements.
- * Provide training to substitutes in position-specific topics prior to placement.
- * Provide the District with reports and data on substitute utilization.
- * Provide seamless transition/implementation from current District substitute management system to the successful offeror's system.

- * Provide for the full method of transition of substitute information to the District in the event of termination of services.

Additional Requirements. The TESP/TPA should.

- * Have a thorough understanding of the types of statutes, policies and procedures school districts must follow.
- * Provide information pertaining to the TESP/TPA organizational structure, names and credentials of those who will service the District account.
- * Have a documented reputation for service.
- * Have the capacity to invoice the District for services provided in a timely manner.
- * Maintain comprehensive general liability insurance with limits of not less than \$1,000,000 per occurrence, combined single limit for bodily injury and property damage with the District named as the additional insured.
- * Maintain Workers Compensation insurance covering the offeror's employees while those employees are engaged in performing services under the contract.
- * Provide documented proof that during the course of the contract there will be continuity in the assignment of staff and documented proof that staff assigned will have the appropriate certification/qualifications.
- * Indemnify and hold the District and its officers, employees and agents harmless from and against any and all liabilities, damages, fines, penalties, demands, forfeitures, claims, suits, causes of action or any other liabilities or losses, including all costs of defense, settlement and prosecution along with attorney, expert and other professional fees, arising out of or related to any negligence, wrongful act or breach of this contract.
- * Provide three (3) references including current names, addresses and phone numbers where similar systems have been implemented by the offeror. References must be for systems that are substantially similar to the system currently utilized by the District.
- * Require substitutes to adhere to the District's policy that prohibits drug/alcohol/tobacco use and the possession of any type of weapon in District buildings, vehicles or on District grounds.
- * Be capable of meeting the District's financial requirements and qualified in providing the services outlined in this document in a cost effective and efficient manner consistent with state and federal laws and regulations.

III. PROPOSAL RESPONSE FORMS

A proposal must use the following schedules, or copies thereof, in submitting a proposal. **The schedules must be completed in their entirety.** Other materials that support these schedules may be included in the proposal document.

- Schedule A. Certification of Proposal
- Schedule B. Organization
- Schedule C. References, Experience & Expertise
- Schedule D. Advertising Management Costs

Schedule A

CERTIFICATION OF PROPOSAL

We have read the Ogden City School District Request for Proposal and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the proposal requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by the Ogden City School District.

We further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding the rebranding of the District's image proposal with any Ogden City School District employee or Board member other than the listed contact people in the RFP. We understand that any such contact could disqualify this proposal.

We certify that all schedules and addenda contained herein shall be considered part of the entire RFP response and that the complete document submitted shall be considered a legally binding document.

Submitted by:

Proposer's Name

Authorized Signature

Name and Title (if applicable)

Telephone

Email address

ORGANIZATION

Company Name:

Address:

Phone:

Fax:

Web Site:

Contact Name / Title:

Contact Phone:

Contact email:

Background Information

Please provide the following information:

1. Provide a detailed description of your organization including:

- Length of time in business;
- Size;
- Strength and stability;
- Resources;
- Experience with providing substitute services in a public school setting; and/or
- Experience with providing temporary staff working with minors

2. List the name and location of the office(s) that would perform the services.

3. Describe your highest volume clients in terms of daily placements and type of business.

4. Describe the technology you have in place and how you will use it to perform the following functions:

- Facilitate requests for and placement of up to 150 substitutes per day
- Record and report data associated with substitute utilization (i.e., location, reason, dates, time, fill rates, etc.)

5. Describe your substitute recruiting methods in detail.

6. Describe the process you will use to conduct background checks and determine eligibility based on the results.

7. Explain the process the District would use to request substitutes, including advanced and short notice.

8. Ogden School District currently has a 95.6% fill rate for substitute teaching assignments with our current TPA. Describe how your agency will meet or exceed the current fill rate.

9. What is your process to address and resolve both customer and substitute complaints?
10. How will you customize substitute preferences (i.e., geographical, specific schools, grade levels, content or subject areas) and/or customer preferences (i.e., exclusions for performance reasons)?
11. How will you provide feedback to substitutes on performance?
12. Explain the training you will provide to users of the technology you intend to use.
13. Describe the education specific training you will be delivering to substitutes, including the content and method of delivery.
14. Will substitutes have access to refresher training as needed?
15. How will you ensure compliance to all employment laws?
16. Describe the quality control measures you have in place to ensure qualified, eligible substitutes are placed in appropriate assignments?
17. How will you ensure all substitute assignments and substitute Teachers are properly authorized for payment?
18. Substitute teachers are paid different rates based on credentials. Rates of pay vary by position. Describe how you will ensure that the correct rate of pay will be paid to the substitute and the District billed accordingly.
19. Explain your pay practices.
20. List all services that you provide for clients.
21. Describe any employee benefits accessible to substitute Teachers.
22. How will a substitute Teacher know he/she is a valued member of your team?
23. What processes or technology will your agency have to develop in order to provide the scope of services outlined in the RFP?
24. What forms of screening are administered in order to verify that your placed employees have the necessary credentials to provide services in Ogden City School District?
25. How do you educate your placed employees on preparedness/professionalism, position skills, sexual harassment, blood-borne pathogens, and State Specific School Safety Legislation?
26. Describe the specialized training you would provide for substitutes for special education and alternative education programs.
27. Your company and its employees do not enjoy governmental immunity. How do you assure the District that they will not become involved in possible litigation?

Attachments may be made to this schedule

REFERENCES, EXPERIENCE & EXPERTISE

This includes the qualifications and work references, experience and expertise of key personnel assigned to work with the District. (Should include references and history of placing substitute teacher experience). If additional space is needed, please attach to this document.

Attachments may be made to this schedule

Schedule D

SUBSTITUTE TEACHER MANAGEMENT COSTS

A. I (we), the undersigned, hereby propose to furnish all supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work, in accordance with the RFP for substitute Teachers and Staff used by Ogden City School District. The due date is January 14, 2019, 2:00 P.M., for which we offer the following fee proposal.

\$ _____

Please list any items not included in your fee.

Please list the types of assignments and pricing, to include: Job Title, Daily or Hourly Pay Rate, Markup, Daily or Hourly Bill Rate.

Example:

Pay per day for non-licensed substitute teachers: \$ _____ Pay, _____ % Markup, \$ _____ Total Billed.
Pay per day for licensed substitute teachers \$ _____ Pay, _____ % Markup, \$ _____ Total Billed.

B. I (we), acknowledge receipt of the following Addenda and have included their provisions in our proposal:

Addendum No. _____

Dated _____

Addendum No. _____

Dated _____

Addendum No. _____

Dated _____

C. I (we) have read and understand the RFP documents. Furthermore, we are prepared to comply with all requirements contained therein.

Type of Organization:
(Corporation, Partnership, Individual, etc.)
SEAL (If a Corporation)

Respectfully Submitted,

Name of Bidder _____

Title _____

Authorized Signature _____