

Florham Park School District
Board of Education
Florham Park, New Jersey

Request for Proposal

**Substitute Staffing Services and
Paraprofessional Placement Services**

Thursday January 3, 2019

Opening Date

11:00 AM

Opening Time

FLORHAM PARK SCHOOL DISTRICT BOARD OF EDUCATION

REQUEST FOR PROPOSAL The Board of Education of the Borough of Florham Park, New Jersey, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:18A-21(a,b) for the Period **February 1, 2019 to June 30, 2020.**

REQUESTS FOR PROPOSAL
Substitute Staffing Services and Paraprofessional Placement 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, Florham Park School District Business Office located at 67 Ridgedale Ave., Florham Park, NJ 07932 is seeking RFPs for professional services to be provided to the Board of Education as listed below for the period February 1, 2019 to June 30, 2020. Requests for proposals are on file at the Business Administrator/ Board Secretary's office at 67 Ridgedale Ave., Florham Park, NJ 07932, 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 Business Administrator/Board Secretary no later than **11:00 AM on Thursday, January 3, 2019** at the Florham Park School District School District Business Office located at 67 Ridgedale Ave., Florham Park, NJ 07932. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Mr. John Csatlos, at 973-822-3880. All statements of qualifications for professional service contracts shall include at a minimum the following information.

Substitute Staffing Services and Paraprofessional Placement Services

Scope of Services:

The Florham Park School District Board of Education desires to appoint a firm who will be responsible for providing Substitute Staffing Services and Paraprofessional Placement Services to fill positions on an as-needed basis at the request of the Board of Education. Any experience or knowledge of matters directly affecting the Florham Park School District Board of Education should be addressed.

Minimum Qualifications - Pertinent Contractor Information Required in RFP Submittal

1. Proposer should have and be able to demonstrate at least four (4) 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.
2. Provide a list of all Board of Education clients for each of the last three years.
3. Provide five (5) references from current Board of Education clients.
4. Provide your proposed bill rate for following positions:
 - Substitute Teacher Pay Rate - \$**/day
 - Substitute Paraprofessional Pay Rate - \$**/day
 - Long-term Paraprofessional Placement Pay Rate - \$**/day
 - Long-term Substitute Teacher Pay Rate – \$**/day
 - Flat mark-up rate for rates of pay that may be required by the district

5. Information detailing successful coverage/fill rates.
6. Description of hiring, credentialing, training and evaluation process, inclusive of background check.
7. Description of services that distinguish your company from the competition.
8. Provide transition plan
9. Proposers are required to comply with all requirements of the Public Schools Contracts Law, N.J.S.A. 18A:18A-1, et seq., as well as the provisions of N.J.S.A. 10:5-31 et seq., P.L. 1975, C127 (N.J.A.C. 17:27), and with all other Federal Laws and New Jersey Statutes not specified herein.

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 Florham Park School District 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)

Anti-Bullying Bill of Rights – Reporting of Harassment, Intimidation and Bullying Contracted Service

The contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act-N.J.S.A 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. The district shall provide to the contracted service provider a copy of the board’s Anti-Bullying Policy.

In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator, or the School Business Administrator.

Anti-Discrimination Provisions-N.J.S.A. 10:2-1-N.J.S.A. 10:2-1.

Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Contractor/Vendor Requirements – Office of the New Jersey State Comptroller

Contractors/vendors doing business with the Board of Education are reminded of the following legal requirements pertaining to the Office of the New Jersey State Comptroller.

A. Access to Relevant Documents and Information-N.J.S.A. 52:15C-14 (d)

Private vendors or other persons contracting with or receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, Independent State authority, public institution of higher education, or unit of local government or Board of Education shall upon request by the State Comptroller provide the State Comptroller with prompt access to all relevant documents and information as a condition of the contract and receipt of public monies. The State Comptroller shall not disclose any documents or information to which access is provided that is confidential or proprietary. If the State Comptroller finds that any person receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or Board of

Education refuses to provide information upon the request of the State Comptroller, or otherwise impedes or fails to cooperate with any audit or performance review, the State Comptroller may recommend to the contracting unit that the person be subject to termination of their contract, or temporarily or permanently debarred from contracting with the contracting unit.

B. Maintenance of Contract Records-N.J.A.C. 17:44-2.2

Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d). The contractor/vendor to whom a contract has been awarded, shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Proposer/Contractor **shall not employ subcontractors** for services covered by these Specifications.

Debarment, Suspension or Disqualification

The Board of Education will not enter into a contract for work with any person, company firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred).

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 Florham Park School District Board of Education previously does NOT exempt you from providing this form with your submittal.

General Conditions:

- **Authorization to Proceed-Successful Vendor/Contractor**

No Service shall be rendered by the successful contractor unless the vendor/contractor receives an approved purchase order authorizing the vendor/contractor to render the service.

- **Award of Contract**

It is the intention of the Board of Education to award the contract to the respondent(s) whose response is the most advantageous to the Board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices.

- **Return of Contract Documents-when required**

Upon notification of award of contract by the Board of Education, the contractor may be required to sign and execute a formal contract with the Board.

- **Purchase Order-considered to be a contract. N.J.S.A. 18A:18-2(N)**

If a formal contract is not required by the Board of Education, an approved and signed Board of Education Purchase Order will constitute as a contractual agreement. When a formal contract is required, the contractor shall sign and execute said contracts and return the contracts with other required documents to the Office of the School Business Administrator. Failure to execute the contract and return said contract and related documents within the prescribed time may be cause for a delay in payment for services rendered or products received or the annulment of award by the Board of Education with any financial security becoming property of the Board of Education. The Board of Education reserves the right to accept the proposal of the next responsible respondent.

No contractor or vendor shall commence any project or deliver any goods until he is in receipt of an approved purchase order authorizing work to begin or goods to be delivered.

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 Florham Park School District Board of Education. Requests for payment of material or services delivered shall be made on Florham Park School District 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.

- **Renewal of Contract; Availability and Appropriation of Funds**

When Applicable, The Board of Education may, at its discretion, request that a contract for certain services be renewed in full accordance with N.J.S.A. 18A:18A-42. The School Business Administrator may negotiate terms for a renewal of contract proposal and present

such negotiated proposal to the Board of Education. All multi-year contracts and contract renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation. The Board of Education is the final authority in awarding renewals of contracts.

- **Term of Contract**

The successful respondent, to whom the contract is awarded, will be required to do and perform the work/services and to provide and furnish the material in connection therewith in accordance with the plans and specifications on or before the date listed in the Specifications.

Payments

Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Board of Education receives the appropriate documentation including but not limited to:

- Signed voucher by vendor;
- Packing Slips; and
- Invoices.

Payment will be rendered upon completion of services or delivery of full order to the satisfaction of the Board of Education, unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-40.1. The Board may, at its discretion make partial payments.

All payments are subject to approval by the Board of Education at a public meeting. Payment may be delayed from time to time depending on the Board of Education meeting schedule. Invoices-The invoice clearly outlines the goods received or services rendered and the date(s) the services were rendered.

- The invoice must include the full name and address of the company.
- The invoice must include the Board of Education purchase order number.
- The invoice must have the company's invoice number that may be used as reference.
- The invoice must list the goods or services rendered.
- The invoice must be submitted to the Business Office.
- Invoices must be submitted within thirty (30) days of service.

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.

Presentation and Interviews

The Board of Education may at its option, require providers of its choice to attend interviews and make presentations to district officials. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation. **Under no circumstances shall the provisions of the proposal be subject to negotiations-N.J.S.A. 18A:18A-4.5 (b).**

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.

Addenda/Interpretations and Challenges

No interpretation of the meaning of any of the proposal package documents will be made to any Proposer orally. The Board of Education will not be held responsible for any oral instructions. Any Addendum/Challenges shall be issued according to procedures established by statute. **Proposal package shall include acknowledgement of all addenda received.**

In the event that the RFP Specifications have been obtained from a third party and not from the Florham Park School District Board of Education, or in the event that the RFP Specifications are downloaded from our website, it is the vendor's responsibility to provide the Board with contact information in the event of an addendum. It is also the vendor's responsibility to ensure they are in receipt of the complete Specification packet. The Board will not be held liable for any missing aspect of Specifications if obtained by a third party.

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

The Board 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 the Florham Park School District Board of Education, in accordance with statute. The Board reserves the right to cancel the contract at any time if 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.

Award of Contract

It is the intention of the Board of Education to award the contract to the respondent(s) whose response is the most advantageous to the Board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices. No Proposal may be withdrawn for a period of sixty (60) days after the date set for the opening of bids.

Any questions regarding this Request for Qualifications should be directed to Mr. John Csatlos, Business Administrator/Board Secretary of Florham Park School District School District at 973-822-3880, x1005. Please submit two (2) copies in a **sealed envelope** to: **Mr. John Csatlos, Business Administrator/Board Secretary, Florham Park School District, PO Box 39, 67 Ridgedale Ave., Florham Park, NJ 07932**. All Submissions must be received at the School District's Administrative Office by Thursday January 3, 2019 at 11:00 AM.

PROPOSER'S CHECKLIST

ITEM

- REVIEWED THE RFP AND UNDERSTAND ITS REQUIREMENTS
- OWNERSHIP DISCLOSURE STATEMENT
- AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED PROPOSERS
- NON-COLLUSION AFFIDAVIT
- PROVIDED CURRENT BUSINESS REGISTRATION CERTIFICATE (WITHIN TIME PERMITTED BY LAW)
- C.271 POLITICAL DISCLOSURE STATEMENT
- DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

By placing a checkmark in the boxes provided above, I acknowledge having read and fully understand all the requirements of each of the documents referenced herein.

PROPOSER (Signature)

PROPOSER (Print Name)

DATED: _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: _____

Organization

Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *Florham Park Board of Education (“Board”)* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the *Board* to notify the *Board* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *Board* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**AFFIDAVIT REGARDING LIST OF DEBARRED,
SUSPENDED OR DISQUALIFIED PROPOSERS**

STATE OF NEW JERSEY/ _____
Specify, if Other

COUNTY OF _____

_____, of the (City, Town, Borough) of _____
_____ State of _____, of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____ the
Proposer making the Proposal, and that I executed the said Proposal with full authority to do so;
that said Proposer is not at the time of the making this bid included on the New Jersey State
Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State
of New Jersey Consolidated Debarment Report or the Federal Debarred Debarment List.

Name of Vendor

By: _____
(Signature of Authorized Representative)

Subscribed and sworn to before me
this _____ day of _____, 20 ____.

(Seal) Notary Public of New Jersey/
Specify Other State
My Commission Expires _____, 20 ____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY/ _____

Specify, if Other

COUNTY OF _____

_____, of the (City, Town, Borough) of _____
_____ State of _____, of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
the Proposer making the Proposal, and that I executed the said Proposal with full authority to do
so; that said Proposer has not, directly or indirectly, entered into any agreement, participated in
any collusion, or otherwise taken any action in restraint of free, competitive bidding/proposing in
connection with the requested services; and that all statements contained in said Proposal and in
this affidavit are true and correct, and made with full knowledge, and the State of New Jersey and
the Florham Park Board of Education relies upon the truth of the statements contained in this
affidavit in awarding the contract for the said Project.

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 or bona fide established commercial or
selling agencies maintained by _____
Name of Contractor

(N.J.S.A. 52:34-15)

By: _____
(Signature of Authorized Representative)

Subscribed and sworn to before me
this _____ day of _____, 20 ____.

(Seal) Notary Public of New Jersey/
Specify Other State
My Commission Expires _____, 20 ____