

**REQUEST FOR PROPOSAL**

**Substitute Staffing Services**



**Linda Thompson, Business Manager**

**Release Date:**  
**September 11, 2019**

**Due Date:**  
**October 1, 2019**  
**No later than 3:00 p.m. PST**

**I. GENERAL**

**A. Intent of Request for Proposal**

The Ocean Beach School District (“District”) is seeking written proposals from qualified employment service agencies to provide the District with qualified substitute teachers and other classified staff and manage the overall program efficiently and effectively. It is the District’s intent to allow other Washington school districts to rely upon its request for proposals and subsequent evaluation process to seek similar services.

Your proposal must be specific and responsive to all the criteria set forth in this request. Promotional material may be included with the RFP along with a listing of current customers using this service. The District shall select a Substitute Management Company (SMC) within 15 days from the deadline. **The deadline for submission of proposals is 3 p.m. (PDT), October 1, 2019. Proposals received after this date will not be considered.**

All firms submitting proposals are expected to comply with all federal, State of Washington, and local laws and district rules and regulations relative to the services provided. All proposals submitted will be presumed to be in compliance with all applicable laws.

**B. Background Information:**

The Ocean Beach School District is a safe, respectful and inviting place where we set high standards and celebrate our achievements; where learning is challenging and engaging, and where we prepare students to live successful lives as stewards of their world.

Ocean Beach School District has approximately 1013 students Pre-K-12. The district operates 6 schools: 1 Pre-Kindergarten, 1 elementary (K-2), 1 intermediate (3-5), 1 middle (6-8), one high school (9-12), and one alternative school. The district employs approximately 58 teachers, 15 paraprofessional educators, 10 secretarial/clerk staff, 4 supervisory staff, 7 food service staff, and 10 custodial/maintenance staff.

Currently the district has approximately 44 total employees in the substitute pool.

**C. Proposal Calendar**

It is anticipated that the following schedule will be followed:

- 9/11/19 RFP Released
- 9/23/19 Q&A closes 3 pm
- 9/25/19 District reply to all questions by 3 pm

- 10/01/19 Proposals due by 3 pm
- 10/1-10/4 Evaluation of Proposals. The District may request formal written clarification of any item.
- 10/8- 10/9/19 Interviews with selected firm(s) (potentially).
- 10/23/19 Board Approval of committee recommendations
- \*All dates, except for proposal due date, are approximate

**D. Other Requirements**

1. **Conform to Response Form Guidelines.** All proposed information must be submitted on any Proposal Response forms found in this RFP and in the format identified.
2. **Proposals must be submitted by the stated deadline.** All proposals must include one original with two (2) complete copies (total of 3), and must be submitted to Linda Thompson, Business Manager, to the following address:

Ocean Beach School District  
 500 Washington Ave S  
 PO Box 778  
 Long Beach, WA 98631

Any proposal received after 3 p.m. On October 1, 2019 will be deemed unresponsive and will not be considered for evaluation. **Faxed or emailed copies will not be accepted.**

**E. Written Agreement**

The selected vendor shall enter into a written agreement with Ocean Beach School District to provide a substitute staffing program as required under the scope of this Request for Proposal. The written agreement must be executed within 30 days of the School Board’s approval of the committee’s recommendation or the District may give notice of intent to select the next most qualified proposing vendor or call for new proposals.

**F.. Contract Period**

The term of the contract shall be a one (1) year period commencing upon approval of the contract award, with subsequent option for annual renewals for an additional 4 years.

The District reserves the right to review contracts on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

All pricing must be guaranteed for one year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for a price adjustment must include sufficient documentation supporting the request.

#### **G. Termination Rights**

The contract shall provide that the Ocean Beach School District has the right to cancel without cause at any time by written notice within ninety (90) days of its intent to terminate the contract.

#### **H. SELECTION CRITERIA**

An evaluation committee shall review all proposals. Non-responsive proposals not conforming to RFP requirements or unable to meet the mandatory minimum requirements will be eliminated from further consideration.

The evaluation committee will be assessing, as key evaluative criterion, the outsourced company's management team; program elements; experience; and ability to provide services that meet the District's objectives. The District will consider various factors in making its decision including price, quality of service, terms and conditions of services, customer convenience, etc. The District is not obligated to award the contract to the lowest cost/ price respondent but rather the respondent that demonstrates the best overall value in meeting the District objectives.

The following list includes many competencies that the District will assess during its investigative process and evaluation of the outsourcing companies:

1. Experience and knowledge in implementing; transitioning; operating; and managing substitute teacher, substitute paraprofessional, and other substitute staffing programs;
2. Ability to train and evaluate staff;
3. Hiring practices and compliance with the District or the Office of the Superintendent of Public Instruction requirements;
4. Technical knowledge;
5. Service hours of operation (number of days available per week, hours)
6. Ability to schedule and manage staff; and
7. Referrals and client experience.

The School District reserves the right, at their sole discretion, to schedule an in-person

interview and/or presentation with one or more respondents.

Submitted proposals and their associated costs will be available for public review once an agreement has been executed and signed by both parties.

**I. Ocean Beach School District Contacts**

All inquiries relative to this Request for Proposal should be directed to:

Dawna Sundberg, phone (360) 642-3739 ext 104 or email  
dawna.sundberg@oceanbeachschools.org

No other Ocean Beach School District Employee, Board Member, or evaluation committee member should be contacted concerning this RFP during the selection process. This will result in that provider's proposal being disqualified and submittal rejected.

**J. Right of Rejection**

The Ocean Beach School District Board of Directors reserves the right to reject any and all proposals or to waive any non-statutory informality. The School Board further reserves the right to make the contract award to be in the best interest of the District. The Board's decision to accept or reject the contract shall be final.

**II. SCOPE OF SERVICES**

The District is currently seeking proposals from qualified Contractors that provide the service of managing, operating, and employing substitute staff. The District reserves the right to include other additional district positions within the contract. The Contractor is regarded as the common law employer for such services and as such will be required to employ and provide all management, personnel, and employment services for the Contractor's employees including, but not limited to, training, employment, financial, tax withholding, workers' compensation, unemployment, health insurance, social security, other state/federal required employment benefits, management and oversight for substitute staffing and shall provide the District with a firm fixed fee markup per substitute service provided.

The successful proposer shall furnish all necessary resources, including but not limited to management and personnel, training programs, support, equipment and materials to provide and implement a program to provide substitute staffing for the District. The District desires to appoint a firm that will be responsible for providing qualified substitutes for all teaching and support staff to fill positions on an as-needed basis at the request of the District. It is the District's desire that all employees currently hired as substitutes by the District be offered employment by the successful proposer. The District wants to ensure that competent substitute employees are available to staff the schools when permanent employees are not available to perform their duties and responsibilities. The District reserves the right to limit services to a specific position, grade level or school building.

The District may request that any employee be/not be assigned to the District or

particular building for any reason at any time upon notification to the Contractor.

**Required Minimum Staffing and Wages:** The Contractor will supply sufficient trained and qualified per diem substitutes on an “as-needed” basis throughout the school year. The Contractor acknowledges that the needs of the District may increase or decrease during the school year(s) and agrees to meet the ongoing District staffing needs. Said substitutes shall be employees of the Contractor, who shall be responsible for all payroll taxes and benefits, including mandatory paid leave as applicable. For a Contractor to be considered responsive and responsible, they must use the current staffing wages identified in the RFP by the District in developing respondents’ Schedule B. These wages must be identified within the Schedule B responses. Wages are periodically updated according to District Board approval. Not providing/complying with this paragraph will be considered a material breach in the contract and subject to contract cancellation by the District. Failure to meet/provide all the requirements of this paragraph will cause the Contractor’s proposal to be non-responsive, non-responsible and cause for rejection of the proposal.

The Contractor will establish the terms and conditions under which any employee of the Contractor will be hired. The Contractor will have the sole responsibility to compensate its employees, including all applicable taxes, worker’s compensation, and applicable government mandated health and leave benefits. Optional health benefits may be offered to the employees according to Contractor policy. All Contractor employees will comply with all applicable rules, regulations and policies of the District. Employees of the successful Contractor must be thoroughly trained, qualified, and capable of performing the work assigned to them.

Upon verbal or written notice, the District or its authorized representative has the right to refuse services of any Contractor employee. With regards to the Contractor’s employees, the Contractor will comply with and do the following:

1. Comply with all applicable Federal and State laws, rules and regulations, including, but not limited to, wages and hours of employment requirements.
2. All Contractor employees must complete a background check through the Office of the Superintendent of Public Instruction (OSPI), Olympia, WA.
3. The Contractor will ensure that all employees have submitted a completed, signed and dated federal form I-9. In addition, the Contractor will ensure the documents submitted as part of the I-9 requirements are valid.
4. Contractor’s employees operating under the contract awarded shall comply with all regulations, guidelines, and policies prescribed for employees of the District under Washington State Law.
5. All substitute staff will perform the tasks in accordance with the District policy.
6. The awarded Contractor will have the sole responsibility to compensate its employees, including all applicable employer taxes and workers’ compensation. All Contractor employees will comply with all rules,

regulations and Policies of the District, Washington State Law, and Administrative Rule.

7. Employees of the Contractor must be thoroughly trained and qualified, and capable of performing the work assigned to them. Employees must be able to effectively communicate with the staff and students.
8. Employees of the Contractor shall have annual training in preventing Sexual Harassment and Child Abuse & Neglect and Harassment, Intimidation and Bullying (HIB), Student Data Privacy, and any other training the District deems necessary or is required by Washington State Office of Superintendent of Public Instruction for school staff.
9. District administration, at its discretion, may conduct face to face interviews with the Contractor's proposed candidates for employment prior to the assignment to the District.
10. Upon verbal or written notice to the Contractor the District or the authorized representative shall have the right to refuse service of any Contractor employee.
11. All personnel shall be professional, courteous, and capable and must have the ability to effectively communicate with staff and students in the English language.
12. All personnel will report to work in appropriate professional dress and demeanor
13. The Contractor shall furnish to the District a complete list of employees, including physical and mailing addresses, qualifications, and assignments.

**Responsibilities of the District shall be:**

- Provide all necessary supplies, equipment and work space for substitute teachers and substitute support staff; and
- Reserves the right to accept or reject any individual provided by the Contractor at any time.

**Responsibilities of Respondent to include, but not limited to:**

- Provide sufficient, competent, reliable and properly licensed and certified personnel to provide adequate and satisfactory services under the contract;
- Provide Substitute staff as needed, to include Special Education Substitute services;

- Require all Substitute staff be fingerprinted with the Office of the Superintendent of Public Instruction, as applicable, prior to accepting temporary assignment;
- Conduct criminal background checks and verification that the Substitute staff do not appear on any Sex Offender Registry or have any other recorded violation that would disqualify the substitute from public employment, prior to accepting the assignment;
- Must provide automated reporting/billing system, daily staff coverage as well as key contact person(s) and back-up contact person;
- In cases where special licenses or accreditations or certifications are required by State, Federal, and/or local law, statute, regulation, or District Policy, Respondent is required to provide a copy upon request to the District;
- If requested, provide references and resumes on individual substitute support staff and teachers;
- Respondent is solely responsible for payment of all salaries, wages, bonuses, Social Security, Workers' Compensation, taxes, Federal and State Unemployment Insurance, Liability and Workers' Compensation Insurance, federally and state mandated employee benefits, and any and all taxes related to personnel furnished under FICA, (Contractor shall provide Workers' Compensation for its personnel);
- In accordance with RCW 28A.400.330, respondent will prohibit any employees from working at a public school who has or may have contact with children at a public school during the course of his or her employment who has pleaded guilty to or been convicted of any crime enumerated in RCW 28A.400.322, as now or here amended;
- If awarded a contract, the Respondent will provide a Certificate of Liability Insurance naming the District, its elected officials, officers, and employees as additional insureds. The insurance company or companies must be authorized to do business in Washington State. The issuing insurer must provide 30 days written notice to the District of the expiration of the insurance. The specific minimum requirements are:
  - Worker's Comp: Statutory Workers' Comp Insurance as required by Statute, including Employer's Liability with limits of not less than \$1,000,000.
  - Commercial General Liability: Per occurrence limit of not less than \$1,000,000. Aggregate limit not less than \$3,000,000. The District will be named as an Additional Insured and the policy will be primary and non-contributory.
  - Excess Liability Coverage: of not less than \$1,000,000 per occurrence;
  - A minimum of \$2,000,000 in Professional Liability Insurance

Such insurance or renewals or replacements thereof shall remain in force during the term of the contract and any extensions;

- Respondent is solely responsible for compliance with all applicable laws relating to its employees, such as wages and hour laws, safety and health requirements, and collective bargaining laws;
- Confidentiality: In accordance with all applicable laws, regulations, and procedures, the Respondent and substitute teacher/support staff personnel provided by the Respondent shall maintain strict confidentiality of all information and records which the Respondent or substitute teacher/support staff personnel provided by the Respondent may come in contact with or be privy to in the course of providing services; and
- Per Hour/Daily rate must include all labor, travel, and miscellaneous expenses necessary to complete substitute services. No additional fees may be charged.

### **Conduct**

The Respondent and the substitutes provided by the Respondent shall adhere to proper conduct at all times. Proper conduct is meant to include, but not limited to the following:

1. There shall be no weapons, drugs or alcohol on the premises.
2. No smoking (including electronic cigarettes) on the premises.
3. No exterior doors are left opened or unlocked.
4. To preserve campus security, the opening of locked exterior doors for patrons and parents is not permitted.
5. The Respondent and substitutes provided by the respondent shall be polite and courteous at all times.
6. Respondent and substitutes provided by the respondent must adhere to any and all security standards, requirements and/or regulations of each school and school district.

### **III. PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

**1.** Description of company background, including the location and address of the regional office that will support the district. Respondent should preferably have at least two (2) years of experience providing substitute teacher and substitute paraprofessional, and other staff services to public school districts.

**2.** Listing of at least three (3) school district clients. Respondent should demonstrate experience with school districts of similar scope and size as the Ocean Beach School District in terms of student enrollment and number of teaching staff members. Respondent should list references from school district clients who are currently being provided substitute teacher and substitute paraprofessional and other staff services by Respondent.

- 3.** Please provide information detailing the processes/strategies, systems and best practices to accomplish fill rates. How many substitutes will you be able to provide per day?
- 4.** Invoicing should be done in a manner that will facilitate comparing substitutes provided with school attendance records. Describe how you will do this.
- 5.** Description of hiring, credentialing, training and evaluation process.
  - Describe the company's hiring and credentialing process;
  - Give a detailed explanation of your training program for all newly hired and transitioning substitute teachers and substitute paraprofessionals, secretaries, and other classified staff;
  - Describe how you currently evaluate your staff including feedback; and
  - Describe the disciplinary process should a staff member no longer be a fit for the Ocean Beach School District.
- 6.** Description of transition process from the District to your company's program. Include the following:
  - Software Transitions and Timeline
  - Training District Teachers & Substitutes
  - Training Building Personnel
- 7.** The district currently utilizes Frontline Absence Management (AESOP) to provide online placement technology. All respondents to this RFP are required to utilize Frontline Absence Management (AESOP) in formulating their proposals and costs. Please describe in detail your organization's experience utilizing Frontline's Absence Management system. Please also identify any system modifications to Frontline's Absence Management that would be necessary to fully implement your service. Any additional costs associated with implementation/modification should be outlined as well and included within your proposed cost structure to the district.
- 8.** Include an organization chart to demonstrate your support of proposed service.
- 9.** Describe your ability to provide services in a timely fashion, including a description of your staffing and your familiarity with the services required by the Ocean Beach School District.
- 10.** Describe the process for filling vacancies when no substitutes want or respond to your position offering.
- 11.** Describe the hours in which your call center/services are performed and the number of days per week corresponding to your hours of service.

**12.** Describe limitations, if any, with respect to duties that Contractor employees are prohibited from performing such as working with special needs students or providing related services.

**13.** Describe your training programs offered to staff, and how you ensure staff employed understand student and classroom management, safety, and other educational related programs.

## **A. QUESTIONS**

All questions must be submitted to the District in accordance to the RFP timelines. All questions and answers will be shared with each respondent.

## **B. PROPOSAL RESPONSE FORMAT**

All proposals must include a technical proposal and cost proposal. Formats for both documents follow:

### **1. Technical Proposal Format**

Hard copies are to be named by section headers.

Header 1. RFP Form. Ocean Beach School District's Request for Proposal form completed and signed.

Header 2. Executive Summary. The executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section.

Header 3. Detailed Response. This section should constitute the major portion of the proposal and must contain at least the following information:

- A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.
- A specific point-by-point response, in the order listed, to each requirement in the RFP.

Header 4. Protected Information. All protected information must be included in this section of proposal response. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing reader to the specific area of this Protected Information section. An entire proposal, or if most of the proposal is marked as protected information, the proposal will be rejected and that respondent disqualified. Pricing and service elements of a proposal cannot be deemed as protected.

## **Cost Proposal Format**

The proposal must be on the form included in the RFP packet (Schedule B). Any cost not included within your submitted proposal must be identified on the bottom of Schedule B. Costs should only be on the form and no mention of cost or fees should be included in any other part of the proposal or this may result in disqualification. The District evaluates this portion independently from other sections of the responses.

### **C. SUBMITTING YOUR PROPOSAL**

You are required to provide two separate documents, a document titled “Technical Proposal” and a document titled “Cost Proposal”. For the hard copy these documents should be separate of each other. The cost proposal should be in a sealed envelope with the RFP number and the phrase “Cost Proposal” clearly printed on the envelope.

Cost will be evaluated independent from the technical proposal, and as such, is to be submitted separate from the technical proposal. Failure to submit cost separately may result in your proposal being determined non-responsive. Inclusion of any cost or pricing data within the technical proposal may also result in your proposal being determined non-responsive.

**CERTIFICATION OF PROPOSAL**

We have read the Ocean Beach School District Request for Proposal and fully understand its intent. We certify that we have adequate 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 Ocean Beach School District.

We further certify that we are properly licensed to conduct business within the scope of this RFP, in the State of Washington.

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:

\_\_\_\_\_  
Firm Name

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

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

## Schedule B

### COST PROPOSAL/ PRICING

Respondent's Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Title: \_\_\_\_\_  
(PRINT)

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Schedule B Continued

### COST PROPOSAL/ PRICING

Substitute Position	Pay Rate	Respondent's Markup	Respondent's Billable
Certificated Substitute Teacher Full Day	\$130.00 per full 7.5 hour day		\$_____ per full day
Certificated Substitute Teacher Half Day	\$65.00 per 3.5 hour half day		\$_____ per half day
Certificated Emergency Substitute Teacher (Bachelor Degree)	\$130.00 per full 7.5 hour day		\$_____ per half day
Certificated Long Term Subs with 21 consecutive days in an assignment are paid at the equivalent placement on the OBEA salary schedule*	See attached schedule		\$_____ per full day
Classified Substitutes/all classifications except Special Ed Paraprofessional Substitutes	\$12.00 per hour (Jan 1, 2020 increase to \$13.50)		\$_____ per hr.
Special Ed Paraprofessional Substitutes	\$15.62 per hour		\$_____ per hr.

\*The District will review Long Term positions that are anticipated to go beyond 21 consecutive days and will determine whether the substitute will become a temporary employee of the District, or remain an employee of the staffing service for the remainder of the vacancy.

## Schedule C: Additional District Information

1. **Current District Pay Rates:** Please review the positions and use the pay rates included on Schedule B.
2. **The following substitute absence information is from September 1, 2018, through June 30, 2019, taken from Absence Management.**

2018/19 School Year (requiring a substitute)	
By Month	Total
January	172
February	214
March	248
April	201
May	238
June	97
September	89
October	186
November	198
December	98
<b>Grand Total</b>	<b>1741</b>

By Position (requiring subs)	Total
Monitor	52
Para	681
Principal	18
Secretary	33
Teacher	957
<b>Grand Total</b>	<b>1741</b>

2018/19 - All Sub Required Jobs			
Unfilled	Filled	Total	Fill Rate
<b>283</b>	<b>1458</b>	<b>1741</b>	<b>83.74%</b>

# Ocean Beach S.D. Committee Member Scoring Sheet

## OCEAN BEACH SCHOOL DISTRICT REQUEST FOR PROPOSAL SUBSTITUTE STAFFING SERVICES

Firm Name: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Score will be assigned as follows:

1 = Poor, inadequate, fails to meet requirement

2 = Fair, only partially responsive

3 = Good, meets minimum requirement

4 = Very Good, exceeds minimum requirement

5 = Excellent

		Score (1-5)	Weight	Points
<b>1. Demonstrated Ability to Meet Scope of Work</b>	15 points possible		X 4	
<b>2. Demonstrated Technical Capability</b>	10 points possible		X 3	
<b>3. Cost</b>	15 points possible		X 3	
<b>4. Start Up/Transition Plan</b>	20 points possible		X 5	
<b>5. Training Plan</b>	25 points possible		X 5	
<b>6. Service Hours of Operation</b>	15 points possible		X 5	
<b>TOTAL EVALUATION POINTS</b>	<b>(100 Points Possible)</b>		<b>Total</b>	

Note 1. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage of their Highest Proposed Price is than the Lowest Proposed Price. The formula to compute the points is: Cost Points x (2- Proposed Price/Lowest Proposed Price).

Note 2. The offeror with the most service call hours per day and number of days per week will receive 100% of the service hours points. All other offers will receive a portion of the total cost points prorated as an equal percentage of points in rank order and are based upon the total number of responsive proposals received. (I.e. If four proposals are received, 100% to company with largest number of hours of operation, then 75%, 50% and the lowest number of service hours getting 25% of

available points).