

**Excelsior Springs School District  
300 W Broadway  
Excelsior Springs, MO 64024  
816-630-9200  
Email: jtomlinson@ga.essd40.com**

**REQUEST FOR PROPOSAL FOR TEMPORARY STAFFING SERVICES**

**IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS**

**PROPOSALS MUST BE RECEIVED BY 2 PM (CST) ON October 8<sup>th</sup>, 2021.**

The cutoff date for any written questions for this RFP is October 5<sup>th</sup>, 2021 at 2 PM (CST).

**It is the responsibility of interested firms to check [www.essd40.com](http://www.essd40.com) for any addendums or notices of information prior to the opening date and time of this RFP. All addendums must be signed and included with your submitted proposal.**

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the commodity and/or services in accordance with all terms, conditions, and pricing specified herein or to offer a "no response." Please type or print the information below. **The Respondent is REQUIRED to complete, sign and return this form with your submitted response for this RFP.**

<hr/>		<hr/>	
Company Name		Authorized Person (Print)	
<hr/>		<hr/>	
Address		Signature	
<hr/>		<hr/>	
City/State/Zip		Title	
<hr/>		<hr/>	
Telephone #	Fax #	Date	Tax ID #
<hr/>		<hr/>	
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

If submitting a "no proposal" please provide a brief explanation for the reason why and return this page:

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REQUEST FOR PROPOSAL FOR  
TEMPORARY STAFFING SERVICES

**LEGAL NOTICE**

The Excelsior Springs School District is accepting proposals for Temporary Staffing Services. Specifications, terms, and conditions are specified in the RFP packet. The RFP and required specifications can be found on the District's website in the District Information-Request for Proposals section. All questions, requests for information or clarification pertaining to this RFP must be submitted in writing to the District's Deputy Superintendent, before 2 PM on October 5<sup>th</sup>, 2021. Proposals must be submitted and received in writing no later than **2 PM October 8<sup>th</sup>, 2021 at the district office.**

**SCOPE:** The Excelsior Springs School District is soliciting proposals for Temporary Staffing Services. This contract will include but is not limited to: seeking agencies to provide services such as recruiting, employing and placing temporary staff with the District for temporary staffing service needs. Positions for which temporary staffing services are needed include teachers, paraprofessionals, lunch assistants, RN's, LPN's and clerical support.

**1.0 INSTRUCTIONS TO RESPONDENTS:**

- 1.1 All questions regarding this RFP shall be submitted in writing to the District's Deputy Superintendent. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
- 1.2 Proposals submitted on separate forms are NOT acceptable unless specified in the document. Failure to complete forms to the satisfaction of the District may result in the rejection of your proposal.
- 1.3 It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be received in writing to the Deputy Superintendent no later than 10/5/2021 at 2 PM (CST).
- 1.4 Changes to the specifications will not be allowed except by written addendum issued by the District. Oral explanations or instructions given prior to award will not be binding.
- 1.5 Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
- 1.6 There will be no public opening of the proposals.
- 1.7 Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
- 1.8 The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
- 1.9 Respondents shall initial all pages where the proposal document denotes "RESPONDENT'S INITIALS: \_\_\_\_".
- 1.10 To be considered, a firm must have at least three (3) proven clients of similar size to our district.

**1.11 SELECTION PROCESS**

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

**Step One: Evaluation of Proposals**

Members of the DSC will review and rate each responsive proposal based on the following criteria:

- a. The firm's experience in providing similar services to school districts or governmental agencies during the past five (5) years.

## RFP 2022 TEMPORARY STAFFING SERVICES

- b. Key personnel that will be assigned to the District's project, and their experience with similar projects.
- c. Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the project within the proposed timeframe.
- d. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff.
- e. Cost (up front submitted with proposal-see Form 6).
- f. Implementation process, staffing and timeline and how long it takes.
- g. Process for sourcing and identifying qualified substitutes.
- h. Orientation and training processes for substitutes before they start.

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

### **2.0 SPECIFIC REQUIREMENTS OF RFP:**

- 2.1 Purchase Agreements shall be awarded in accordance with regulations adopted by the Excelsior Springs Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, and service, and determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the proposal that is in the best interest of the District.
- 2.2 The terms of this RFP shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period. At the District's option, the contract may be extended for three (3) additional one (1) year periods. The Fee Schedule may be adjusted at the end of the initial contract period (and at the end of each extension period, if applicable), upon mutual agreement of both parties.
- 2.3 **RFPs must be submitted in writing to the district office no later than 2 PM on 10/8/2021.**
- 2.4 The Excelsior Springs School District will review all proposal submissions with regards to pricing, product performance, and equipment features. The District plans to award the RFP within 30 days after the RFP opening.

**3.0 SPECIFICATIONS:**

3.1 Temporary Staffing Services Needed:

<b>Job Title</b>
Substitute Teacher/Interventionist
Substitute Teacher/Special Education
Substitute Teacher/Interventionist/Special Education - Long term after day 11- retro to 1 <sup>st</sup> day
Paraprofessional/Classroom Assistant/Paraprofessional Specialist
Paraprofessional/ Classroom Assistant/Paraprofessional Specialist - Long Term after day 11- Retro to 1 <sup>st</sup> day
Lunch Assistant
Lunch Assistant - Long Term after day 11 - Long Term after day 11-Retro to 1st day
Clerical
Clerical - Long Term after day 11-Retro to 1st day
RN
RN- Long Term after day 11-Retro to 1st day
LPN
LPN- Long Term after day 11-Retro to 1st day

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- 3.2 Provider of staffing services will be responsible for the following:
- a) Recruit, interview, select, employ and train assigned employees prior to placement in building;
  - b) Place assigned employees according to customer's requirements and daily needs;
  - c) Pay assigned employees their wages;
  - d) Pay or withhold payroll taxes and insurance premiums and fulfill its obligations for unemployment compensation;
  - e) Obtain and maintain all legally required employment benefits and/or insurance coverage for employees, including adequate liability insurance to ensure the protection of the District; track, monitor and report employment hours and comply with the affordable health care act for all substitutes and pay for health insurance costs;
  - f) Maintain assigned employees' personnel and payroll records related to their employment by staffing agency;
  - g) Maintain a coordination center in the KC metro area for application procedures, interviewing, orientation/training, professional development, and disciplining (when necessary);
  - h) Operate a viable payroll system which meets all current federal, state, and local requirements;
  - i) Conduct local, state, and national background checks for all personnel prior to being assigned work for District. State and national checks shall be conducted in accordance with the standards set forth by the Missouri Department of Elementary and Secondary Education (DESE). All costs associated with performing these background checks shall be the responsibility of the successful vendor. Failure to meet the standards for background checks set forth by Missouri DESE shall be cause for cancellation of the contract. Any arrest/arraignment of an individual assigned to work within the District must be reported by that individual to the successful bidder within two (2) business days of the action, the District must be notified immediately thereafter;
  - j) Comply with laws, rules or regulations applicable to providers of staffing services;
  - k) Require Assigned Employees to comply with all rules and policies of Customer (e.g., those relating to premises access and security);
  - l) Make legally required employment law disclosures to Assigned Employees;
  - m) Throughout the term of this Agreement, provider of staffing services shall fully comply with all applicable laws and ordinances and the applicable orders, rules, regulations and requirements of all federal, state and municipal governments and appropriate administrative officers and agencies having jurisdiction, including but not limited to the following laws:
    - Executive Order 11246,
    - Section 504 of the Rehabilitation Act of 1973,
    - the Americans with Disabilities Act,
    - the Equal Employment Opportunities Act (42 U.S.C. § 2000e, et seq.),
    - the Vietnam Era Veterans Readjustment Assistance Act of 1974 (38 U.S.C. § 4212 [formerly 2012]), and
    - the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(9) (FERPA), including its restrictions on the re-disclosure of personally identifiable information about individual students.
  - n) Provide the following reports:
    - Monthly reports reflecting the percentage of assignments filled;
    - Daily, weekly, and monthly reports containing all data related to assignments filled. Report must contain the date(s) of assignment, job number, school location, absent teacher, and substitute assigned;
    - Weekly reports indicating the account code charged for each absence and for each school location;
    - Report indicating individuals who requested or input absences;
    - Progress reports at the end of each semester, summer session and a comprehensive yearly report;
    - Report representing trending data from year to year tracking areas of achievement and deficiencies;
    - Any additional reporting samples that assist or add value to the substitute services program.
  - o) Comply with mandatory reporting laws and provide documentation necessary in disciplinary matters upon request.

- p) Defend, indemnify and hold the District harmless against any claims arising from the fault of the successful bidder or its employees.

3.3 Fill Rate Requirement:

Our goal for this program is to fill absences on daily basis at 100%. Any required start-up/transitioning period must be complete so that the program will be fully functioning by January 2022. After this date, fill rates should be consistently 100%, or as close to 100% as possible. Fill rates of less than 95% on a recurring basis shall be cause for a conference to determine corrective action. Failure to maintain an average fill rate of 90% may be cause for termination of the contract. Successful bidder will not be held responsible for low fill rates where circumstances are mutually agreed to be beyond the successful bidder's scope of control.

Positions for which substitute services are needed include teachers, paraprofessionals, lunch assistants, RN's, LPN's and clerical support. The District anticipates roughly 2500 absences each year to be filled by the successful bidder, with a large percentage of the absences filled with less than a 24-hour notice. The successful bidder is responsible for training all substitute employees on District-required competencies and position specific software: District Policies, Sexual Harassment and Diversity training.

**4.0 SCHEDULE OF RFP PROCESS AND PROJECT COMPLETION:**

4.1 Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

RFP Notification	9/16/2021
Receive Proposals	10/8/2021
Meet to review	10/11/2021
School Board	10/11/2021
Notice to Proceed	10/12/2021

4.2 Timeline of Contract Execution:

The District desires the execution of the contract to meet the following dates: Services need to begin after January 1<sup>st</sup>, 2022.

**PROPOSAL RANKING SHEET**

**SCORING RANGES**

	30 Point Questions	20 Point Questions		
Outstanding	25 – 30	17 – 20		
Exceeds Expectations	19 – 24	13 – 16		
Satisfactory	13 – 18	9 – 12		
Below Satisfaction	0 – 12	0 – 8		

	<b>Evaluation Criteria</b>	<b>Maximum Points</b>	<b>Score</b>
1.	<p><b>Evidence of Experience &amp; References with Similar Accounts (Ref &amp; Exp)</b></p> <p>Consider experience and references listed by the firm/provider. Is the firm/provider experienced in providing services similar to that requested in this RFP?</p> <ul style="list-style-type: none"> <li>• Familiarity and experience with similar projects.</li> <li>• Consider the number of years of experience the firm/provider has.</li> <li>• Consider the number of years the firm has been in business.</li> <li>• Consider the references given by the firm/provider.</li> </ul>	30	_____
2.	<p><b>Applicable Resources (Personnel Qualifications)</b></p> <p>Evaluate the extent of applicable resources available to the provider to execute the contract:</p> <ul style="list-style-type: none"> <li>• Adequacy of proposed number of staff for the District’s temporary staffing needs.</li> <li>• Consider experience of person(s) assigned to service the district’s contract.</li> <li>• Consider the qualifications of the temporary staff proposed.</li> <li>• Consider amount of substitutes employed that are within a 45 minute drive from District.</li> </ul>	20	_____
3.	<p><b>Approach and Understanding of Scope</b></p> <p>Evaluate the provider’s approach to and understanding of the scope of services required in the RFP as evidenced by the vendor’s proposal:</p> <ul style="list-style-type: none"> <li>• Detailed approach is reasonable /responsive to District’s needs.</li> <li>• Consider process for sourcing and identifying qualified substitutes.</li> <li>• Identify/recognize critical or unique issues specific to the project.</li> <li>• Unique approaches that have been successful elsewhere.</li> <li>• Provide literature outlining plan for implementation and training.</li> <li>• Consider how same day or last minute requests are handled.</li> </ul>	30	_____
4.	<p><b>Cost</b></p> <p>Determination of cost and pricing data:</p> <ul style="list-style-type: none"> <li>• Consider the amount of time estimated for supplying staff and the fees associated with it.</li> <li>• Consider whether all elements of pricing conform to the requirements of the RFP.</li> <li>• Consider the variety of staffing offered.</li> </ul>	20	_____
Ranked By: _____		<b>TOTAL POINTS</b> (100)	_____



**PROPOSAL PAGE**

**Respondent must complete the following section in its entirety and sign and date where indicated. This agreement shall take effect upon the approval of the District.**

The undersigned respondent hereby proposes to furnish all transportation, equipment, supplies, materials and perform all necessary labor to complete all work stipulated in, required by, and in conformity with the proposed agreement documents and specifications attached hereto and other documents referred to therein for and in consideration of prices as follows:

A. **Acceptance of proposal by District:** The District shall have a minimum of thirty (30) calendar days from the date of the proposal opening to accept respondent’s offer.

B. **Response time/delivery:** As specified in requirements

C. **District standard payment terms are Net 30 after receipt of invoice.**  
**Please state any discounts offered:** \_\_\_\_\_

D. **Submittals:** The following must be submitted with proposal  
1. **Forms 1 - 6**  
2. **Completed W9 and E-Verification Affidavit**  
3. **Certificate of Insurance**  
4. **References and Experience**  
5. **Personnel Qualifications**  
6. **Return all parts of this complete document (respondents to keep copy of proposal submitted)**

E. Please list the name of your company and street address:  
\_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip Code

**FORM NO. 1: CONSULTANT PROFILE**

1. Lead Consultant Firm(s) (or Joint Venture) Name and Address:
  - 1a. Firm / Provider is:  National  Regional  Local
  - 1b. Year Firm / Provider Established:  
Years of Experience providing Temporary Staffing Services? \_\_\_\_\_
  - 1c. Licensed to do business in the State of Missouri:  Yes  No
  - 1d. Name, title, telephone number and email address of Principal to contact:
  - 1e. Address of office to perform work, if different from Item No. 1:
2. Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project:
3. If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm:
  - 3a. Has this Joint Venture previously worked together?  Yes  No

**FORM NO. 2: KEY OUTSIDE CONSULTANTS**

Each respondent must complete this form for all proposed subcontractors.

**SUBCONTRACTOR #1**

Name & Address

Specialty/Role with this Project:

Worked with Lead Firm Before:                      Yes or No

Year Firm Established:

Years of Experience providing Temporary Staffing Services? \_\_\_\_\_

- Complete Form No. 4 for all key personnel assigned to this project for this subcontractor.

**SUBCONTRACTOR #2**

Name & Address

Specialty/Role with this Project:

Worked with Lead Firm Before:                      Yes or No

Year Firm Established:

Years of Experience providing Temporary Staffing Services? \_\_\_\_\_

- Complete Form No. 4 for all key personnel assigned to this project for this subcontractor.

**FORM NO. 3: EXPERIENCE/REFERENCES**

Work by Firm/Provider (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the District's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the District's project. List no more than ten (10) total projects:

Client Name & Address:

Dates of Service:

Client Contact Person, Title & Telephone Number:

Estimated Cost for Entire Contract: \$

Scope of Entire Contract: (Please give quantitative indications wherever possible).

Nature of Firm's/Provider's responsibilities in contract: (Please give quantitative indications wherever possible).

Firms/Providers Personnel (Name/ Project Assignment) who worked on the stated project that shall be assigned to the District's project:

**FORM NO. 4: RESUME OF KEY PERSONNEL**

Brief resume of key persons, specialists, and certified staff that shall be assigned to the District's Temporary Staffing Services project:

- a. Name and Title:
  
- b. Assignment:
  
- c. Name of Firm with which associated:
  
- d. Years of Experience:  
With this firm \_\_\_\_\_ other firms \_\_\_\_\_
  
- e. Education: Degree(s) or Certification(s)/Year/Specialization:
  
- f. Current Registration(s):
  
- g. Other Experience & Qualifications relevant to the proposed project:

**FORM NO. 5: PROJECT NARRATIVE**

Use this space to provide a detailed project approach including but not limited to:

- Schedule and detailed approach is reasonable/responsive to District's needs
- Describe Services offered
- Identify any and all proven techniques used
- Roles of all involved parties clearly identified
- Describe implementation process, staffing and timeline and how long it takes
- How many substitutes do you currently employ within a 45 minute drive of Excelsior Springs School District?
- Describe process for sourcing and identifying qualified substitutes
- Describe orientation and training processes for substitutes before they start
- How are same day or last minute requests for a substitute handled?
- What kind of reporting is available?
- Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere
- Proposed timeline for implementation of contract
- Proposed communication process

The foregoing is a statement of facts.

Signature:

Typed Name and Title:

Telephone Number:

Date:

Bidder's Initials \_\_\_\_\_

**FORM NO. 6: PRICING: TEMPORARY STAFFING SERVICES**

Based on all items included in Specifications

Job Title	Daily or Hourly Pay Rate	Markup	Daily or Hourly Bill Rate
Substitute Teacher/Interventionist	\$	%	\$
Substitute Teacher / Interventionist/ Special Education - Long Term after day 11-Retro to 1 <sup>st</sup> day	\$	%	\$
Substitute Teacher/Special Education	\$	%	\$
Paraprofessional/Classroom Assistant/Paraprofessional Specialist	\$	%	\$
Paraprofessional/ Classroom Assistant / Paraprofessional Specialist / Long Term after day 11-Retro to 1 <sup>st</sup> day	\$	%	\$
Lunch Assistant	\$	%	\$
Lunch Assistant - Long Term after day 11 - Retro to 1 <sup>st</sup> day	\$	%	\$
Clerical	\$	%	\$
Clerical - Long Term after day 11 - Retro to 1 <sup>st</sup> day	\$	%	\$
RN	\$	%	\$
RN- Long Term after day 11-Retro to 1 <sup>st</sup> day	\$	%	\$
LPN	\$	%	\$
LPN - Long Term after day 11-Retro to 1 <sup>st</sup> day	\$	%	\$

**Respondent must complete the following section in its entirety and sign and date where indicated. This agreement shall take effect upon the approval of the District.**

The undersigned respondent hereby proposes to furnish all transportation, equipment, supplies, materials and perform all necessary labor to complete all work stipulated in, required by, and in conformity with the proposed agreement documents and specifications attached hereto and other documents referred to therein for and in consideration of prices as follows:

Bidder's Initials \_\_\_\_\_

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- A. **Acceptance of proposal by District:** The District shall have maximum ninety (90) calendar days from the date of the proposal opening to accept respondent's offer.
  
- B. **Response time/delivery:** As specified in requirements
  
- C. **District standard payment terms are Net 30 after receipt of invoice. Payment terms are negotiable. Please state any discounts offered:** \_\_\_\_\_
  
- D. **Submittals:** The following must be submitted with proposal
  - 1. **References and experience**
  - 2. **Personnel Qualifications**
  - 3. **Certificate of Insurance**
  - 4. **Return all parts of this complete document (respondents to keep copy of proposal submitted)**

Signature:

Typed Name and Title:

Telephone Number:

Date:

Bidder's Initials \_\_\_\_\_