

**WOODBURY CITY BOARD OF EDUCATION
25 N. BROAD STREET
WOODBURY, NJ 08096**

**REQUESTS FOR PROPOSAL
SUBSTITUTE STAFFING SERVICES
Notice of Solicitation**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Woodbury City Board of Education located at 25 N. Broad Street, Woodbury, New Jersey 08096 is seeking RFPs for professional services to be provided to the Board of Education as listed below for the period April 1, 2012 to June 30, 2013. Requests for proposals as attached, are on file at the Board Secretary/Business Administrator's office at 25 N. Broad Street, Woodbury, New Jersey 08096, and may also be downloaded from the Board of Education's website. All RFPs must be received in a **sealed envelope** by the Board of Education Board Secretary/Business Administrator no later than 12:00 p.m. on Friday, February 10, 2012 at the Board of Education office located at 25 N. Broad Street, Woodbury, New Jersey 08096. All questions concerning this notice should be submitted in writing and addressed to the Board Secretary/Business Administrator, Kara L. Huber. All statements of qualifications for professional service contracts shall include at a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - a. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this RFP and on behalf of the Board of Education of Woodbury City.
 - b. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Board of Education of Woodbury City.

Substitute Staffing Services

Scope of Services:

The Woodbury City Board of Education desires to appoint a firm who will be responsible for providing substitutes for **all staff, including grounds, custodial and maintenance** to fill positions on an as-needed basis at the request of the Board of Education. The Board reserves the right to limit services to a specific grade level or school building. Any experience or knowledge of matters directly affecting the Woodbury City Board of Education should be addressed.

Minimum Qualifications - Pertinent Company Information Required in RFP Submittal

1. Description of Company background. Company should have at least five (5) years experience providing substitute teacher services to public school districts located in New Jersey.
2. Listing of all Board of Education clients for each of the last three years. Company should demonstrate experience with Pre K-12 school districts of similar size to Woodbury City. Approximate student enrollment is 1,538 with a teaching staff of approximately 350.
3. References from current and previous Board of Education clients.
4. Describe your proposed fee structure, including employer taxes (Use State & Federal Tax rate at 13.6% of base daily fee's)
 - \$90.00 Per Day - NJ Certified Teacher
 - \$85.00 Per Day - NJ Sub Certified w/degree
5. Detailed cost projections scenarios for the following assumed daily staffing need
 - 10 Fills Per Day
 - 15 Fills Per Day
 - 20 Fills Per Day
6. Information detailing successful coverage/fill rates.
7. Description of hiring, credentialing, training and evaluation process.
 - Please describe the Company's hiring and credentialing process
 - Please give a detailed explanation of your onsite training program for all newly and transitioning substitute teachers.

8. Description of transition process from self operated program to your company's program Include:
 1. Software Transition and Time Line
 2. Training District Teachers & Substitutes
 3. Training Building Personell
 4. Training District Administration

9. Describe any web based personnel management software that will facilitate the services to be provided. Must be familiar with an online placement technology system, please describe in detail the system your organization utilizes.

Mandatory Affirmative Action Language - P.L. 1975 c.127 (N.J.A.C.17:27)

During the performance of this contract, the contractor agrees to comply with all the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27. Each contractor shall submit to the Woodbury City Board of Education after notification of award but prior to execution of contract, one of the following documents:

1. A photocopy of a valid letter that the contractor is operating under a Federally approved or sanctioned affirmative action program; or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.3; or 3. A photocopy of an Employee Report (Form AA302) completed by the contractor in accordance with N.J.A.C. 17:27-4.3 (goods service professional contracts)

Sample Contract

Applicant shall provide a sample copy of the applicant's contract. Sample contract must include all terms and conditions of this RFP. Contract shall be in a form acceptable to the Board of Education. The Board of Education reserves the right to make changes to this sample contract prior to execution by the successful applicant and the Board of Education.

Insurance

Proof of insurance coverage must be provided with the RFP submittal.

New Jersey Business Registration Requirements

In accordance with P.L. 2004 c.57. the applicant should provide with their submittal a Business Registration Certificate issued by the State of New Jersey. Please note that having provided this form to the Woodbury City Board of Education previously does NOT exempt you from providing this form with your submittal.

Purchase Order Requirements

No work shall be performed, services rendered or material provided by the successful bidder unless a proper purchase order has been issued by the Woodbury City Board of Education. Requests for payment of material or services delivered shall be made on Woodbury City Board of Education vouchers with copies of supplier's invoices attached which shall specify the quantity, description, unit and extended prices of each item delivered. Payments shall not be provided on a frequency less than a monthly basis after services are rendered and vouchers are timely submitted for review and processing.

Disclosure of Contributions

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Submission

Firms responding to the RFP shall provide evidence that the minimum qualifications are met. Responses should also include cost details including hourly rates and/or retainer of the individuals who perform services and a list delineating the numbers and types of public clients represented by the firm.

Evaluation of Responses to the RFP

The School District intends to award professional services contracts for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq. The RFP submittals will be evaluated by Central Office Administration and Board Members of the School District based upon information supplied by each firm in response to this RFP and the following criteria:

- _ Quality of proposed substitute teaching staff
- _ Demonstrated success in the field of substitute teacher staffing
- _ Economic factors
- _ Ability to meet all minimum qualifications.
- _ Overall knowledge and familiarity with the operations of the School District.
- _ Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.

Any questions regarding this Request for Proposals should be directed in writing to Mrs. Kara L. Huber, School Business Administrator/Board Secretary of the Woodbury City Public School

District. Please submit two (2) copies in a **sealed envelope** to: **Mrs. Kara L. Huber, Board Secretary Business/ Administrator, Woodbury City Public School District, Administrative Offices, 25 N. Broad Street, Woodbury, NJ 08096** All Submissions must be received at the School District's Administrative Office by Friday, February 10, 2012 by 12:00 p.m.

To be completed and signed below.

Return With Proposal

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Re: RFP Substitute Employee Staffing Services

Due: Friday, February 10, 2012 no later than 12:00 p.m.

Please check one type of Ownership, complete the form, and execute where provided.

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Corp. |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Sub Chapter S Corp. | <input type="checkbox"/> Other: _____ |

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the proposal or accompanying the proposal of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP – cont'd

stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH PROPOSAL.

In the event that there are no persons who own ten percent or more of the stock or ownership of the proposal, then such fact should be certified below as part of this disclosure.

Name of Company

Address

City, State, Zip

List of Owners with Ten Percent (10%) or More Interest

Owner's Name	Home Address	Title/Office Held	% Partnership/ Shares Owed

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP - cont'd

Use additional paper if needed. Please check here if additional sheets are attached.

Name of Company _____

Address _____

City, State, Zip _____

Authorized Agent

Title

Signature of Authorized Agent

Date

To be completed and signed below.

Return With Proposal

NON-COLLUSION AFFIDAVIT

Re: RFP Substitute Employee Staffing Services

Due: Friday, February 10, 2012 no later than 12:00 p.m.

STATE OF NEW JERSEY)

:SS:

COUNTY OF)

I, _____ of the City of

in the County of _____ and the State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____

of the firm of

(Position in Company)

(Firm Name)

NON-COLLUSION AFFIDAVIT – cont'd

and the bidder making the Proposal for the above named contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named proposal, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Woodbury City Board of Education relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn

to: _____

(Signature of Contractor/Vendor)

before me this _____ day of _____, _____.

Month

Year

NON-COLLUSION AFFIDAVIT – cont'd

(Print Name of Notary Public) **(Signature of Notary Public)**

My commission expires _____, _____.

Month Day Year



MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE – cont'd

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or a binding determination of the applicable county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE – cont'd

the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

Note: Please sign below that you have read and understand the EEO Language. This does not fulfill your obligation to submit of the above-required documents prior to award of the contract.

Company: _____ Authorized Signature: _____

Address: _____