



## ORANGEBURG COUNTY SCHOOL DISTRICT

### SUPPLEMENTAL INSTRUCTIONS/SPECIFICATIONS

#### RFP 20-017

#### TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF PLACEMENT AND PERMANENT AIDE STAFFING SERVICES

1. Orangeburg County School District is seeking priced proposals from individuals and/or firms to provide Temporary Certified Substitute Teachers/ Support Staff Placement Services & Permanent Aide Staffing Services as described in the Specifications for this Request for Proposals.
2. Specifications, Instructions to Proposers and other proposal documents are enclosed.
3. The District retains the right to reject any and all proposals, to accept proposals in whole, in part or parts, and to take such action it may deem in the best interest of Orangeburg County School District, in accordance with statute. The District reserves the right to cancel the contract at any time that the conditions established in the specifications are not complied with or for any good and sufficient reason, if deemed in the best interest of the school district to do so.
4. Award of Contract, if a Contract is awarded, will be to the most responsible responsive proposer(s) meeting the specifications. Price is only one of several factors to be considered. The award will also be made on the basis of known quality of goods/service. Any Proposer must be known to be engaged in the business and qualified to carry out his contract. **Satisfactory references are required.** The District will act to award a contract no later than October 30, 2020, 10am. The District reserves the option to renew the contract subject to District approval, mutual agreement, and the provisions of statute.
5. Proposers are required to comply with all requirements of the Public Schools Contracts Law for South Carolina, and with all other Federal Laws and South Carolina statues not specified herein.
6. The District intends to enter into a contract with the successful Proposer(s) incorporating all provisions of the Checklist, the Specification and any addenda hereto. By submitting a Proposal, the Proposer is agreeing to enter into such a contract if they are awarded the work.
7. No Proposal may be withdrawn prior to October 27, 2020, the latest date set for the contract award.
8. Proposer/Contractor **shall not employ subcontractors** for services covered by these Specifications.
9. A copy of a valid **State of South Carolina Business Registration Certificate/License for the Proposer must be submitted with the Proposal. Failure to provide** a copy of a **valid** Certificate with your Proposal **will result in rejection** of the proposal as non-responsive to our proposal requirements.

# ORANGEBURG COUNTY SCHOOL DISTRICT

RFP 20-017

## TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF PLACEMENT AND PERMANENT AIDE STAFFING SERVICES

### SPECIFICATIONS

#### I. BACKGROUND

Orangeburg County School District is a suburban school district located in Orangeburg County, SC. The District serves approximately 11,000 students. The District has approximately 1900 employees, of which approximately 860 are full and/or part-time certified teaching positions and approximately 900 are full and/or part-time support staff.

The District operates 31 schools: 16 elementary schools, 5 middle schools, and 10 high schools.

#### II. SCOPE OF SERVICES

The District is soliciting proposals to engage a Proposer/Contractor to provide Temporary Substitute Teacher/ Temporary Substitute Support Staff Placement Services & Permanent Aide Staffing Services throughout the district schools. Pricing submitted shall reflect the **PER HOURLY AND/OR DAILY RATE**. There will be **NO** payment for travel time, mileage to and from any jobsite, and/or miscellaneous expenses. The **PER HOURLY AND/OR DAILY RATE** submitted in the RFP proposal **MUST BE ALL INCLUSIVE** of all charges. Proposers should provide PER DAILY RATES for short-term substitutes as detailed in the Specifications.

A.) The District is currently paying the following average hourly substitute rates:

- Substitute Teacher – \$ 67.00 - \$90.00 Per Day
- Substitute Instructional Aide - \$66.00 – \$72.00 Hour
- Substitute Food Service - \$66.00 Per Day
- Substitute Bus Aides - \$8.25 Per Hour
- Substitute Custodian - \$66.00 Per Day
- Substitute Clerical - \$66.00 Per Day
- Substitute Nurse - \$20.00 Per Hour

**The number of actual days substitutes are needed may fluctuate during any given year.**

**RFP 20-017 TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF  
PLACEMENT AND PERMANENT AIDE STAFFING SERVICES  
SPECIFICATIONS, PAGE 2**

**SCOPE OF SERVICES (Continued):**

All proposals are subject to public inspection upon award. The District reserves the right to cancel the contract with the company at any time for failure to perform the services. The contract may be extended up to two additional years at the District discretion.

The District shall not be held liable for any fee, penalty, liquidation damages, etc. paid to the contractor resulting from the placement of the individual as a permanent employee. **IF THE PROPOSER REQUIRES SUCH A FEE, PENALTY, LIQUIDATION DAMAGES, ETC., IT MUST BE NOTED IN THE REQUEST FOR PROPOSAL.**

**Responsibilities of Orangeburg County School District shall be:**

- Reserves the right to interview any potential candidate for temporary placement to determine their ability to perform required services;
- 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 Contractor to include, but not necessarily limited to:**

- Provide sufficient, competent, reliable, and as required properly licensed and certified personnel to provide adequate and satisfactory services under the contract;
- Provide substitute teacher and support staff positions for Grades Preschool/K through 8 and special education;
- Require all substitute teachers and support staff **be fingerprinted prior to** accepting temporary assignment;
- Conduct criminal background checks and verification that the substitute teacher and support staff substitute does not appear on any Sex Offender Registry prior to a substitute accepting the assignment;
- Must achieve daily fill rate of at least 98 percent;
- Must provide automated reporting / billing system, daily staff coverage, as well as key contact person(s) and back-up contact person;

**RFP 20-017 TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF  
PLACEMENT AND PERMANENT AIDE STAFFING SERVICES  
SPECIFICATIONS, PAGE 3**

**Responsibilities of Contractor to include, but not necessarily limited to (Continued):**

- **In cases where special licenses or accreditations or certifications are required by State, Federal and/or local law, statute, regulation, or District Policy, contractors are required to provide a copy upon request to the District;**
- If requested, provide references, resumes, and/or test scores on individual substitute support staff and teachers;
- **Contractor 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, employee benefits, and any and all taxes related to personnel furnished under FICA taxes and shall provide Workers' Compensation for its personnel;
- If awarded a contract, the contractor will provide a Certificate of Liability Insurance naming Orangeburg County School District as additional insured. The issuing insurer must provide 30 days written notice to Orangeburg County School District of the expiration of the insurance. The specific minimum requirements are:
  - Workers' Compensation Insurance: Statutory Workers' Compensation Insurance, including Employer's Liability with limits of \$100,000 each accident; \$500,000 disease, policy limit; \$100,000 disease, each employee;
  - Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent): A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Liability Insurance;
  - Excess Liability Coverage: \$1,000,000. per occurrence; and
  - 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 this contract and any extensions;

- Contractor is solely responsible for compliance to 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 contractor and substitute teacher/support staff personnel provided by the contractor shall maintain strict confidentiality of all information and records which the contractor or substitute teacher/support staff personnel provided by the contractor may come in contact with or be privy to in the course of providing services; and

- Per Hourly/Daily rate **must include** all labor, travel, and miscellaneous expenses necessary to complete substitute services provide. **NO** additional fees may be charged.

## **RFP 20-017 TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF PLACEMENT AND PERMANENT AIDE STAFFING SERVICES SPECIFICATIONS, PAGE 4**

### **Conduct:**

The contractor and the substitutes provided by the Contractor 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 on the premises.
3. No exterior doors are left opened or unlocked.
4. The contractor and substitute provided by the contractor shall be polite and courteous at all times.
5. Contractor and substitute provided by the contractor must adhere to any / all security standards, requirements and/or regulations of each school and school district.

### **III. SELECTION CRITERIA**

The District will evaluate proposals using the following criteria:

1. Experience with South Carolina public school districts.
2. Availability of staff to meet the service needs of the district.
3. References from **at least three (3)** current public-school clients.
4. Fee proposal.

### **IV. SUBCONTRACTORS**

Use of subcontractors is prohibited unless authorized in writing by the Procurement Coordinator or the Superintendent of Schools.

### **V. MULTIPLE AWARDS**

The District reserves the right to award to multiple vendors.

### **VI. CONTRACT PERIOD/TERM**

The contract agreement term will be November 2, 2020 (tentative date) through June 30, 2021 with the right to extend this contract for a period of up to two (2) additional 12 month periods at the sole

discretion of Orangeburg County School District subject to mutual agreement and the provisions of Statute. Prices must be firm for the duration of the first year agreement term.

**RFP 20-017 TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF  
PLACEMENT AND PERMANENT AIDE STAFFING SERVICES  
SPECIFICATIONS, PAGE 5**

**VII. SUBMITTAL REQUIREMENTS**

The individual/firm selected to perform this work **must provide** the following with their proposal to meet the requirements of the District:

1. Each proposer must be presently contracted with at least three (3) South Carolina public school districts to manage, employ, and provide on-site Substitute Teacher Staffing Services and Paraprofessional/Instructional Aide Management and Staffing Services. Proposer must attach a reference of 3 schools providing name of district, district contract, addresses and phone number. Failure to provide the list of references and to be currently serving at least three (3) South Carolina Public School District's with a minimum of 1,200 students and 100 teachers for the last three (3) years, shall be considered a material defect and cannot be waived.
2. 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 Orangeburg County School District and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of Orangeburg County School District.
  - b.) Identify persons who will serve as back up to the primary person including resumes of all parties.
3. Fee Proposal as well as a detailed description of the contractor's program/system for the substitute placement services. Fee Proposal should reflect Per Hour and/or Per Diem Rates for 2020-2021 year and if desired, optional years 2021-2022 and 2022-2023. The awarded contractor will be solely responsible for payment of all salaries, taxes, and benefits for its certified substitute teacher and support staff employees who will be temporarily assigned to Clayton. Proposers must complete and submit the Official **Proposal Form** reflecting proposed fees. **A duly authorized official MUST SIGN this form.**
4. Evidence of a minimum of \$2,000,000 in Professional Liability. If awarded a contract, proof of Professional Liability insurance naming Orangeburg County District of Education as an additional insured will be required.
5. Affirmative Action Statement and other Checklist Documents, **including** **A VALID STATE OF SOUTH CAROLINA BUSINESS REGISTRATION CERTIFICATE/LICENSE. A COPY OF A VALID BUSINESS REGISTRATION CERTIFICATE/LICENSE MUST BE INCLUDED WITH YOUR PROPOSAL.** Failure to provide a copy of a valid Certificate with your proposal **will result in rejection** of the proposal as non-responsive to our proposal requirements.

Information beyond the minimum requirements may also be submitted.

**RFP 20-017 TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF  
PLACEMENT AND PERMANENT AIDE STAFFING SERVICES  
SPECIFICATIONS, PAGE 6**

**SUBMITTAL REQUIREMENTS (Continued):**

**VIII. PROPOSAL SUBMISSION**

**Sealed Proposals** submitted in writing for RFP 20-017, Temporary Certified Substitute Teacher/Substitute Support Staff Placement Services and Permanent Aide Staffing Services will be received by Greg Twitty, Procurement Coordinator, Orangeburg County School District, 102 Founders Court, Orangeburg SC 29118 **no later than 10:00 AM, PREVAILING TIME, ON Tuesday, October 27, 2020.** Any proposal received after this date and time will be disqualified.

**One original printed Proposal shall be submitted in a sealed envelope showing the name and address of the Proposer and plainly marked with the appropriate RFP Title,**

**Sealed Proposals are to be submitted to:**

Greg Twitty  
Procurement Coordinator  
Orangeburg County School District  
102 Founders Court  
Orangeburg, SC 29118

It is understood and agreed upon that any person in the District of Education will be absolved from responsibility for the premature opening of any bid/proposal not properly labeled and sealed.

**ORANGEBURG COUNTY SCHOOL DISTRICT**  
**\*\*RETURN THIS FORM ALONG WITH YOUR PROPOSAL INFORMATION AND REQUIRED**  
**CHECKLIST DOCUMENTS\*\***

**REQUEST FOR PROPOSAL**  
**RFP 20-017**  
**TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF**  
**PLACEMENT AND PERMANENT AIDE STAFFING SERVICES**

**PROPOSAL FORM**

The undersigned hereby proposes to furnish and deliver all the required services as specified in the Specifications/Proposal, for which prices are hereby given, in strict accordance with these specifications, conditions and requirements. No plea of mistake in such accepted quotation shall be available to the undersigned. **Any Exceptions to the Specifications/Proposal must be clearly stated.**

**Information beyond this Proposal Form requirements may also be submitted.**

Print Name of Company: \_\_\_\_\_

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

Person completing Proposal (Print Name): \_\_\_\_\_

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

Title (Print): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

**SERVICES:**

Orangeburg County School District is accepting proposals from individuals and/or firms to provide Temporary Certified Substitute Teacher and Support Staff Placement Services as described in the Specifications for this Request for Proposals for the 2020-2021 year.

The contract agreement term will be November 2, 2020 (tentative date) through June 30, 2021 with the right to extend this contract for a period of up to two (2) additional 12 month periods at the sole discretion of Orangeburg County School District subject to mutual agreement and the provisions of Statute. Prices must be firm for the duration of the first year agreement term.

Any Proposer for services must be known to be engaged in the business and qualified to carry out his contract. **Satisfactory references are required with your Proposal.** Each proposer must be presently contracted with at least three (3) South Carolina public school districts to manage, employ, and provide on-site Substitute Teacher Staffing Services and Paraprofessional/Instructional Aide Management and Staffing Services. Proposer must attach a reference of 5 schools providing name of district, district contract, addresses and phone number. Failure to provide the list of references and to be currently serving at least three (3) South Carolina Public School District's with a minimum of 1,400 students and 100 teachers for the last three (3) years, shall be considered a material defect and cannot be waived.



**PROPOSAL FORM  
RFP 20-017 TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF  
PLACEMENT AND PERMANENT AIDE STAFFING SERVICES, PAGE 2**

**FEEES FOR SERVICES AS DETAILED IN SPECIFICATIONS:**

**1.) PROPOSED FEES/PRICING INFORMATION**

Acceptance of this proposal by Orangeburg County School District, in writing, shall constitute the basis for a written contract between the two (2) parties. If awarded a contract for RFP 20-017, costs not outlined in your proposal will not be paid.

**A.) Temporary Substitute Rates):**

<b>JOB TITLE</b>  <b>*SPECIFY FOR PRICING --  HOURLY/PER DIEM</b>	<u><b>Year 1,</b></u>  <b>2020-2021  REQUIRED*</b>	<u><b>Year 2,</b></u> <b>Subject to  District  Approval to  Renew,  2021-2022  OPTIONAL*</b>	<u><b>Year 3,</b></u> <b>Subject to  District  Approval to  Renew,  2022-2023  OPTIONAL*</b>
1.) SUBSTITUTE TEACHER	\$	\$	\$
2.) PERMANENT SUBSTITUE TEACHER – (works every day when students are present)	\$		\$
3.) SUBSTITUTE INSTRUCTIONAL AIDE	\$	\$	\$
4.) SUBSTITUTE NON- INSTRUCTIONAL AIDE			
5.) SUBSTITUTE BUS AIDES			
6.) BUS AIDES (Permanent)			
7.) NON-INSTRUCTIONAL AIDES (Permanent)			
8.) INSTRUCTIONAL AIDES (Permanent)			

**PROPOSAL FORM  
RFP 20-017 TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF  
PLACEMENT AND PERMANENTAIDE STAFFING SERVICES, PAGE 3**

**2.) LIST OTHER PRICING AND/OR ADDITIONAL FEES: (Print Details)**

	<b>2020-2021 REQUIRED</b>	<b>2021-2022 OPTIONAL</b>	<b>2022-2023 OPTIONAL</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Comments/Additional Information (PRINT/TYPE): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.) List at least three (3) current client references** for which services similar to this request for proposals are currently being provided, including for each client:

<u>Name/Address of Organization</u>	<u>Contact Person/ Telephone Number</u>	<u>Length of Service (Start/End Date)</u>
-------------------------------------	---	---

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**PROPOSAL FORM  
RFP 20-017 TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF  
PLACEMENT AND PERMANENT PERMANENT AIDE STAFFING SERVICES, PAGE 4**

4.) List below in detail ANY EXCEPTIONS to the RFP Specifications/Proposal or any additional information for consideration (please print):

---

---

---

---

The District reserves the option to renew the RFP Proposal subject to mutual agreement, approval by the District and the provisions of Statute.

**PROPOSAL**

The following documentation is required to be submitted along with this Proposal Form:

1. Affirmative Action Statement and other required Checklist Documents, including **A VALID STATE OF SOUTH CAROLINA BUSINESS REGISTRATION CERTIFICATE/LICENSE. A COPY OF A VALID BUSINESS REGISTRATION CERTIFICATE/LICENSE MUST BE INCLUDED WITH YOUR PROPOSAL.** Failure to provide a copy of a valid Certificate with your proposal will result in rejection of the proposal as non-responsive to our proposal requirements.
2. Completion of SC Political Contribution Disclosure Form.
3. Evidence of minimum of \$2,000,000 in Professional Liability. **If awarded a contract,** proof of Professional Liability insurance naming Orangeburg County School District as an additional insured will be required.

**Proposals should also include:** references, rates, a detailed description of the contractor’s program/system for the substitute placement services, as well as key contact individuals and the contractor’s billing requirements and any other qualifications that will assist the District in making a determination. The awarded contractor will be solely responsible for payment of all salaries, taxes, and benefits for its certified substitute teacher employees who will be temporarily assigned to Clayton.

**PROPOSAL FORM**

**RFP 20-017 TEMPORARY CERTIFIED SUBSTITUTE TEACHER/ SUPPORT STAFF  
PLACEMENT AND PERMANENT AIDE STAFFING SERVICES, PAGE 5**

**Sealed Proposals** submitted in writing for **RFP 20-017, Temporary Certified Substitute Teacher/Support Staff Placement & Permanent Aide Staffing Services** will be received by Greg Twitty, Procurement Coordinator, Orangeburg County School District, 102 Founders Court., Orangeburg, South Carolina 29118 **no later than 10:00 AM, PREVAILING TIME, ON Tuesday, October 27, 2020.** Any proposal received after this date and time will be disqualified. It is understood and agreed upon that any person in the District will be absolved from responsibility for the premature opening of any bid/proposal not properly labeled and sealed.

**\_ One original printed Proposal and One secure Flashdrive shall be submitted in a sealed envelope showing the name and address of the Proposer and plainly marked with the appropriate RFP Title.**

**Sealed Proposals are to be submitted to:**

Greg Twitty  
RFP 20-017 Temporary Staffing  
Procurement Coordinator  
Orangeburg County School District  
102 Founders Court  
Orangeburg, SC 29118