

Request for Bid

The Ozark City Board of Education (the Board) is soliciting bids for TEMPORARY PERSONNEL/SUBSTITUTE SERVICES on as needed basis.

Sealed Bids are due on or before May 9, 2018 at 2:00 pm and will be opened at 2:00 pm on that date at the Ozark City Schools Board of Education Office at 1044 Andrews Avenue, Ozark, AL 36360.

If there are any questions concerning the bid, please contact Vivian S. Miller, Chief School Finance Officer for Ozark City Schools at 334-774-5197.

The successful bidder will be notified upon approval by the Ozark City Board of Education.

Bid Award and Renewal

The bid awards shall be made to the lowest responsible bidder taking into consideration the quality of the services to be provided, experience of the bidder, their conformity with specifications, or any other criteria as allowed by law. The Board has the right to reject any and all bids. The Board also reserves the right to designate the award of the bid in sections of service to one or more vendors as it deems necessary. Each responsible bidder shall provide subs for the section it is awarded.

Contracting

The successful bidder will be required to contract with the Board. No contract shall contain an indemnification clause or language to that effect. The initial term of each contract shall not exceed 90 days, and shall be automatically renewable on a month-to-month basis for a period of up to 5 years. The contract will not include a mark-up percentage in excess of the maximum percentage by category as submitted in the bid. Please attach a copy of a sample contract to the bid response.

Insurance

The responsible bidder shall procure, maintain, and provide proof of adequate liability coverage as well as appropriate insurance coverage for injuries to persons and/or property damage as may arise from the work performed on behalf of the Board by the responsible bidder, their agents, representatives, employees, or subcontractors.

Absentee Reduction Program

The successful bidder will be required to offer and implement, upon request, an absentee reduction program aimed at reducing overall absenteeism in the system. The results of this program should be reported each semester or as requested by the Board.

Recruiting

- A. The responsible bidder will be responsible for recruiting, pre-employment screening, hiring, qualifying, certifying, disciplining and terminating, if necessary, all participating employees.
- B. Responsible bidder shall ensure that all personnel have received all required training and/or licensing, fingerprint screening, as necessary, to fulfill the needs of the Board and/or comply with any applicable laws.
- C. Responsible bidder will, when needed, advertise in local newspapers and/or internet sites in an effort to recruit replacement personnel, at no cost to the Board.

Training

- A. The responsible bidder must include training on any offered software for all users, free of charge, as needed by the system and insure all software is compatible with existing software and set up all software free of charge.
- B. The responsible bidder shall provide their training plan which includes, at a minimum Professional Development and Training in the areas of: special education basics for paraprofessionals, FERPA, IDEA, classroom management, school professionalism, and behavior intervention (restraint training and managing crisis safely) as deemed necessary.
- C. The responsible bidder must provide in-house training at no additional cost to the substitute employees.
- D. The successful bidder may be required to provide results of any skills test given for any position for which temporary personnel are hired.

Experience

- A. The responsible bidder should provide proof that it provides services to public schools and specializes in Pre-K-12 education in Alabama.
- B. The responsible bidder shall have experience in Teach and Instructional/Special Education Aide Professional Development Training Programs.
- C. The responsible bidder shall provide three (3) Alabama school district references. Each reference is to include the customer name, address, telephone number, point of contact and email address. The references must be of a size and nature that reflect the bidder's ability to service the contact requirements of the Board.
- D. The responsible bidder should be able to demonstrate that they have provided paraprofessionals and other support staff to schools for at least three (3) years.
- E. The responsible bidder shall provide details about employee retention and morale programs.

Software

- A. The responsible bidder should provide a cloud-based substitute management system.

- B. All required software must operate in conjunction with the District's absence reporting system for District employees that transmits District employee absences to the Financial System.

Other Specifications

- A. Under no circumstances shall an employee or contractor of the responsible bidder be permitted on Board property if the employee or contractor reports to work under the influence of illegal drugs or alcohol or is a registered sex offender. The responsible bidder's company policy on drug testing and background checks shall be included with the response to the request for proposal.
- B. The responsible bidder must be an equal opportunity employer and, upon request, certification thereof must be provided.
- C. The responsible bidder shall possess the required state and local business licenses and credentials needed to provide the services required.
- D. The responsible bidder shall comply with all national, state, and local laws in the conduct of business.
- E. The contract awarded as result of this bid is non-transferable and not able to be sub contracted to a third party vendor without the express written consent of the Superintendent of each contracting Board.

E-Verify

Alabama laws require that, as a condition for the award of a contract by a schools board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. **The contract's E-Verify Memorandum of Understanding must be included in the bid.** If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

Bid Submission

All bids should be submitted in person or by mail to:

Ozark City Board of Education
Attn: Vivian S. Miller, CSFO
1044 Andrews Avenue
Ozark, Alabama 36360

Labeled in the bottom right corner:
 Substitute Services Bid

Not to be opened until May 9, 2018 at 2:00 pm

Bid Spreadsheet

Bids must be submitted on the following bid response form. Prices on the response form for the services specified in this bid should be expressed in percentage mark-up on the contracted gross pay rate for services. The pay rate will be established by each individual Board, and will be competitively set in order to attract ideal candidates. The gross pay rate plus the percentage markup will equal the total amount due by the Board to the responsible bidder upon services performed. The percentage markup shall include the responsible bidder’s profit margin, fringe benefits, and all other overhead cost. All temporary personnel shall be employed by the responsible bidder. The responsible bidder shall be responsible for all payrolls, taxes, worker’s compensation, insurance and other federal and state requirements. The Board shall only be responsible for actual hours or daily rates worked by temporary workers and shall only pay for those hours or daily rates according to the rates set out in the contract plus the percentage mark-up on the bid sheet. Prices for any additional services or software not listed in the bid specifications may be listed separately but will not be considered in the awarding of the bid.

Bid Response Form

Position-Substitutes		Maximum Mark-Up %
Nurse RN		
Nurse LPN		
Substitute Teacher (Certified*)		
Substitute Teacher (Non-Certified)		
Paraprofessional I-Special Education		
CNP Worker		
Administrative Support		
Custodian		
Annual Attendance Bonus		
Please provide any kudo/incentive packages offered to subs for the above positions		
Position-Staffing		
Paraprofessional I-Special Education		
Paraprofessional II-Special Education (see attached)		
Paraprofessional III-Special Education (see attached)		

CNP Worker		
Custodian		
Admin Support I		
Admin Support II		
Annual Attendance Bonus		
Please provide any kudo/incentive packages offered to staffing for the above positions		
Optional Positions		
Bus Aides		
Technical Support		
Clerical		
Annual Attendance Bonus		
Please provide any kudo/incentive packages offered to optional staffing for the above positions		

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Offer and Acceptance

The undersigned hereby offers and agrees to furnish the services as described that are consistent with all terms, conditions, specification and amendments in the Bid.

Company: _____

Federal ID#: _____

Address: _____

Telephone #: _____

Name (Print or Type): _____

Title: _____

Signature: _____

Email: _____

Additional Description of Staffing

IDEA Paraprofessional II Position

A person hired as a Special Education Paraprofessional II for students with disabilities may be exposed to and may be responsible, under the supervision of the special education case manager, principal and any specialist involved with the student, for handling any of the following:

- A. Physical aggression to self or others on the part of the student as related to the student's behavior/disability;
- B. Toileting which can include diapering, changing of soiled clothing and cleaning of the student as well as assisting female students with care and clean up related to their monthly cycle;
- C. Lifting and moving of students who may be nonambulatory;
- D. Physical restraint of students who are presenting a danger to themselves or others due to behaviors (after being trained and certified in the correct use of physical restraint);
- E. Implementation of a student's behavior plan;
- F. Keeping written documentation as prescribed through a student's behavior/instructional plan and explaining that documentation of the identified school personnel;
- G. Maintenance of strict confidentiality as related to the needs, behavior, progress, condition of the student assigned.

Paraprofessional III

Same as above with the addition of the following:

- H. Implementing ABA therapy services on a daily basis to specified students under the guidance of an ABA certified therapist.
- I. Keeping daily ABA therapy documentation notes to be used to tabulate student progress on the specified program.
- J. Assisting in training other staff to work with the student on the daily ABA Program.