

**CALHOUN ISD**

**17111 G Drive North  
Marshall, MI 49068**

**Request for Proposal**

**January 29, 2010**

# Request for Proposal

## Calhoun ISD

The above named Intermediate School District organized under and operated pursuant to Part 7 of the Michigan Revised School Code, is accepting sealed bids for Substitute Employee Placement Services for the Calhoun ISD (CISD), for placement of substitute teachers and paraprofessionals (teacher assistants) in the following districts: Albion Public Schools, Athens Area Schools, Battle Creek Public Schools, Bellevue Community Schools, Harper Creek Community Schools, Lakeview Public Schools, Mar Lee School District, Marshall Public Schools, Pennfield Community Schools and Calhoun ISD. Each district will have the option whether or not to continue with a new vendor. There is no guarantee of the number of districts participating.

To be considered, bidders must meet the following requirements:

- Recruit, screen, and employ substitute staff in compliance with state and federal statutes, and Calhoun Intermediate School District and local school district Board policy.
- Provide contingent workforce when required.
- Recruit applicants for vacant district positions per provisions of the executed services agreement.
- Comply with provisions of the Michigan School Safety Legislation, including process for each district to individually and independently approve staff for inclusion on the substitute availability list.
- Provide training in federally mandated and position specific topics prior to placement.
- Maintain and provide a substitute fill rate in the ISD and local district at a minimum level of 95%.
- Provide seamless transition/implementation from the current Calhoun ISD Substitute vendor to the new vendor operated automated substitute employee management system.
- Employ substitute placement staff whose work is coordinated by Calhoun ISD administration.
- 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 in a form mutually acceptable to both parties to protect the bidder and the ISD and local school districts that contract for the service. Maintain workers' compensation insurance covering the bidder's employees while those employees are engaged in performing services under the Agreement.
- Preference may be given to a vendor who offers services that make use of the automated CRC SubFinder AESOP system utilized by current vendor.
- Software capability to track substitute to multiple locations while maintaining same cost factor.
- District Administrative ability to modify district employee information in software system (i.e. district employee schedule, building location, assignments, etc).
- Software capability to run historical reports on substitutes for entire school year (greater than 90 days).

The bidding procedure and forms are available at the Calhoun ISD Administration Building, 17111 G Drive North or at [www.calhounisd.org](http://www.calhounisd.org). **The bid period closes at 11:30 A.M., Friday, February 26, 2010.**

All questions should be sent to Mary Ellen Currie, Assistant Superintendent at [curriem@calhounisd.org](mailto:curriem@calhounisd.org) or contact by phone at (269)789-2447.

Sealed bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any Calhoun ISD employees and/or Board of Education members.

**NOTICE OF NONDISCRIMINATION**

The Calhoun ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities.

## **GENERAL CONDITIONS**

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

**Completed proposals must be received at the address noted on page 2 by 11:30 A.M. on Friday, February 26, 2010.** Proposals must be submitted in a sealed envelope that is clearly marked "BID OR PROPOSAL". Proposals submitted by facsimile will not be accepted. All proposals will be opened at the specified time and will be read aloud.

Although cost will be an important factor in awarding the contract, Calhoun ISD is not obligated by any statute or regulation to award the purchase of services solely on the basis of cost. Accordingly, Calhoun ISD reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, Calhoun ISD reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district. (*See Method of Evaluating Proposals*)

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to Mary Ellen Currie, Assistant Superintendent, at the address noted above or by telephone (269) 789-2447

## **WITHDRAWAL OF PROPOSALS**

Proposals shall remain valid for a period of ninety (90) days after submission. Modifications to proposals will not be accepted by Calhoun ISD except as may be mutually agreed upon following the acceptance of the proposal.

## **TIME TABLE**

1. Release of RFP on Monday, January 29, 2010.
2. Proposals due at 11:30 A.M. on Friday, February 26, 2010.
3. Sealed Proposals will be opened at 11:30 A.M. on Friday, February 26, 2010 at Calhoun ISD, 17111 G Drive North, Marshall, MI 49068.

## **BID REQUIREMENTS**

The following are in addition to those requirements listed on Page 2 "Request for Proposal":

- A minimum of one (1) year recent experience in educational staffing.
- A thorough understanding of and demonstrated experience in implementing the types of Michigan statutes, policies and procedures school districts must follow.
- Copy of the company structure, names and credentials of those who service this account.
- Documented proof that during the course of the services agreement there will be continuity in the assignment of staff and documented proof that staff assigned have the appropriate certifications/qualifications.
- The company must have a proven reputation for service.
- At least ninety-five percent (95%) fill rate for requested services (substitute teachers and substitute paraprofessionals).
- The capacity to invoice districts for services provided on an individual basis.
- Provide each district with information necessary to comply with Michigan Center for Educational Performance (CEPI) requirements.
- Contractor shall indemnify and hold Calhoun ISD (and its officers, trustees 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 Agreement.

The above promise of indemnity and defense shall not apply to liability which results from the sole negligence or willful misconduct of Calhoun ISD or its employees or agents.

Contractor shall be solely and entirely responsible for its acts and omissions and for the acts and omissions of Contractor's agents, employees and subcontractors in connection with the performance of services under this Agreement and agrees to defend and indemnify Calhoun ISD from any and all such claims and/or judgments resulting from such acts or omissions. The successful firm shall be required to provide the district with a certificate of insurance to verify this coverage.

## BACKGROUND INFORMATION

- Company Profile
- Number of Michigan school districts serviced by your firm in each of the last five (5) years.
  - Year Ending June 30, 2009 \_\_\_\_\_
  - Year Ending June 30, 2008 \_\_\_\_\_
  - Year Ending June 30, 2007 \_\_\_\_\_
  - Year Ending June 30, 2006 \_\_\_\_\_
  - Year Ending June 30, 2005 \_\_\_\_\_

## GENERAL INFORMATION

- List the name and location of the office(s) that will be performing the service for Calhoun ISD
- Describe your recruiting methods in detail.
- What process(es) and forms of screening are administered in order to verify that your employees have the necessary credentials to provide services in our school/district?
- What background checking and/or drug testing is performed before placing staff on assignment?
- How do you educate your employees on preparedness/professionalism, position skills, corporal punishment/alternatives to corporal punishment, sexual harassment, blood borne pathogens, FERPA, and Michigan School Safety Legislation?
- Indicate all services that you provide to your clients.
- How do you plan to make sure you have both the quality and quantity of employees to assure at least a 95% fill rate?
- How do you measure the quality and the value of your services and the services provided by your substitute staff?
- How many districts in Michigan are you currently servicing?
- What is your success rate at filling other schools' staffing needs?
- Please provide references from client districts.
- How is your company prepared to handle individual school/districts' long-term staffing needs?
- How will you handle performance and employee relation issues with your employees?
- What types of benefits do you offer your employees?
- Describe the methods used to provide training in classroom management, classroom discipline, communication
- Describe any fees (one-time or recurring) assessed to your employees to be employed as a substitute teacher or paraprofessional.
- Describe in detail process used to gather and process payrolls (i.e. timesheets, record/work logs, verification of work hours, etc).

## PRICING

- Describe your bill rate in detail for substitute or paraprofessional placement by category
- What are your billing and reporting capabilities?
- What is your invoicing schedule?
- Provide a copy of a sample invoice.

## METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the company that is most qualified and reasonable in cost will be selected for recommendation to the Calhoun ISD and local district Boards of Education. **The Calhoun ISD reserves the right to select the successful vendor for any reason.**

**PROPOSAL FORM**

Please complete and return this proposal with any additional information you feel is necessary to help us evaluate your company. Proposals are due by 11:30 a.m., Friday, February 26, 2010.

The undersigned declares that he/she has carefully examined and understands the instructions and specifications described in the invitation to bid and attachments and will furnish said items with such specifications and attachments for the prices set forth in this proposal.

Name of Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

List of References: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
Authorized Representative Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of \_\_\_\_\_  
(the "Bidder"), pursuant to the familial disclosure requirement provided in the \_\_\_\_\_  
\_\_\_\_\_ (the "School District") advertisement for bids, hereby represent and warrant, except as provided  
below, that no familial relationships exist between the owner(s) or any employees of the Bidder and any member of the  
Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

**BIDDER:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2010, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, \_\_\_\_\_ State

My commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_