



*Florham Park Public Schools*

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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 on 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. and 40A:11-4.5, The Business Administrator received permission from the Department 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 December 7, 2018 and four (4) potential firms received and reviewed the specifications.

**Proposal Opening:** Four (4) proposals were submitted and opened on January 10, 2019 with the following results:

Percentage Markup on District Rates of Pay

- |                               |       |
|-------------------------------|-------|
| • EduStaff                    | 29.0% |
| • ESS/Source4Teachers         | 33.0% |
| • Insight Workforce Solutions | 35.0% |
| • Precision                   | 28.0% |

**RFP Evaluation Method:** In accordance with the methodology in 18A:18A-4.4b and contained within the RFP, a scoresheet 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 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>EVALUATION CRITERIA:</b> The categories considered in evaluating the proposals:	Points 1 to 5 (5=Highest)	Wight Factor	Total
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%	
	TOTAL SCORE		

**Evaluation Committee:** Two (2) members, consisting of the School Business Administrator and the Superintendent of Schools comprise the Evaluation Committee. The business administrator will evaluate on compliance with the RFP and pricing. The Superintendent of Schools will evaluate for management services, company details and references, service provider's proposed program and the start up/transition plan. The district legal counsel will also review proposals for compliance with all specifications and public school contract law.

**Evaluation of Proposals:** On January 24, 2019, the Evaluation Committee completed its review of all proposals, compliance 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 derived. While each of the proposers shared their company's vision for the management of substitute staffing services for the District, the committee felt that the proposal by Insight Workforce Management best met the needs of the district.

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

1. Insight Workforce Solutions(4.3)- Insight Workforce Solutions scored a three proposing a price rate 7% higher than the lowest percentage increase. Demonstrated industry experience, currently providing services to a large number of public school districts, the references were provided and referred. Their proposal offered an education focused management solution to include, recruiting, localized management, staff training, and payroll management. Their industry experience, demonstrated strength in all aspects of the required specifications, and presence in similar districts stood out. The review of legal counsel found the proposal to contain full disclosure and compliant with the RFP and NJ Public Contract Law.
2. ESS(4.05)- ESS scored a three proposing a price rate 5% higher than the lowest percentage rate increase proposal received. ESS has extensive experience in the industry which rated very strong and references were provided and verified. Their training, evaluation, and overall support services warrant a high score. ESS currently services local K-12 districts within the immediate area of Florham Park. There is some reservation regarding the ability to prioritize the needs of Florham Park. The review of legal counsel found the proposal to lack full disclosure and therefore, not compliant with the RFP and NJSA 18A:18A-49.4.(Iran Disclosure Form Not Submitted)
3. Edustaff(3.35)-ESS pricing rate scored a four and 1% higher than that of the lowest percentage increase. Edustaff documented a smaller industry presence and the years of experience did not measure up to that of the industry leaders above. These factors leave concerns about the ability to provide for a smooth transition in the program. The review of legal counsel found the proposal to be noncompliant as it lacked the required minimum of five(5) references and noncompliant with NJSA 18A:18A-49.4.(Iran Disclosure Form Not Submitted)

4. Precision HR(2.35) - Precision HR scored a 4, submitting the lowest percentage increase (28%) over the base rate. The contractor appears to have the least amount of experience and while references were supplied in compliance with the RFP, the verification of references was inadequate.

**Recommendation:** It is the Evaluation Committee's recommendation to the Board of Education to approve Insight Workforce Solutions to provide Substitute Teacher and Paraprofessional Staffing Services to the Florham Park Public School District. While all four companies have industry experience only two respondents were in compliance with the RFP and NJ Public Contract Law. Of the two qualifying respondents, Insight Workforce Solutions had the highest overall score. While Insight Workforce Solutions does not have the lowest markup rate, Insight was superior in all four remaining categories.