

Pike Road Board of Education
Request for Bid
Temporary Services Bid #18-04

The Pike Road Board of Education is soliciting bids for temporary personnel services on an as needed basis for the FY18/19 school year.

Sealed Bids are due on or before June 14, 2018 at 9:30 a.m and will be opened at 9:30 a.m. on that date at the Pike Road Board of Education at 500 Avenue of Learning Pike Road, AL 36064

If there are any questions concerning the bid, please contact Dustin Daehn, CSFO for Pike Road Schools at dustin.daehn@pikeroadschools.org.

Successful bidders will be notified after the next scheduled board meeting. No contract or agreement shall be in effect until the board approves the contract.

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, their conformity with specifications, or any other criteria as allowed by law. Pike Road Board of Education has the right to reject any and all bids. All bids prices and rates shall be good for 90 days after bid opening date.

Contracting

No contract shall contain an indemnification clause or language to that effect.

The term of the contract shall be each school semester, automatically renewable each July 1 and January 1 for a period of up to 5 years from the original contract date. Either party may terminate the contract by providing 30 calendar-days written notice to the other party.

There shall be no mark-up percentage or additional fees/charges in excess of the maximum percentage by category as submitted in the Bid Response Form of this bid.

A sample copy of the contract you intend to have signed must be attached 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. Pike Road Board of Education shall be named as additional insured on the Certificate of Liability.

Invoicing

The awarded bidder shall invoice the board on a timely basis. Failure to invoice on a timely basis may be considered a default of the contract. Every invoice shall be reconciled by the vendor prior to delivery to the board. All documentation (e.g. substitute management system reports) used to reconcile invoices shall be included with the invoice delivered to the board. Failure to provide invoices reconciled to management system reports, and other reports used to calculate invoices, may be considered a default of the contract.

The board prefers to pay authorized invoices with a credit card, but without also paying additional processing fees. In the event of a tie between bids, preference will be given to a vendor that allows invoices to be paid using a credit card, without fees.

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.

- 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.
- B. The responsible bidder shall have experience in Teacher and Instructional/Special Education Aide Professional Development Training Programs.
- C. The responsible bidder shall provide three (3) 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 contract 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 which transmits District employee absences to the Financial System.
- C. A detailed description for software training, usage and integration with board software must be described in detail.

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 this 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 the result of this bid is non-transferable and not able to be subcontracted 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 school 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 contractor's E-Verify Memorandum of Understanding must be included with 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:

Pike Road Board of Education
"BID: TO BE OPENED BY CSFO ONLY"
Attn: Dustin Daehn
500 Avenue of Learning
Pike Road, AL 36064

Bid Response Form - Specifications

1. E-Verify Memorandum of Understanding must be attached to Bid Response Form.
2. All Invoices provided to the board for payment must be reconciled to your management system reports. All reports used to reconcile the invoice must be provided with the invoice.
3. Provide training schedule for your management system software, for both teachers and administration.
4. Form W-9 should be included with Bid Response.
5. 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 rates 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 service performed. The percentage markup shall include the responsible bidder's profit margin, fringe benefits, and all other overhead costs and fees. 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.

Position	Maximum Mark-Up % (inclusive of <u>ALL</u> fees and additional charges)
7.5 -Hour Aide/Paraprofessional	
Sign Language Interpreter	
Computer Technician	
School Secretary/Clerk	
After School Teacher	
After School Lead Teacher/Program Manager	

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Offer and Acceptance

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

Company: _____

Federal Employee Identification #: _____

Address: _____

Telephone Number: _____

Name (Print or type): _____

Title: _____

Signature: _____

Email: _____