



**Warren County Board of Education
Administrative Offices
2548 Morrison Street
McMinnville, Tennessee 37110**

**John R. (Bobby) Cox, Ed. S.
Director of Schools**

**Telephone: (931) 668-4022
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NOTICE OF REQUEST FOR PROPOSALS

Sealed proposals, subject to the conditions contained herein, will be accepted by the Warren County Financial Management Committee at the Warren County Administrative Building, Office of the Finance Department, 201 Locust Street, Suite 2, McMinnville, Tennessee, 37110, up to but no later than 10:00 A.M. DST on Thursday, April 30, 2015, and then publicly opened and read for Substitute Teacher Employment Services in the Warren County School District.

NOTE: This bid was originally advertised for April 23, 2015. This date has been changed to April 30, 2015 to allow vendors more time to prepare a proposal.

For specifications or more information regarding the RFP, please contact Joye Fuston at (931) 668-4022 ext. 225, or Warren County Finance Director Linda G. Hillis at (931) 473-2381 ext. 1001. Copies of this proposal are on file and may be obtained at the Warren County School's Administrative Offices or by accessing the websites at www.warrenschoools.com or www.warrencountytn.gov and clicking the link for current bids.

The Warren County Financial Management Committee reserves the right to accept or reject any or all proposals, to accept or reject any item thereon, to waive any irregularities in the bid or bidding and/or to abandon or postpone this project without any obligation to bidders. The Warren County Financial Management Committee will act as sole judge of the merit and qualifications of vendors and materials offered and accept whatever bid deemed to be in the best interest of Warren County. No bidder may withdraw their bid for a period of sixty (60) days after date set for opening of bids. The Financial Management Committee reserves the right to increase or decrease quantities.

Warren County, Tennessee reserves the right to negotiate with bidders. By submission of this RFP, the vendor agrees to all terms and condition stated therein. Employees of the selected contractor must have a sexual predator background check performed prior to entering any Warren County school grounds as per Tennessee Code Annotated Section 49-5-413.

The RFP will be awarded accordingly as prescribed by law, which states “lowest and best.” A Supreme Court ruling states that the discerning of best lies solely on those requesting the bid and not the bidder. No bidder may withdraw their bid for a period of sixty (60) days after date set of opening of the bids.

**PUBLIC NOTICE
TITLE VI OF THE 1964 CIVIL RIGHTS ACT**

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Proposals must be received by April 30, 2015 at 10:00 A.M. DST to be considered.

Please return sealed bids to: Warren County Financial Management Committee
C/O Warren County Finance Department
Warren County Administrative Office Building
201 Locust Street, Suite 2
McMinnville, Tennessee 37110

Pursuant to T.C.A. § 50-9-114, Warren County, Tennessee has adopted a Drug & Alcohol Testing Program and is required to include this information in our bid specifications. Warren County, Tennessee requires Alcohol and Controlled Substances testing for Safety-Sensitive Positions as required by the Federal Omnibus Transportation Employee Act of 1991 and related United States Department of Transportation rules and regulations set forth in 49 CFR Federal Regulations Parts 40 and 382.
BIDDERS MUST SUBMIT AN AFFIDAVIT THAT THE BIDDER OPERATES A DRUG AND ALCOHOL TESTING PROGRAM WITH REQUIREMENTS AT LEAST AS STRINGENT AS THAT OF THE PROGRAM OPERATED BY WARREN COUNTY, TENNESSEE.

Warren County School District (WCSD) intends to enter into a three (3) year contract, with two (2) one year options with a qualified vendor to deliver Substitute Teacher Employment Services. This initiative is known as the WCSD Substitute Teacher Employment Services.

PURPOSE

The purpose and intent of this Request for Proposal is to solicit Third Party Administrator Services in the Warren County School District from qualified sources and to establish award through negotiations for the Warren County School District. Warren County School District anticipates entering into agreements as needed with qualified vendors(s) beginning upon the approval of the Board of Education.

BACKGROUND

Warren County Schools District is a medium-size school district with approximately 900 employees and approximately 6450 students. We have the expectation of producing higher levels of services in an environment with decreasing resources, the school district foresees the necessity to maximize value.

SCOPE OF SERVICES

The selected Contractor for this solicitation will be enter into a 3-year agreement to provide substitute teachers on a daily or as needed basis for instructional services to students attending Warren County Schools, beginning the 2015-2016 school year. The Contractor shall implement a customized strategy tailored specifically to Warren County Schools for the following services:

- a. Recruiting and training all candidates.
- b. The Contractor shall be the Employer for all purposes regarding pay, withholdings, unemployment compensation, insurance and benefits and workers' compensation.
- c. Developing a recruiting strategy customized to Warren County Schools.
- d. Screening candidates to ensure compliance with state of Tennessee law, Department of Education policies and WCSD policies.
- e. Training of candidates in areas such as blood borne pathogens; attendance policies; discipline; student neglect or abuse; school safety and individual school building policies; anti-bullying; orientation program regarding WCSD' classroom management systems such as lesson plans, grades, etc.; any and all other training related to the candidate's duties as a substitute teacher.
- f. Utilization of a system such an electronic management system for scheduling and tracking of call outs, and teacher fill rate.
- g. A guaranteed fill rate of ninety five percent (95%) at the minimum, as determined by the 2015-2016 school year.
- h. Ongoing recruitment to ensure that an adequate number of substitutes are available to meet the daily vacancy rate.
- i. Provide dispatch services, both live and automated, from 5:00 a.m. (CST) until 5:00 p.m.
- j. Contractor as Employer will be responsible for deducting and submitting retirement contributions of the substitutes and shall provide year-end reports required for substitute employees.

k. Contractor will provide monthly invoice to include at minimum the following: Substitute Name, school assignment, Name of Teacher/Grade level Substitute is replacing, Reason for absence, assignment date(s), # of hours, and rate of pay for each assignment invoiced that period, with verification signature from Principal or designee. Contractor will provide a formal copy to the Accounts Payable Department.

l. On your fee page, please list a differentiated pay scale for certified and non-certified personnel.

Firms Are Required To:

a. Provide a description of the firm's qualifications, including general information and a brief history of its incorporation, and prior experience within the last five (5) years. Include a statement about firm's ability to expand services and any other information that may be beneficial to the WCSD in evaluating the firm's qualifications and experience.

b. Comment on your firm's ability to perform as related to current workload, availability of qualified personnel, and the availability of equipment and facilities. Provide documentation supporting key personnel in the firm as related to technical training, education and experience.

c. A list of at least three (3) clients (including names, addresses, and telephone numbers) for which the firm has provided maintenance services shall be included within this section of the statement of qualification. Please complete attachment for this purpose. (This attachment may be reproduced as required) WCSD may contact any or all of the reference at its discretion.

d. Please discuss your firm's financial condition and, if possible provide the latest annual report or financial statement for the last two years.

Management Reports

This section requires a description of any required management reports, including, but not limited to, invoicing which will be provided to the WCSD. Please attach examples of reports and describe any unique reports that can be customized to our specifications. For each report, provide the following information: Report Name: Title Description: How is information organized (i.e. major fields) Frequency: How often are reports issued?

Implementation Plan

Firm's proposal must include a detailed implementation plan clearly identifying how it will accomplish and provide requirements and the steps to be taken beginning at the start of the contract period, through contract completion including point of contact, rules of engagement, invoicing, and a proposed timeline.

Certificates of Insurance

Certificates of insurance which are acceptable to WCSD legal department shall be filed with the District prior to the commencement of any work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled unless a fifteen day (minimum) prior written notice has been given to the District. Alternate Bids for insurance requirements may be submitted however, it shall be at the sole discretion of the District to accept the alternate.

Applicable Regulations

All services provided shall comply with all applicable federal, state and local regulations.

Governing Law

Any agreement resulting from this Request for Proposal is subject to the WCSD's policies and other applicable federal, state, and local laws.

Grading Rubric

Firms will be scored using a standard rubric on a 1 to 5 scale. 1 being the lowest with 5 being the highest score attainable.

- Areas of recruiting (certified and non-certified applicant) and training
- Benefits package
- Screening of candidates
- Ability to maintain fill rate
- Overall management and performance

TERMINATION CLAUSES

Termination for Convenience

WCSD may terminate the agreement, in whole or in part, whenever it is determined that such termination is in the best interest of the District, without showing cause, upon giving 90 days written notice to the firm. WCSD shall pay all reasonable cost incurred by the firm up to the date of termination. The firm shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default

When the firm has not performed or has unsatisfactorily performed the repairs WCSD may terminate the agreement for default. Upon termination for default, payment may be withheld at the discretion of WCSD. Failure on the part of a firm to fulfill the agreement obligations shall be considered just cause for termination. The firm will be paid for work satisfactorily performed prior to the termination less any excess costs incurred by the Warren County Board of Education in procuring and completing the terms of the agreement. If at any time during the term of the agreement, the school district determines that the firm has not kept and observed the conditions of the agreement, and has not corrected the breach within five (5) working days following receipt of written notice, WCSD shall have the right, in its sole discretion to terminate said agreement upon five (5) days additional written notice.

REFERENCE SHEET

Please complete this sheet on at least three (3) clients to whom you have furnished similar services being proposed, within the last five (5) years.

CLIENT'S NAME: _____

CLIENT'S ADDRESS: _____

CONTACT PERSON: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

DOLLAR VOLUME OF SALES: _____

CONTRACT DURATION: _____

BRIEF DESCRIPTION OF PRODUCTS/SERVICES PROVIDED:

FROM:

TO:
THE WARREN COUNTY BOARD OF EDUCATION
2548 Morrison Street
McMinnville, TN 37110

The above bids a firm fixed price \$ _____ written as _____ and cents

The undersigned as Offeror declares that the only parties interested in this proposal as principals are named herein; and that this proposal is made without collusion with any other person, firm or corporation; and that no officer or agent of the owner is directly or indirectly interested in this proposal. Offeror hereby attests that any agreement for services required by WCSD resulting from this solicitation will be provided at the rates as submitted on the firm's proposed fee schedule (Offeror, please attach to this document and label "Fee Schedule". Any amendment, increases or elimination of offerings, subsequent to this agreement must be agreed upon by both the Offeror and WCSD.

Firm Name: _____
Firm's address: _____
City/State: _____ Zip _____

Signature of authorized Agent _____
Email: _____

Print Name/Title: _____
Date: _____

Signature of authorized Agent _____
Email: _____

Print Name/Title: _____
Date: _____