



Dalton Public Schools
Request for Proposal
Provision of Paraprofessional Staff and Substitute
Teachers

Contact Information:

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Chief of Human Resources

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Bid Due: April 12, 2019



Request for Proposal

Provision of Paraprofessional Staff and Substitute Teachers

General

- a. Dalton Public Schools (hereafter “the District”, or “DPS”) is a school district of approximately 7900 students and 1000 employees. Dalton Public Schools is accepting proposals from qualified firms to provide substitute teachers and paraprofessionals to Dalton Public Schools in a manner in compliance with federal and state law, as well as efficient, cost-effective, and in furtherance of the educational and staffing needs of Dalton Public Schools facilities and departments.
- b. Sealed responses to this Request for Proposal (“RFP”) will be received at the time and location designated herein, and should include all information requested. The District reserves the authority to exclude from consideration any or all responses that are incomplete or not received at the designated time and location. The District reserves the authority to waive any requirements it deems are insignificant or insubstantial. The District reserves the authority to reject any or all proposals. The District reserves the authority to select one or more firms, in whole or in part, as it determines its needs will best be met.
- c. Questions regarding this procurement should be submitted to Mendy Woods, Chief of Human Resources via e-mail. Telephone inquiries are not accepted. Contacting any other Dalton Public Schools personnel or members of the School Board about this RFP is prohibited and may result in disqualification. Questions will be answered in writing and forwarded to all prospective firms.

Scope of Services

- a. This opportunity may be awarded to one or more firms, in whole or in part, to assure an uninterrupted source of paraprofessionals and substitutes to meet the needs of the District.

- b. The awarded firm(s) must be able to supply qualified, adequately-vetted, and appropriately trained individuals to schools and/or departments upon notification by the District in a timely manner. The District desires to be supplied with paraprofessionals and substitutes who exhibit a strong work ethic and a commitment to the educational interests of Dalton Public Schools students.
- c. It is understood that the paraprofessionals/substitutes assigned to the District are at all times employees of the awarded firm(s). The awarded firm(s) is/are therefore responsible for all employee compensation, wages, benefits, insurance, Social Security, Worker's Compensation, and all taxes related to personnel.
- d. The awarded firm(s) will provide insurance policies for the benefit of Dalton Public Schools in the amounts and types of coverage required in this RFP.
- e. The awarded firm(s) must be available to be on site at any DPS school or location within two (2) hours of a reported issue.
- f. The discharge of duties by the paraprofessionals/substitutes must be satisfactory as solely determined by the District, or its designated representatives.
- g. The District will determine, pursuant to applicable law and/or policies and procedures, the minimum standards of qualifications and training for each position to be supplied, and will communicate these standards to the awarded firm(s).
- h. The awarded firm(s) accepts full responsibility and expense of complying with all criminal background checks to be required by Dalton Public Schools Board. The vendor must show proof that a criminal history and background check has been performed in accordance with the legal requirements, and shall make any and all such records available for immediate inspection by the District.
- i. The awarded firm must obtain criminal history record information on each person employed by the firm who is available for assignment as a paraprofessional/substitute to the District **prior** to that person reporting for assignment to any location on District property or at a District-sponsored event.
- j. Paraprofessionals/substitutes assigned to the District must adhere to laws, rules, polices, and expectations required of all Dalton Public Schools employees. Dalton Public Schools will have the authority to disqualify any person from assignment at Dalton Public Schools and vendor shall abide by any such disqualifications.

k. The use or possession of tobacco products, alcohol, controlled substances, weapons of any kind, and/or related products, while on Dalton Public Schools property or otherwise while in service of Dalton Public Schools is expressly prohibited.

l. Behavior of any sort which is adverse to the health, safety, or best interest of Dalton Public Schools students is prohibited. This directive will be interpreted broadly in order to assure an environment which serves the safety, health and educational interest of all Dalton Public Schools students and employees.

m. The use of any person as a paraprofessional/substitute by Dalton Public Schools under this RFP shall in no way prohibit or interfere with Dalton Public School's ability to employ, at its sole discretion and without penalty or fees to the employee or the District, any paraprofessional/substitute being supplied by the awarded vendor(s).

n. It is expected that the awarded firm(s) will install, implement, and coordinate a system of communication and notification with the District that seamlessly integrates with all District systems and processes, including but not limited to the following:

- a. The system will permit the ease of information exchange regarding temporary vacancies due a District employee absence, and the temporary filling of these vacancies by paraprofessionals/substitutes supplied by the awarded firm(s).
- b. The system will assure the rigorous and complete accounting and record-keeping of such absences for the purposes of determining the accuracy of invoices and/or calculation of payments due to the vendor. This information will be readily accessible and auditable by the District for purposes of inspection and validation.

o. The awarded firm(s) must provide the required insurance coverage as stated in Section 3 of this RFP.

p. The District must be assured that paraprofessionals/substitutes will be supplied promptly, effectively, and efficiently as needed to a standard acceptable by the District. It is unacceptable to the District if the awarded firm(s) fails to consistently and promptly provide the needed paraprofessionals/substitutes at a standard determined by the District.

q. It is the responsibility of the awarded firm(s) to hire and employ the best-qualified substitute teachers and paraprofessionals. The awarded firm(s) should advise the District when terminating and/or disciplining an employee. The firm(s) must explain how the District can provide feedback about paraprofessionals/substitutes, including reporting performance issues and/or excluding specific employees from providing services to the District.

r. All work performed by paraprofessionals/substitutes must meet the standards and expectations required by the District. It is unacceptable to the District if the quality of work performed by paraprofessionals/substitutes is unsatisfactory. The District may, at its sole discretion, determine that a specific paraprofessional/substitute will not receive further assignments with Dalton Public Schools and the awarded firm(s) shall comply with this decision.

s. The expected date for services to commence is July 1, 2019, or at a mutually agreed-upon date in the 2019-2020 school year.

t. The length of the contract awarded under this RFP will be for a term of one (1) year, with no more than four (4) one-year renewals. Renewals shall not be automatic and will require independent approval in a separate written agreement by an authorized District representative. Any renewal requires mutual written consent. An opportunity to renegotiate pricing and other terms may be available at the time of proposed renewal. The awarded contract must comply with O.C.G.A. § 20-2-506.

u. It is expected that the awarded firm(s) will not subcontract services.

Insurance Requirements

a. As part of its proposal, Firm must provide to the District valid certificates of insurance showing evidence of the following insurance policies, and no services shall be commenced under any subsequent contract until such requirements are met to the satisfaction of the District:

Requirements	Limits	
A. General Liability	General Aggregate	\$1,000,000
Products-comp/or agg		
Commercial-General Liability	Personal & Adv. Injury	\$1,000,000
Claims Made Occur.	Each Occurrence	\$1,000,000
Owners & Contractors Prot.	Fire Damage (any one fire)	\$50,000
	Med. Expense (any one person)	\$50,000
B. Automobile Liability	Combined Single Limit	\$1,000,000
Any Auto	Bodily Injury	
All Owned Autos	(per person)	
Scheduled Autos	Bodily Injury	
Hired Autos	(per accident)	
Non-owned Autos	Property Damage	

Garage Liability		
C. Umbrella Form – Excess Liability		
<i>State the limits your company carries: _____</i>		
D. Workers Compensation & Employer’s Liability	Statutory	
	Each Accident	\$500,000
	Disease Policy Limit	\$500,000
	Disease-each Employee	\$500,000

b. Should any of the above described polices be cancelled before the expiration dates, the issuing company will mail thirty (30) days written notice to the certificate holder, Dalton Public Schools.

c. The contractor shall agree to waive all rights of subrogation against the District, its officials, employees, and volunteers for losses arising from work performed by the contractor for the district.

d. The contractor shall hold the District, its board of education, members, agents and employees harmless from and indemnify it against all liability, including attorney’s fees, which may arise from and accrue directly from the performance of the work or any obligation of the contractor or failure of the contractor to perform any work or obligation provided for in this agreement.

e. The selected firm(s) will be required to supply an insurance certificate naming the Dalton Public Schools as an additional assured at a time determined by the District, but before work under any subsequent contract commences.

Submission Guidelines

To ensure the efficient and thorough evaluation of responses to this RFP, the District requires that responses be submitted in a form adherent to the guidelines outlined below. While the response to the RFP must, at a minimum, contain the sections outlined below, the submission may include other information in the form of appendices at the Proposer’s discretion.

The response to the RFP should contain the following:

1. A Cover Letter

This letter should be written on firm letterhead. The letter should introduce the firm, contain contact information for key personnel, and state who is authorized to sign on behalf of the firm and bind it to this contract.

2. A Firm Profile

This section should include the following:

- a. The address, telephone and fax number, and website URL of the Firm's office which will be responsible for the engagement.
- b. Form of Business Organization (corporation, partnership, individual, joint-venture, etc).
- c. The year the firm was established and the number of years in business.
- d. A brief profile of the firm's organization and history.
- e. The number of employees of who will be dedicated to this engagement.
- f. A statement of the firm's capability and qualifications to complete the outlined scope of work.

3. Relevant Firm Experience

Please briefly describe your firm's experience in providing the type of services outlined in this RFP. Identify school entities for which you have performed similar services. Summarize those services.

4. Approach to Services and Methodology

This section should briefly outline the firm's overall approach in providing the requested scope of services to Dalton Public Schools.

- a. Present a proposed team organization chart, including job titles of key proposed team members, their responsibilities, and a discussion of work-flows for all firm employees who would be involved in serving Dalton Public Schools under the contract.
- b. Describe the process by which the firm will identify, recruit, evaluate and/or train paraprofessional/substitutes to be assigned to the District when requested.
- c. Describe the process by which absences will be reported by the District to your firm, and the process for determining and assigning a paraprofessional/substitute to fill the absence.
- d. Describe the process of how the District and the firm will remain in communication regarding these absences and assignments and the record-keeping processes to efficiently fill absences.

- e. Describe the process by which the District will provide feedback and other information regarding the job performance of paraprofessionals/substitutes. Describe the process for resolving work performance issues involving paraprofessionals/substitutes.
- f. Outline the types of training(s) (if any) you believe will be necessary to provide to in-services of this engagement to Dalton Public Schools employees and staff, and your willingness and capability to provide that training.

5. References

Provide a list of three (3) clients for whom your firm has provided similar personnel services. Include the contact name, address telephone number, and email address for each client.

6. Appendices

Appendix I: Pricing Sheet

Please provide pricing as requested for each of the designated employee categories. Paraprofessionals may be assigned for 186 work days per year or 190 work days. Annualized pay and total cost for both scenarios is required. It is understood that the firm will provide employee compensation and benefits from this amount. The price quoted will also cover all other costs incurred by the awarded firm(s).

Appendix II:

Please include the following forms with the firm's submission:

- Certificate of Non-Discrimination
- Non-Collusion Affidavit
- E-Verify
- Suspension and Debarment

Appendix III (Optional)

Include any other information the firm deems pertinent in support of their submission.

Evaluation Process and Criteria

- a. A committee of Dalton Public Schools administrators will review submissions. Dalton Public Schools reserves the right to retain objective third-party consultants to assist with this

review. After review, Dalton Public Schools reserves the right to seek clarification from firms, and/or to request the firm to present to the School Board.

b. Any award is contingent upon approval by the Dalton Public Schools Board of Education meeting in formal session.

c. Any recommendation for award will be made according to Dalton Public Schools' sole determination as to the "best value" for the District, taking into consideration the factors outlined in Georgia Education Code. The District reserves the right to award the contract in all or in part to a single firm or multiple firms. The District reserves the right to reject any or all submissions.

d. All material received in response to the RFP shall become the property of Dalton Public Schools and will not be returned to the firms. Regardless of the firm(s) selected, Dalton Public Schools reserves the authority to use any information presented in a proposal.

Dalton Public School's evaluation of the submissions will be based on the following criteria:

CRITERION	POINTS
Firm Profile	10
Relevant Firm Experience	20
Approach to Services and Methodology	30
Pricing	30
Other	10
Total	100

Procurement Schedule

The District wishes to have an evaluation and recommendation ready for Board approval on May 13, 2019 at a regular Board meeting. The following schedule is for guidance only; the District reserves the right to modify this schedule as necessary to serve its needs.

- March 15, 2019: Release RFP 2019 "Provision of Paraprofessional Staff and Substitute Teachers"
- April 12, 2019: Submission of RFP Documents due at **4:00 pm EST.**
- April 15-May 3, 2019: Evaluation of Submissions. Possible interviews and presentations will occur during this time.
- May 13, 2019: Recommendation submitted to School Board for approval. The firm recommended for approval must have a representative present at this meeting in order to answer possible questions from the School Board regarding this recommendation.

Instructions/Requirements for Submission

- a. Prospective proposers must submit their response to this RFP in “hard-copy” form. Please submit three (3) identical copies as per the instructions immediately below.
- b. The envelope must be marked clearly “RFP 2019: Provision of Paraprofessional Staff and Substitute Teachers”. The envelope must be sealed and also exhibit the name and address of the proposing firm.
- c. Submission must be received in the Human Resources office by **4:00 pm EST on Friday, April 12, 2019** at the following address:

Dalton Public School Human Resources Dept.
300 W. Waugh St., 2nd Floor
Dalton, GA 30720

- d. Submissions received after this day and time will be considered non-responsive and not opened.
- e. Dalton Public Schools is not responsible for un-delivered or mis-delivered mail.
- f. The District reserves the right to waive any minor defect or informality in the submitted offer.
- g. The District reserves the authority to reject any and all submissions.



NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the RFP:

STATE OF

COUNTY

OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the firm to submit the attached proposal. Affidavit further states as bidder, that they have not been a party to any collusion among firms in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the Dalton Public School System, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between firms and any official of the Dalton Public School System, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

Firm Name: _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____ 20.

NOTARY PUBLIC



CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the firm agrees as follows: The firm agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The firm shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the firms' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the Dalton Public School System. The firms may be declared, by the school system, ineligible for further contracts with the Dalton Public School System until satisfactory proof of intent to comply shall be made by the firm.

FIRM _____

SIGNATURE _____

TITLE _____



NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the RFP:

STATE OF

COUNTY

OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the firm to submit the attached proposal. Affidavit further states as bidder, that they have not been a party to any collusion among firms in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the Dalton Public School System, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between firms and any official of the Dalton Public School System, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

Firm Name: _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____ 20.

NOTARY PUBLIC

Private Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs more than ten employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:



Suspension and Debarment

Dalton Public Schools has a contract with _____,

which is not registered with the System Award Management for suspension and debarment. As a result, this is the completion of a suspension and debarment certification attesting that

_____ is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; have not within a three-year period preceding the application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of the certification; and have not within a three-year period preceding this application had one or more public transactions (Federal, state, or local) terminated for cause or default.

Printed Name/Title

Signature

Date