



Florham Park Public Schools  
ADMINISTRATIVE OFFICES  
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**Request For Proposals (RFP)**  
**SUBSTITUTE TEACHER AND PARAPROFESSIONAL STAFFING SERVICES**  
**- Evaluation & Recommendation -**

**Background:** The Florham Park Public School District sought to hire a firm to provide the service of managing, operating, and employing Substitute Teachers, Substitute Paraprofessionals, and Long-Term Substitute Teachers and Paraprofessionals. Recruiting and managing substitutes has been handled internally in the past but the District has encountered a substitute shortage and has been unsuccessful in expanding the pool of available substitutes. The District therefore sought assistance and industry expertise to take over the management of the substitute teacher and paraprofessional staffing needs for the District.

**Procurement Method:** Pursuant to 18A:18A-1 et seq. the Business Administrator received permission from the Division of Local Government Services to utilize Competitive Contracting instead of Competitive Bidding for the hiring of Substitute Teacher and Paraprofessional Staffing Services. Therefore, this was not a bid, but rather a Request for Proposal (RFP). As such, the District shall award the contract to the Contractor whose proposal is determined to be the most advantageous based upon the Evaluation Criteria.

**Request For Proposals (RFP):** The Substitute Teacher and Paraprofessional Staffing Services RFP was advertised on April 18, 2022 and two (2) firms received and reviewed the Specifications.

**Proposal Opening:** Two (2) proposals were submitted and opened on April 28, 2022 with the following results:

Percentage Markup on District Rates of Pay

- |            |       |
|------------|-------|
| • EduStaff | 28.0% |
| • ESS      | 33.0% |

**RFP Evaluation Method:** In accordance with the methodology in 18A:18A-4.4(b) and contained within the RFP, a score sheet was used with all prospective service providers. The five (5) criteria that were considered in evaluating the proposals are as detailed in the following table, weighted based upon the importance to the District and as approved by the Department of Local Government Services stated above. The points awarded ranged from 1 to 5, with 5 being the highest score and 1 being the lowest.

<b><u>EVALUATION CRITERIA:</u></b> The categories considered in evaluating the proposals:	<b>Points 1 to 5 (5 = Highest)</b>	<b>Weight Factor</b>	<b>Total</b>
A. Financial Proposal:		25%	
B. Management Services:		25%	
C. Company Details and References:		15%	
D. Contractor's Proposed Program :		20%	
E. Start Up/Transition Plan:		15%	
<b>TOTAL SCORE</b>			

**Evaluation Committee:** Two (2) members, consisting of the School Business Administrator and the Superintendent of Schools comprised the Evaluation Committee. The business administrator evaluated for compliance with the RFP and pricing. The Superintendent of Schools evaluated the proposals for management services, company details and references, the service provider's proposed program and the start-up/transition plan. The District legal counsel also reviewed proposals for compliance with all specifications and the Public School Contract Law.



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**Evaluation of Proposals:** On May 5, 2022, the Evaluation Committee completed its review of all proposals and completed the scoring sheet. As per the RFP Specification, after points were awarded by the evaluators, a weighting factor was applied, and thus a total score was derived. While each of the proposers shared insight into the management of substitute staffing services for the District, the committee felt that the proposal by ESS best met the needs of the District.

The results, in order of overall performance, are as follows:

1. ESS - ESS documented a strong regional presence with over 135 school district partnerships in NJ and more than 8,600 currently active NJ substitutes and over 2,500 permanent employees. ESS has been providing substitute staffing services to NJ school districts for 22 years. ESS price rate scored a 4 and was 5% higher than that of Edustaff. ESS scored a 5 in management services, Company Details/References, Technical Elements and Start/Transition Plan. Their training, evaluation, and overall support services impressed the committee resulting in high scores for the company. The ESS presence in local, surrounding K-12 districts, such as Millburn, Parsippany, and Madison, and already serving as the substitute staffing provider for the Florham Park School District, would help for a smoother transition to a successful program. The review of legal counsel found the proposal to be compliant with respect to the RFP and the Public School Contracts Law.
2. Edustaff – Edustaff’s pricing rate scored a 5 and was the lowest percentage rate. Edustaff scored a 4 in management services, a 1 in Company Details/References, a 5 in Technical Elements and a 4 in Start/Transition Plan. Edustaff failed to meet *Minimum Qualification #1 - Proposer should have and be able to demonstrate at least Ten (10) years of experience as the sole-contracted provider of substitute teacher staffing and per diem paraprofessional staffing programs to New Jersey Public Schools. Additionally, proposer should provide five (5) current NJ Public School references as the sole-contracted provider of substitute teacher and paraprofessional staffing services.* Edustaff has been working with New Jersey school districts since 2018 (4 years). The review of legal counsel found the proposal to be noncompliant as it did not meet the minimum qualification outlined in Minimum Qualification #1.

**Recommendation:** It is the Evaluation Committee’s recommendation to the Board of Education to approve ESS to provide Substitute Teacher and Paraprofessional Staffing Services to the Florham Park Public School District. While both companies have industry experience only one respondent, ESS, was in compliance with the RFP and the Public School Contracts Law. Additionally, ESS had the highest overall score.