

SHELBY COUNTY BOARD OF EDUCATION

PROCUREMENT SERVICES

160 South Hollywood Street, Room 126 □ Memphis, Tennessee 38112-4892 □ Phone (901) 416-5376

(This proposal will not be accepted electronically or by facsimile. All proposals must be mailed or delivered to the above address.)

REQUEST FOR PROPOSAL

(NOT AN ORDER)

Please submit proposals on the item(s) listed below. The right is reserved to reject any or all Proposals. If substitutions are offered, give full particulars. The Proposal must be submitted no later than September 20, 2023 @ 2:00 PM, CST

The Shelby County Board of Education reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any minor informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Board of Education. Successful Vendors shall be paid only when delivery is complete. *For the appropriate purchases, all material data safety data sheets (MSDA) must accompany all shipments covered under Tennessee Hazardous Chemical Right to Know Law- Tennessee Public Chapter #417- House Bill #731.

REQUEST FOR PROPOSAL

Staff Augmentation

Proposals MUST be received by Memphis-Shelby County Schools ("MSCS" or "District") by the due date and time set forth above.

During the solicitation process Vendors are not permitted to contact the Board and project Owner regarding the posted solicitation. Failure to adhere to this requirement may subject the respondent to immediate disqualification.

Questions or requests for clarification of technical issues and terms pertaining to this RFP must be submitted in writing via e-mail to Lisa Windham at windhaml@scsk12.org or LaQueeya Braxton at braxtonl@scsk12.org, and received by SCBE no later than September 6, 2023 @ 11:00 AM/CST

ISSUED BY: Lisa Windham, Buyer RFP # 092023LW

We propose to furnish the item(s) and/or services outlined in the proposal at prices quoted and guarantee safe delivery F.O.B. delivered and as specified. Proposals are submitted with a declaration that no Shelby County Board of Education Member or employee has a financial or beneficial interest in this transaction.

NAME OF FIRM

PHONE

FAX#

ADDRESS

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

AUTHORIZES REPRESENTATIVE NAME

CHECK HERE IF YOU ARE A MSCS REGISTERED MINORITY VENDOR

CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR

PLEASE NOTE: Per the Memphis-Shelby County Schools Local Preference Purchasing Board Policy 2011, local preference purchasing means giving preference to businesses located within Shelby County, Tennessee where local vendors must have a physical address located within the limits of Shelby County for at least six (6) months prior to the bid or proposal opening date. A Post Office Box is not acceptable.

CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE.

TABLE OF CONTENTS

PART I: SCOPE OF WORK.....3
1.0 BACKGROUND.....3
2.0 SCOPE OF SERVICES.....3
3.0 NON-EXCLUSIVE3
4.0 NOTICE OF INTENT TO AWARD.....3

PART II: GENERAL TERMS AND CONDITION..... 4
1.0 STATEMENT OF CONFIDENTIALITY4
2.0 TERM OF AGREEMENT4
3.0 PRE-PROPOSAL MEETING.....4
4.0 QUESTIONS AND INQUIRIES4
5.0 POINT OF CONTACT TECHNICAL CONTACT5
6.0 CONTRACT OFFICER/SCBE SUPERVISION5
7.0 CONTRACT TYPE5
8.0 PAYMENT TERMS5
9.0 RFP REVISIONS.....5
10.0 SUBMISSION DEADLINE5
11.0 PROPOSAL OPENING6
12.0 DURATION OF OFFER6
13.0 INSURANCE6
14.0 LIQUIDATED DAMAGES.....6
15.0 CRIMINAL BACKGROUND CHECK/PHOTO IDENTIFICATION BADGE6
16.0 COMPLIANCE WITH LAWS.....6
17.0 LEGAL COMPLIANC.....6
18.0 BONDING.....6
19.0 TERMS AND CONDITIONS.....7
20.0 MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES UTILIZATION7

PART III: PROPOSAL FORMAT.....10
1.0 GENERAL FORMAT10
2.0 PROPOSAL FORMAT10

PART IV: EVALUATION AND SELECTION PROCEDURE.....13
1.0 EVALUATION COMMITTEE13
2.0 EVALUATION PROCESS13
3.0 EVALUATION CRITERIA.....13

PART V: SCOPE OF SERVICES (DETAILS).....14

PART VI:

APPENDICES
APPENDIX A – TERMS AND CONDITIONS
APPENDIX B – ADDENDA ACKNOWLEDGEMENT
APPENDIX C – REFERENCES
APPENDIX D – NON-COLLUSION CERTIFICATE
APPENDIX E – DEBARMENT AFFIDAVIT
APPENDIX F – ANTI-BRIBERY AFFIDAVIT
APPENDIX G – CERTIFICATE OF INSURANCE COVERAGE
APPENDIX H – POLICY 2011 LOCAL PREFERENCE PURCHASING
APPENDIX I – COMPENSATION/PRICING SCHEDULE
APPENDIX J – JOB DESCRIPTIONS

PART I: SCOPE OF WORK

1.0 BACKGROUND

Shelby County Board of Education (SCBE) is the legal name of the Memphis-Shelby County Schools (MSCS) district. MSCS is Tennessee's largest public school district and is among the 25 largest public-school districts in the United States. MSCS serves approximately 110,500 students in 214 schools. We employ more than 6,000 teachers and 7,900 support personnel to serve our unique student population while offering programming and services to fit the needs of all our students.

Memphis-Shelby County Schools has created a data-driven culture that serves as the backdrop for strategic decision-making and informed solution-based decisions. The information gleaned from data, research-based strategies, and performance outcomes provides our district with amazing opportunities to offer high-quality educational options to every student.

The MSCS mission is to prepare all students for success in learning, leadership, and life through three strategic initiatives. The initiatives are:

1. Strengthen Early Literacy (K-2) and Continuing Literacy (3-12)
2. Recruit, Retain, Immerse, and Entrench
3. Relevant, Rigorous, and Equitable Academics

2.0 SCOPE OF SERVICES

SCBE requests proposals for **Staff Augmentation**. The specifications are contained in the Request for Proposal. Responses submitted must meet or exceed all requirements. Proposals that do not meet or exceed all requirements will be considered non-responsive. All exceptions must be noted.

3.0 NON-EXCLUSIVE

The intent of this contract is to provide SCBE with an expedited means of procuring supplies and/or services. This contract is for the convenience of SCBE and is considered to be a "Non-Exclusive" use contract. SCBE does not guarantee any usage. SCBE will not be held to purchase any particular Brand, in any groups, prices or discount ranges, but reserves the right to purchase any item/items listed in the price schedule.

4.0 NOTICE OF INTENT TO AWARD

A Notice of Intent to Award is written notification that a vendor has been selected for a contract award. This letter is not a guarantee of award. The Board of Education reserves the right to reject or accept the recommendation submitted. If the Board accepts and approves the recommendation, an executed agreement will be submitted to the successful supplier. If the Board rejects the recommendation, MSCS shall rescind the Notice of Intent to Award.

PART II: GENERAL TERMS AND CONDITIONS

1.0 STATEMENT OF CONFIDENTIALITY

It is understood and agreed that all information pertinent to this solicitation may contain trade secrets, which are confidential and proprietary. The selected vendor agrees not to disclose or knowingly use any confidential or proprietary information of SCBE and/or third-party participant.

2.0 TERM OF AGREEMENT

The anticipated term of this contract is **One (1) year with the option to renew for four (4) additional one (1) year terms, not to exceed a total of 5 years.**

- A. SCBE expects all vendors to provide year over year cost reductions recommendations.
- B. Price decreases are acceptable at any time, need not be verifiable, and are required should the vendor/producer/processor/manufacture experience a decrease in costs associated with the execution of the contract.
- C. Price adjustments from the vendor/producer/processor/manufacture for any/all items may be considered at renewal, if applicable noted in the RFP document. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least ninety (90) days prior to the renewal term and shall be accompanied by supporting documentation.
- D. Should the awarded vendor, at any time during the life of the contract, sell materials of similar quality to another customer, or advertise special discounts or sales, at a price below those quoted within the contract, the lowest discounted prices shall be offered to Shelby County Schools.

3.0 PRE-PROPOSAL MEETING (N/A)

4.0 QUESTIONS AND INQUIRIES

No interpretation of the meaning of the specifications or other documents will be made to any Supplier orally. Questions shall be submitted in writing to the Point of Contact (see Part II, § 5.0). To be given consideration, the questions must be received **NO LATER THAN September 6, 2023 @ 11:00 a.m. CST.** Questions that are deemed to be substantive in nature will be responded to in the form of an addendum and posted on SCBE website www.scsk12.org/procurement/bids and News Paper. Please do not submit question in PDF format.

RFP Schedule

RFP Post	August 31, 2023
Questions Due	September 6, 2023 @ 11:00 am CST
Q&A Post on Website	September 8, 2023 by close of business
RFP Due Date/Time	September 20, 2023 @ 2:00 pm CST

5.0 POINT OF CONTACT

Lisa Windham, Buyer
Procurement Office
Windhaml@scsk12.org

6.0 CONTRACT FACILITATOR /SCBE SUPERVISION

The Vendor's performance will be under the technical direction of the Buyer/Requesting Department/Project Manager who will be responsible for ensuring vendor's compliance with the requirements of this contract to include managing the daily activities of the contract, providing technical guidance to the contract, and overall project scheduling and coordination. The vendor shall be accountable to the end users on all matters relating to the scope of work.

7.0 CONTRACT TYPE

The contract resulting from this solicitation will be a price contract based on the scope of work.

8.0 PAYMENT TERMS

The Vendor shall submit an invoice detailing the services provided and the actual costs incurred. Payment shall be in accordance with line-item price on the Purchase Order and made within 30 days after the date on the invoice.

SCBE reserves the right to reduce or withhold contract payment in the event the Vendor does not provide the Department with all required deliverables within the timeframe specified in the contract or in the event that the Vendor otherwise materially breaches the terms and conditions of the contract.

9.0 RFP REVISIONS

Should it become necessary to revise any part of this RFP, addenda will be posted on SCBE's Procurement Office website @ <http://www.scsk12.org/procurement/bids>. All addenda, amendments or changes issued shall be deemed received by Vendor provided they are posted to SCBE Procurement Office website. Failure of any Vendor to receive or acknowledge receipt of such addenda or interpretation shall not relieve any Vendor from any obligations under this RFP as amended by all addenda. All addenda so issued shall become part of the award.

10.0 SUBMISSION DEADLINE

In order to be eligible for consideration, proposals must be received at Procurement Office no later than **September 20, 2023 @ 2:00 pm cst.** Vendors mailing proposals shall allow sufficient carrier delivery time to ensure timely receipt of their proposal Procurement Office after the submission deadline, no matter what the reason, will be returned unopened. Delivery to SCBE' mailroom, lobby, etc. shall not constitute delivery. **The Procurement Office is located at 160 S. Hollywood Street, Room 126, Memphis, TN 38112. Proposals responses delivered to any other location shall not constitute delivery to the Procurement Services Office.**

11.0 PROPOSAL OPENING

RFP Proposals are not opened publicly, but in the presence of at least two Purchasing Office employees. Once the proposals are opened, the Buyer will prepare a document that summarizes the proposals received. This document will be available for inspection no later than 20 days after opening and/or prior to Notice of Award letter is issued.

12.0 DURATION OF OFFER

A proposal submitted in response to this solicitation is binding upon the Vendor and is considered irrevocable for a minimum of **120 days** following the closing date for receipt of initial proposals or the closing date for receipt of a best and final offer, if applicable.

13.0 INSURANCE

All Vendors shall complete and sign the attached Certificate of Insurance with their proposal per the attached insurance requirement form (See Appendix G).

14.0 LIQUIDATED DAMAGES

In the event the Award Bidder(s) fails to deliver the goods or services of the contract in accordance with the specifications, SCBE reserve the right to purchase the goods/services on the open market in sufficient quantities to assure the continued operation of SCBE. All additional expenses incurred by SCBE as a result of such purchases will be deducted from the moneys owed or moneys which may become due.

15.0 CRIMINAL BACKGROUND CHECK/PHOTO IDENTIFICATION BADGE

In accordance with TN Code Ann. 49-5-413, unless explicitly excluded by statute; and pursuant to Shelby County Schools' requirements, Vendors (persons, corporations or other entities) whose employee(s), subvendor(s), or representative(s) will come in contact or close proximity to MSCS students during the course of business, must require their employee(s), subvendor(s), or representative(s) to supply a fingerprint sample and submit to a criminal history check through the Tennessee Bureau of Investigation (TBI), and they will issue them a greenlight letter. Once they receive the greenlight letter, an appointment should be made with Shelby County Schools ID Department. A copy of the greenlight letter, along with \$30.00 (exact change or company check), will be required to obtain a MSCS Vendor ID Badge. A MSCS Vendor ID Badge is required before permitting the person to have contact with the children or entering school grounds.

The cost of fingerprinting, conducting the criminal records check, and obtaining a Shelby County School's identification badge will be the sole responsibility of the Vendor for each of the Vendor's employee(s), subvendor(s), or representative(s). Vendors doing business with MSCS

are required to renew their badges annually. The Shelby County School's identification badge shall be worn at all times by each of the Vendor's employee(s), subvendor(s), or representative(s) at shirt pocket height while on Shelby County Schools' property. For more information regarding of fingerprinting, conducting the criminal records check, and obtaining a Shelby County School's identification badge, please contact 901-416-5318.

MSCS further reserves the right to audit the criminal history background records of any Vendor employee(s), subvendor(s) or representative(s) having contact with MSCS students. Audits may be conducted on a quarterly basis with 48 hours' prior notice. It is the Vendors responsibility to ensure records are current and made available upon request to MSCS. Failure to provide MSCS access to current criminal history checks upon request could lead to Vendor debarment.

16.0 COMPLIANCE WITH LAWS

Vendors shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the services to be rendered under this Contract. Vendors violation of any of these laws, statutes, ordinances, rules or regulations constitutes a breach of this Contract and entitles SCBE to terminate this Contract immediately upon delivery of written notice of termination to Vendor.

17.0 LEGAL COMPLIANCE

- A. Vendor shall comply in all respect with Federal, State and Local Regulations, including laws regarding eligibility to work in the United States. The provisions of this Contract shall be governed by the laws of Tennessee. Any disputes, legal cases or other controversies shall be pursued in Tennessee Courts consistent with and subject to Tennessee State Law. Additionally, if applicable, all materials, supplies, equipment, or services supplied, as a result of this Contract shall comply with the applicable U.S. and Tennessee Occupational Safety and Health Act Standards.
- B. Specifically, vendor shall comply with all applicable laws and regulations relating to the employment of aliens, such failure, shall constitute a material breach of contract. It is a mandatory requirement of this contract that employees of vendor and vendor's subcontractors are screened through the Federal Government's E-Verify system, found at www.dhs.gov/E-Verify . This is a "no fee" service.

17.1 EPA COMPLIANCE

Materials, supplies, equipment, or services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable.

18.0 BONDING (N/A)

19.0 TERMS AND CONDITIONS

Any contract entered into in connection with this solicitation shall be subject to these General Terms and Conditions except as otherwise modified herein.

It shall be the Vendor's sole responsibility to insure they are compliant with all applicable federal, state, and city laws, rules, ordinances, statutes, etc., that may impact this contract.

SCBE shall bear no responsibility for monitoring the Vendor's compliance with said legal requirements. If the Vendor fails to maintain legal compliance, SCBE may find said Vendor in default.

In the event of conflict between the General Terms and Conditions and any part or portion of the Special Conditions (Appendix A), these General Conditions shall take precedence.

In the event of conflict between this solicitation any of the General Terms and Conditions proposed by any Vendor or incorporated in any acknowledgement of contract awarded to the successful Vendor, then, and in such event, the terms and conditions stated herein shall take precedence unless modified in writing by the Procurement Director.

20. MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (2 CFR 200.321)

The Shelby County Board of Education (hereafter referred to as the "Board") recognizes that minority, women, and small business owners frequently face unique problems that are not encountered by majority-owned businesses. Therefore, it is the policy of the Board to take necessary affirmative steps, in accordance with 2 CFR 200.321, to assure that equal opportunities are provided for MWBEs to participate in the performance of District contracts financed in whole or in part with federal funds.

2 CFR § 200.321 - Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Certified MWSBE Vendor Directory

To access Shelby County Schools list of certified MWBE vendors, please use the link below.

<http://www.scsk12.org/mwbe/index>

Go to the "Certified Vendor Directory" tab and follow the instructions to download the entire list of certified MWSBE firms.

PART III: PROPOSAL FORMAT

1.0 GENERAL FORMAT

A. Vendors shall submit the following: Each submission should include as indicated below.

The proposal must include **One (1) original (labeled), seven (7) copies, and 1 (one) USB** in a sealed envelope clearly labeled as indicated in B below. An electronic version of the proposal shall also be submitted with the original. The electronic media must be a USB and shall bear a label on the outside containing the RFP number and name, as well as the name of the Vendor.

B. The outside of each package shall, in addition, be labeled with the following:

1. The Vendor's name and business address.
2. The due date/time for receipt of proposals.
3. The Title of the RFP and RFP number

2.0 PROPOSAL FORMAT

The proposal must include a table of contents and all pages in the proposal must be numbered, consecutively from beginning to end and separated by tabs as described below:

TAB A. TRANSMITTAL LETTER

The proposal is to be accompanied by a brief transmittal letter prepared on the Vendor's letterhead and signed by an individual who is authorized to commit the Vendor to the services and requirements in the RFP and proposal. This transmittal letter shall include:

1. The name, title, address, telephone number, and electronic mail address of the person authorized to bind the Vendor to the contract, who will receive all official notices concerning this RFP.
2. The Vendor's Federal Tax Identification Number or Social Security Number.
3. A brief statement of the Vendor understands of the work to be done, the commitment to perform the work within the time period, and a statement of why the firm believes it is best qualified to perform the engagement.
4. A statement that the proposal is a firm and irrevocable offer for a period of one-hundred twenty (120) days.
5. Acknowledgement of all Addenda to this RFP

TAB B. TABLE OF CONTENTS

TAB C. EXPERIENCE AND CAPABILITIES

Vendor shall provide information on past and current experience with rendering services similar in size and scope to those in this RFP. This description shall include:

1. Summary of the services offered including the number of years the Vendor provided these services; the number of clients and geographic locations the Vendor currently serves, etc. and has served; and if a past customer, why the Vendor is no longer providing services;
2. Organizational chart of the Vendor showing the major components of the unit(s) that will be performing the requirements of this contract; where the management of this contract will fall within the organization; and what resources will be available to support this contract in primary, secondary and back-up roles
3. Name all key personnel who will perform work under this contract and include each individual's resume. Include work history, educational background and indicate the proposed role/function of each individual.
4. At least **three (3)** recent references from its customers who are capable of documenting the following: a) the Vendor's ability to manage similar contracts, b) the quality and breadth of services provided by the Vendor under similar contracts (See Appendix C). If Shelby County Schools is a client or has been a client of the Respondent for the services outlined in the RFP, MSCS reserves the right to be a reference, if not listed.

TAB D. FISCAL INTEGRITY/FINANCIAL STATEMENTS

1. The Vendor shall include in its proposal, completed audited financial statements including the auditor's notes, for its **last three years**. If the Vendor has not had its financial statements audited by an independent accounting firm, the Vendor must submit such un-audited financial statements as it has. Some acceptable methods include but are not limited to one or more of the following:
 - a. Recently audited (or best available) financial statements
 - b. Dunn and Bradstreet Rating
 - c. Standard and Poor's Rating
 - d. Lines of credit
 - e. Evidence of a successful financial track record
 - f. Evidence of adequate working capital
2. Vendor shall identify any claims during the past five (5) years and provide information on any pending litigation, lawsuits etc. The failure to provide accurate information may be determined to be a material breach of any future agreement or contract with SCBE.

TAB E. TECHNICAL RESPONSE TO RFP SCOPE OF WORK

The Vendor shall address each major requirement of Part V (Scope of Work) (separated by tabs if substantial)

TAB F. FORMS

1. Bid Bond (If Applicable)
2. Special Terms & Conditions for RFP'S (Appendix A)
3. Addenda Acknowledgement Form (Appendix B)
4. References (Appendix C)
5. Completed Non-Collusion Certificate (Notarized) (Appendix D)
6. Completed Debarment Affidavit (Notarized) (Appendix E)
7. Completed Anti-Bribery Affidavit (Notarized) (Appendix F)
8. Certificate of Insurance Coverage (Appendix G)
9. 2011 Local Preference Purchasing (Appendix H)
10. Compensation/Pricing Schedule (Appendix I)

TAB G. Pricing Schedule (Compensation Schedule)

TAB H. ELECTRONIC MEDIA (INCLUDE WITH SUBMISSION)

Failure to provide any of the requested information or documents in this solicitation may render the bid non-responsive.

PART IV: EVALUATION AND SELECTION PROCEDURE

1.0 EVALUATION COMMITTEE

Evaluation of the proposals will be performed by a committee established for that purpose and will be based on the criteria set forth below. The contract resulting from this RFP will be awarded to the Vendor whose proposal is the most advantageous to SCBE, considering technical factors and other factors set forth herein.

2.0 EVALUATION PROCESS

- A. The committee will evaluate each proposal using the evaluation criteria set forth below. As part of this evaluation, the Committee may hold discussions with all qualified Vendors. Discussions may be conducted via teleconference or may take the form of questions to be answered by the Vendors and conducted by mail, E-mail, or facsimile transmission at the discretion of SCBE. During the evaluation process, the committee may request technical assistance from any source.
- C. The Evaluation Committee may reject in whole or in part any and all proposals, waive minor irregularities, and conduct discussions with all responsible Vendors in any manner deemed necessary to serve the best interests of SCBE.
- D. If applicable, SCBE Policy 2011 Local Preference Purchasing will be applied accordingly. Please see Appendix H for policy details.
- E. Vendors may be asked to make an oral presentation to the Evaluation Committee. The purpose of the oral presentation is to provide an opportunity for the Vendor to clarify its proposal submission and substantiate proposal representation. If an oral presentation is requested, the oral presentation is a part of the evaluation.
- F. If it is determined to be in the best interest of SCBE, SCBE may invite Vendors to make final revisions to their technical and/or financial proposals through submission of a Best and Final Offer.
- G. The Committee will recommend the vendor whose overall proposal provides the most advantageous offer to SCBE considering all RFP requirements, based on evaluation factors set forth in this RFP.

3.0 EVALUATION CRITERIA

The Evaluation committee will evaluate proposals using the following criteria below. The committee shall determine which proposals have the basic requirements of the RFP and shall have the authority to determine whether any deviation from the requirements of the RFP is substantial in nature. The committee may reject in whole or in part any and all proposals and waive minor irregularities.

- A. Approach to satisfying requirements
- B. Vendor's experience and capabilities/references
- C. Fiscal Integrity/Financial Stability

CATEGORIES	Major Weight
Experience and Organization Resources	20%
RFP Requirements	40%
Respondent Accepts MSCS Conversion Term in the RFP	10%
References	5%
Financial Stability	5%
Cost	20%
Score	100%

PART V: SCOPE OF SERVICES (DETAILS)

1.0 THE SERVICES

The Services SCBE hereby solicits submissions of written proposals, from qualified respondents to provide for SCBE the services described herein, all in accordance with the terms and conditions detailed herein. In particular, the services sought by SCBE will require the Respondent to provide:

The Professional Instructional Staffing Services will provide instructional staff, including teachers, teacher types, and other school-based support staff on an as-needed basis for vacant and/or temporary positions. This contract will be utilized as a regular source of staff, intended to offer temporary and permanent instructional staff and school-based staff on as needed basis.

Memphis Shelby County Schools reserves the right to interview any potential candidate for placement to determine their ability to perform required services.

I. SCBE will provide the Respondents with the following:

All necessary supplies, equipment and workspace for teachers and school-based staff.

II. Minimum Requirements:

- Provide sufficient, competent, reliable, and properly licensed and/or certified personnel to provide adequate and satisfactory services under the contract.
- Provide qualified teachers and teacher types, school support staff (i.e., Educational Assistants (PreK & Sped), ISS Assistants, Clerical Assistants, Specialized Assistants, Classroom Monitors, Bilingual Mentors) and other instructional staff for positions in grades Pre-K through 12, Special Education, Vocational Educational, ROTC, and other licensed classifications.
- Require all teachers to have a bachelor's degree from an accredited college or university with a valid Tennessee teaching license and/or eligibility for TN teaching credentialing.
- Require all educational assistants to have an associate degree or 48 credit hours from an accredited college or university or have passed the ParaPro Assessment Test.
- Require all Non-Certified Substitute Teachers have a high school diploma; experience working with diverse youth populations and legal age of 21 years old.
- Require all Non-Certified Substitute Teachers-Degreed have a bachelor's degree; experience working with diverse youth populations and legal age of 21 years old.
- Require all Certified Substitute Teachers have a bachelor's degree and endorsement in the grade/subject taught with a valid Tennessee certificate.
- Comply with the Tennessee Code Annotated regulations related to investigation of applicants for teaching or childcare positions as outlined in Tennessee Code Annotated 49-5-413 and 49-5-406 as per 49-5-413 subsections (d)(1)(A)
- Must verify that all teachers and staff do not appear on any Sex Offender Registry prior to accepting the assignment.
- In cases where special licenses, accreditations and/or certifications are required by State, Federal and/or local law, statute, regulation, or District Policy, contractors are required to provide a copy upon request to the district.

- If requested, provide references, background clearances (TBI, FBI, and/or DCS), resumes, and/or test scores on individual teachers and staff.
- The vendor shall be responsible for verifying work eligibility and teacher licensure or other qualifications.
- Contractor is solely responsible for payment of all salaries, wages, bonuses, Social Security, Workers' Compensation, taxes, Federal and State Unemployment Insurance, Liability and Workers' Compensation Insurance, employee benefits, and all taxes related to personnel furnished under FICA taxes and shall provide Workers' Compensation for its personnel.
- Contractors must have a minimum of five years' experience in staffing or recruitment services.
- Must have experience with K-12 education or government clients.
- Must handle all recruiting, credentialing, training, job placement, employee support, and any other tasks associated with the teachers and school support employees.
- Invoices should be sent to:
 - Memphis Shelby County Schools
 - Attn: T'Shanie Payne Cleaves
 - Human Resources Department
 - 160 S. Hollywood
 - Memphis, TN. 38112

III. Required Responsibility for Certified Teachers and/or Certified Substitute Teachers (Librarians, Guidance Counselors, etc.):

General Summary: Responsible for fulfilling the duties of the regular classroom teacher or school based instructional staff member. Duties and Responsibilities:

- Establish and maintain an atmosphere conducive to learning.
- Guides and directs the learning process.
- Communicates effectively with students and supervises student activities.
- Maintains discipline and control in the classroom that fosters a safe and positive environment for all students and staff in accordance with district policies.
- Ensures adequate supervision to assure health, welfare, and safety of all students.
- Implements lesson plans and organizes students for effective learning.
- Completes appropriate reports on student and classroom activity.
- Duties may include working with special needs children.

IV. Required Responsibility for School Support Staff (educational assistants, special education assistants, early childhood assistants, etc.):

General Summary: This position works under the supervision of the school's administrator and the classroom certified teacher and assists in the educational process as directed. May be required to work with children with special needs.

- Performs specialized work by assisting special education and regular classroom teachers in instructing and supervising the activities of students to provide a well-organized, smoothly functioning classroom environment.
- Assist assigned teachers in the following areas:
 - Preparing instructional materials.
 - Preparing classroom for activities.

- Supervising and assisting students in the classroom and in other areas of the school.
- Reinforcing classroom lessons.
- Providing other assistance as requested; incumbents may be responsible for providing assistance to special needs students or coordinating special projects and programs as assigned

V. Required Responsibility for Nutrition Support and Warehouse Worker(s) (truck driver, forklift operator, inventory clerk, etc.):

General Summary: These positions work under the supervision of the district and/or school’s administrator.

Nutrition Service Support

Minimum Qualifications:

Requires High School diploma or GED plus an additional (6) six months of quantity food preparation or related experience. Must test negative on TB (tuberculosis) skin test.

Truck Driver – CDL

The essential function of the position within the organization is to perform semi-skilled work in the operation of light, medium and large trucks, trailers, tractor trailers, and other related equipment to pick-up and deliver materials and equipment necessary for various assignments. Work involves responsibility for the safe and efficient operation of a vehicle and for conducting routine preventive maintenance checks. Work is performed under direct supervision and is reviewed for compliance with specific work instructions, safety and rules and regulations.

Minimum Qualifications:

Requires high school diploma or a GED and one of the following valid state Commercial Driver’s Licenses:

Class A -- Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.

Class B -- Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.

Class C -- Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.

Truck Driver – Maintenance

Responsible for operating light duty pickup crew trucks to transport grounds crews’ employees and equipment to and from District locations. Responsible for driving farm tractors, and operation of all grounds equipment used in grass cutting.

Minimum Qualifications:

Requires High School diploma or GED plus 1 year of related experience for a total of education/experience of 1 year. Requires a valid state driver’s license.

Warehouse Workers - Forklift Operator

Performs semi-skilled work in the operation of forklifts. The position moves, arranges, loads, and unloads materials and equipment utilizing motorized material handling conveyances.

Minimum Qualifications:

Requires a High School diploma or equivalent. Must possess a valid forklift operator's license. Must demonstrate ability to manipulate and control motorized conveyance in a performance test. Requires a valid state driver's license and a good driving record on most current MVR.

Warehouse Workers – Inventory Clerk

Responsible for receiving and checking all equipment for the School System, completing necessary Paperwork and performing surveys and data entry.

Minimum Qualifications:

Requires a High School diploma or GED plus an additional 2 years related experience for a total education/experience of 2 years.

VI. General Terms and Conditions:

The contractor and the employees provided by the Contractor shall adhere to proper conduct at all times. Proper conduct is meant to include, but not limited to the following:

1. There shall be no weapons, drugs or alcohol on the premises.
2. No smoking on the premises
3. No exterior doors are left opened or unlocked on Memphis Shelby County Schools premises.
4. The contractor and employees provided by the contractor shall always be polite and courteous.
5. The contractor and employees provided by the contractor must adhere to any /all security standards, requirements and/or regulations of each school and school district.

VII. Subcontracting:

Use of subcontractors is prohibited unless authorized in writing by the Chief of Human Resources, Director of Finance and Administration or Superintendent of Schools.

VIII. The Contractor must also agree to the following:

1. The contractor shall comply with all local, state and federal rules, regulations, statutes, ordinances and laws applicable to the respondent and its business required to perform the services requested.
2. Such insurance or renewals or replacements thereof shall remain in force during the term of this contract and any extensions.
3. The contractor is solely responsible for compliance with all applicable laws relating to its employees, such as wages and hour laws, safety and health requirements, and collective bargaining laws.
4. Confidentiality: In accordance with all applicable laws, regulations, and procedures, the contractor and teachers and assigned personnel provided by the contractor shall maintain strict confidentiality of all information and records which the contractor or teachers and assigned personnel provided by the contractor may encounter or be privy to while providing services; and
5. Per daily rate must include all labor, travel, and miscellaneous expenses necessary to
6. complete services provide. NO additional fees may be charged.
7. Must have adequate staff to fulfill the demand for coverage for vacancies or temporary placements.
8. Must have a viable pool of candidates for vacancies and temporary placements.
9. Must be able to provide teachers and personnel for vacant positions effective the first day.
10. Must be able to provide certified teachers for "End of Course" classes effective the first day (EOC classes are, but not limited to, English, Math's, Science's, Foreign Languages', History, etc.)
11. Must be able to provide a teacher and/or personnel for long term absences/ temporary placements and/or vacant positions.

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IX.

Rate of Compensation

1. Teachers and personnel are not eligible for overtime.
2. Teachers and personnel are eligible to work 200 days each academic school year.

X. Performance and Guarantee

The successful respondent is required to track and report on the following compliance performance standards listed below. Please note that this list is the minimum criteria that performance guarantees will be based on, and that it might be expanded upon, based on the district's needs. Please provide detailed documentation to support the performance guarantees.

- Customer Service
- Viable Candidate Pools: Teachers (Certified and Certifiable Teacher Types), Special Education Assistants, Early Childhood Assistants, Educational Assistants, Specialized Education Assistants, In-School Suspension Assistants, Clerical Assistants, Classroom Monitors, Bilingual Mentors, other support positions
- Teachers for EOC classes (long term assignments and/or vacancies)
- Reporting and Data Analysis
- Management Reporting
- School and Employee Satisfaction
- Implementation Plan
- Certificated Training and Professional Development

PART VI: APPENDICES

APPENDIX A - SPECIAL TERMS AND CONDITIONS FOR RFP'S

These Terms and Conditions shall apply unless otherwise noted in General Terms and Conditions attached to individual bid request. It shall be the Vendor's sole responsibility to insure they are compliant with all applicable federal, state, and city laws, rules, ordinances, statutes, etc., that may impact this contract. SCBE shall bear no responsibility for monitoring the Vendor's compliance with said legal requirements. If the Vendor fails to maintain legal compliance, SCBE may find said Vendor in default.

1. REQUEST FOR PROPOSALS (RFP)

- a. DIRECTIONS: SCBE invites all interested and qualified vendors to submit proposals to this RFP in accordance with directions specified in the attached General Terms and Conditions and these Special Terms and Conditions.
- b. DEFINITIONS: For the purpose and clarity of this document only, "SCBE" will mean The Shelby County Schools. Also, for the purpose and clarity of this document, "Vendor" will mean any reliable and interested broker, vendor, supplier, vendor, and/or manufacturer that want to respond to this RFP.

2. GENERAL REQUIREMENTS

- a. AUTHORIZED DEALERS: Only authorized dealers may submit a proposal on requested equipment. At the discretion of SCBE, a certificate, executed by the manufacturer, may be requested stating that the Vendor is an authorized agent of the manufacturer and is duly authorized to service and maintain the equipment.
- b. INSPECTIONS: SCBE reserves the right to have inspectors on the premises of the manufacturer during the process of manufacture of any products being furnished under this RFP for as long as may be considered necessary by SCBE. All expenses of the inspectors shall be borne by SCBE. The presence of the inspectors at the site of manufacture of the products shall not relieve the Awarded Vendor of responsibility for faulty workmanship of materials that may be discovered at any time after delivery and prior to final acceptance in accordance with the specifications. In case of factory inspection of items being manufactured for SCBE, every facility shall be afforded inspectors by the manufacturers for the pursuance of their work.
- c. TYPES OF PURCHASES: These specifications are intended to cover the various types of purchases of equipment, materials, supplies, or services as shown to any or to each of the various public and charter schools, offices, or to any designated warehouse or warehouses in Shelby County.
- d. SINGLE PRICE: Unless otherwise specified in the General Terms and Conditions attached to this RFP, the Vendor will not be allowed to offer more than one price on each item even though the vendor may feel that it has two or more types or styles that will meet specifications. Vendor must determine which to offer. If said Vendor should submit more than one price on any item, all prices for that item will be rejected.
- e. AGGREGATE BIDS: Where provision is made on the proposal form for bidding items on an individual, group or aggregate basis, the award will be made on whichever basis is in the best interest of SCBE. When an aggregate bid is requested, the unit prices for each item shall be

identified in the response. The unit prices in an aggregate bid should be consistent with the total quoted price for an aggregate bid. No bid or a combination of items will be permitted except as noted in the General Terms and Conditions.

- f. **MINIMUM REQUIREMENTS:** Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's code, A.S.M.E. regulations, or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications. In case of any apparent conflict between the specifications and such laws, ordinances, etc., the Awarded Vendor shall call said conflict to the attention of SCBE Director of Purchasing & Supply Services for a decision before proceeding with any work.
- g. **USE OF BRAND NAMES:** Brand names and model numbers are offered as a reference for Vendors as to the style, size, weight, and other characteristics of the item(s) in the specifications. The use of such brand names should not be interpreted to be the exclusive brand desired unless so stated. The determination of the acceptability and/or the criteria for acceptability of an alternate is solely the responsibility of SCBE.
- h. **PRODUCT OFFERED BY THE VENDOR:** The product offered by the Vendor shall be new, not used, and the latest version of the product. Should a product be discontinued and/or upgraded during the course of the contract, the Vendor shall offer to SCBE a new alternate product that meets and/or exceeds the established specifications, under the same terms, conditions, and prices as the originally offered item.
- i. **COMPLIANCE WITH SPECIFICATIONS:** The Vendor shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the drawings and specifications, as decided by the Procurement Director. Where the requirements of the specifications call for higher grade and are not in conflict with the laws, ordinances, etc., the specifications shall govern. Where the requirements of the laws, ordinances, etc., are mandatory, they shall govern. The successful Vendor, after award and before manufacture and/or shipment, may be required to submit working drawings or detailed descriptive data identified as acceptable to SCBE, which would provide sufficient data to enable SCBE to judge the Vendor's compliance with the specifications.
- j. **DEVIATIONS TO SPECIFICATIONS:** Any deviation from the specifications must be noted in detail by the Vendor, in writing, as an attachment to the response. The absence of a written list of specification deviations attached to the response will hold the Vendor strictly accountable to SCBE to the specification as written. Any deviation by the Awarded Vendor from the specifications, without prior documented approval, will be grounds for rejection of the goods and/or equipment when delivered.
- k. **Piggy Back Clause:** Shelby County Board of Education reserves the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the piggyback institutions will issue their own purchasing documents for purchasing of the goods. Proposer agrees that the Shelby County Board of Education shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

Each participating jurisdiction or agency shall enter into its own contract with the Awarded Bidder(s) and this contract shall be binding only upon the principals signing such an

agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Awarded Bidder. SCBE does not assume any responsibility other than to obtain pricing for the specifications provided.

3. CONFLICT OF INTEREST

- i. In accordance with policy 1013 Superintendent Code of Ethics SCBE has promulgated Ethics Policies, which cover conflict of interest, financial disclosure and lobbying. All bidders are expected to comply with any and all SCBE Ethics Policies that may apply to them individually or as a business entity.
- ii. All bidders should review carefully the conflict of interest policies. Specific attention should be accorded to SCBE Ethics Policies (SCBE Policy 1013) prohibiting SCBE employees from benefiting from business with the school system.
- iii. All bidders are placed on notice that all questions/interpretations concerning SCBE Ethics Policies may be submitted to the Ethics Review Panel in accordance with SCBE Policy 1013.

4. PRICES

- a. **UNIT PRICES:** Unit Prices must be rounded off to no more than two (2) decimal places, unless so specified in the General Terms and Conditions included with the RFP. All unit prices on items shall be completed on the proposal sheet(s). A NO BID notation must be completed for each item not being bid. In case of error in extension of prices in the proposal response, the unit price shall govern.
- b. **UNITS OF MEASURE:** Wherever SCBE indicates the unit of measure required and the Vendor's price is based on a different unit of measure, it shall be at the sole discretion of SCBE to determine whether the Vendor's price will be recalculated. SCBE will not accept any proposals with Vendor escalator clauses, unbalanced figures, or irregular features.
- c. **DELIVERY CHARGES:** All prices shall include be FOB Destination.
- d. **CASH DISCOUNTS:** Cash discounts will not be taken into consideration in determining a contract award. All discounts, other than prompt payment, are to be included in the bid price.
- e. **PRICE REDUCTIONS:** SCBE reserves the right to accept price reductions from the Awarded Vendor during the term of this contract to occur no less than thirty (30) days from the approval of the contract.
- f. **Tax Exemption.** SCBE is a tax-exempt entity and, as such, is exempt from the payment of taxes, including but not limited to sales and use taxes, federal excise taxes and federal high use taxes.

5. ITEM DELIVERY

- a. **GENERAL DELIVERY REQUIREMENTS:** All materials, supplies, and equipment for SCBE shall be delivered F.O.B. Destination. All deliveries must be inside the building. Delivery hours shall be Monday through Friday with the exception of holidays, to offices - between **8:30 a.m.**

and 3:30 p.m.; to schools – between 9:00 a.m. and 2:30 p.m. The Awarded Vendor(s) shall be held responsible for clean-up and removal of all packing cartons, boxes, crates, packing materials, etc., from the premises after delivery and set up of any furniture and equipment. Drivers must be bonded, have a clean driving record and have the appropriate training to handle hazardous items. Vendor will have the ability (including all applicable permits and licenses) to handle all types of shipments ranging from letters to multi-carton shipments, including bulky and fragile items. Delivery must include a current MSDS for each hazardous chemical or chemical compound delivered or used by the Vendor at a SCBE worksite. The Awarded Vendor shall be liable for the full replacement value of any delivery item lost or damaged.

- b. **SPECIAL DELIVERY INSTRUCTIONS:** Special Instructions for delivery dates, delivery of heavy equipment, materials or machinery requiring special handling, to schools/sites under construction and/or renovation or refrigerated goods will be defined in General Terms and Conditions.
- c. **PACKING:** All materials must be securely packed in accordance with accepted trade practices. SCBE Purchase Order number must be plainly visible on the exterior of each container. A packing slip and/or delivery ticket shall be included in each shipment. This ticket shall contain the following information: Purchase Order Number, Vendor Name, Name of the Article, Item Number, Quantity, and Delivery Location (Example: ABC Elementary School Library) and Bid/Contract Number. Failure to comply with this condition may be considered sufficient reason to refuse to accept the goods.
- d. **SAFETY REQUIREMENTS:** The Awarded Vendor shall provide all equipment and machinery furnished and delivered to SCBE complying with the Safety regulations as required by OSHA and the Tennessee State Safety Health Act known as MOSHA. The Vendor shall sign the safety section, if attached in the proposal response, certifying that the regulations for the type of equipment furnished shall meet all regulations applying to this type equipment meeting the CFR-1910 MOSHA Standard. The Vendor shall submit Material Safety Data Sheets (MSDS) for all items awarded to that vendor provided under the terms of this proposal in accordance with OSHA Communication Standard 29 CFR 1910.101, 29 CFR 1910.1200 and 29 CFR 1926.58 or any other applicable state, federal, or local regulation. Prior to delivery of the items awarded, the vendor must submit MSDS sheets to: SCBE Facilities Safety Officer, 1364 Farmville, Memphis, TN, 38122.
- e. **LIQUIDATED DAMAGES:** In the event the Awarded Bidder fails to deliver the goods or services of the contract in accordance with the specifications, SCBE reserves the right to purchase the goods/services on the open market in sufficient quantities to assure the continued operation of SCBE. All additional expenses incurred by SCBE as a result of such purchases will be deducted from the monies owed or monies that may become due the Vendor.

6. GUARANTEE AND WARRANTIES

- a. **GENERAL REQUIREMENTS:** Payment shall be based upon acceptance of goods or services by SCBE. Vendor expressly warrants that: (a). The merchandise to be furnished and services performed will be free from defects in material and workmanship and will be in full conformity with the specifications, drawings, representation, or sample; that this warranty shall survive acceptance and payment of the merchandise; and that the Vendor will bear the cost of inspection of all goods and services rejected. (b). The Vendor hereby provides a warranty of

authorization as to all goods and services. (c). The goods or services furnished must be or have been mined, manufactured, or produced in full compliance with at least the minimum conditions required under the Fair Labor Standards Act of 1938, as amended, and all other applicable local, state and federal laws, rules, and regulations to include Department of Transportation (DOT), Food and Drug Administration (FDA) regulations, and the Equal Opportunity Clause contained in Executive Order 11246, as amended. If applicable to the goods or services purchased herein, vendor must also be in full compliance with the Workplace Hazardous Materials Information System (WHMIS) legislation and maintain a written Hazard Communication Plan.

- b. Awarded Vendor, its employees, agents, volunteers, and vendors who may have contact with students must be in compliance with Title 5, Subtitle 5, Part VI, of the Family Law Article of the Tennessee Code. All costs thereof shall be borne by the Vendor.
- c. GUARANTEE PERIOD: The Vendor shall unconditionally guarantee all services, materials, and workmanship of all furniture, goods, and equipment furnished by it for a period of one year from the date of acceptance, i.e., delivery and installation, unless a longer period of warranty is specified in the General Terms and Conditions attached to the RFP.
- d. OFFICE EQUIPMENT: Vendor agrees to provide on-site service of equipment within eight (8) hours of notification by school system personnel. Loaner equipment shall be supplied; free of charge, during the warranty period if the office equipment cannot be repaired within three (3) working days.
- e. OTHER EQUIPMENT: Certain pieces of equipment, machinery, and refrigeration will require guarantees other than detailed above. Refer to General Terms and Conditions for requirements on specific equipment.
- f. MANUFACTURER'S AGENT: The Vendor shall act as the manufacturer's agent for all warranty claims.

7. FEDERAL GRANT FUNDS

- a. The Respondent understands and agrees that it is possible federal grant funds may be used in connection with certain delivery orders issued pursuant to and under the contract agreement. Accordingly, prior to commencing and all work under any and all delivery orders pursuant to and under the contract agreement, the respondent shall ascertain and verify if federal grant funds are to be used by MSCS. If MSCS will use any federal funds in connection with a delivery order, it is the obligation of the respondent and the respondent understands and agrees that the respondent shall adhere to and comply with all applicable federal laws, regulations circulars, executive orders, procedures and guidelines, as and if applicable, amended from time to time.

8. PROPOSAL SUBMISSION

- a. KNOWLEDGE OF TERMS AND CONDITIONS: Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting a proposal response. Failure to do so will be at the Vendor's own risk and Vendor cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors of omission or commission on the part of Vendors.
- b. SUBMISSION: Proposals must be delivered to the Procurement Office, 160 S Hollywood Street, Room

126, Memphis, TN 38112. Vendors must submit a proposal as specified in the General Terms and Conditions. Vendors shall retain one (1) copy of the proposal for their files. Proposals must be signed and submitted by an authorized representative of the company. Each Vendor may attach a letter of explanation to the proposal, if so desired (or required), to provide an explanation of any detail(s) in the proposal. This letter may not be used to offer optional or alternative proposals or pricing.

- c. **FORMAT:** Signed proposals must be delivered in sealed, opaque envelopes and clearly marked on the outside with: Name of Vendor, Due Date, RFP Number and Title. SCBE shall not accept any facsimile transmission to agents, representatives or employees as meeting the requirement of the Proposal. A facsimile document shall not be considered a valid response to the RFP.
- d. **VENDOR ADDRESS:** Each proposal must show the full business address, telephone number, email address and fax number of the Vendor and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the proposal and contract, including Notice of Award, copy of Contract, and Purchase Order, will be mailed or emailed to the address shown on the proposal in the absence of written instructions from the Vendor to the contrary.
- e. **PARTNERSHIPS:** Proposals by partnerships must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership.
- f. **CORPORATIONS:** Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the proposal as agent shall file satisfactory evidence of authorization to do so.
- g. **CERTIFICATES AND AFFIDAVITS:** All Vendors shall be required to complete the certificates and/or affidavits that are incorporated into the General Terms and conditions of this RFP. Such documents are required by local, state, or federal funding agencies of SCBE as part of the bidding process. The documents may include: Anti-Bribery Affidavit, Debarment Certificate, Sales Tax Certification, Minority Business Enterprise affidavit, and when applicable, Asbestos Free Certification.
- h. **SAMPLES:** When indicated in the General Terms and Conditions, a properly tagged sample and descriptive data shall be submitted to the address specified no later than the date specified in the Schedule of Events included in the General Terms and Conditions. The tag on the sample shall indicate the item number, the name of the company submitting the sample, and the RFP number. SCBE will not be responsible for any samples not picked up within 30 days of the notification of Vendors to do so. Samples may be retained by SCBE until Vendors are notified to remove them. Vendors agree that SCBE will incur no liability for samples that are damaged, destroyed, lost, or consumed in testing processes. Failure to submit the above information when requested is sufficient grounds for rejection of the proposal.
- i. **SPECIAL SAMPLES WITH CERTIFIED APPROVAL:** Some successful Vendors shall be required to submit two (2) samples of each product awarded with an affidavit stating that the chemical composition of the sample submitted is identical with the composition tested prior to the proposal and all remain unchanged during the period of the contract. This requirement shall be part of the specifications of the product or products requested. Failure to submit the above information when requested is sufficient grounds for rejection of the proposal.
- j. **PROPOSAL PREPARATION FEES:** SCBE will not be responsible for any costs incurred by a Vendor in preparing and submitting a proposal response.
- k. **PROPOSAL EVALUATION** Proposal responses will be evaluated for compliance with detailed specifications. The specifications shall vary with each individual RFP issued, and the award shall be made in accordance with the General Terms and Conditions. Consideration will be given to the quantities, time required for delivery, purpose of the goods/services, competency and responsibility of the Vendor, and the ability of the Vendor to perform satisfactorily. Evaluation may also be made for other factors, such as serviceability, functional suitability, workmanship, safety in use, and overall product quality, where

acceptability may be determined on the basis of professional judgment and educational application. SCBE will consider the Vendor's record and performance of any prior contracts with SCBE, federal departments or agencies, or with other public bodies.

- I. RECOMMENDATION OF AWARD: Recommendation of an award of a contract will be made in accordance with the General Terms and Conditions.

9. RESOLUTION FOR PROTEST AND DISPUTES

The Procurement Director shall attempt to resolve informally all protests of bid award recommendations. Vendors are encouraged to present their concerns promptly to the buyer for consideration and resolution. Open dialogue is helpful for all parties and disputes are often only a misunderstanding of the evaluation and recommendation process.

A. RIGHT TO PROTEST

Prior to the commencement of an action in court concerning the controversy, any actual vendor who claims to be aggrieved in connection with a solicitation, the solicitation process, or a pending award of a contract may protest to the Buyer. Procurement Director shall attempt to resolve informally all protest of award recommendations. Protest shall be submitted in writing within seven (7) days after such claimant knows or should know of the facts giving rise to the protest

1. An aggrieved bidder of standing or Vendor may protest to the Buyer a proposed award of a contract for supplies, equipment, services, or maintenance. A bidder of standing is a bidder who would be directly next in line for an award should the protest be supported.
 - a. The protest shall be in writing addressed to the Buyer with a copy to the Procurement Director and shall include the following:
 - The name address and telephone number(s) of the protester.
 - Identification of the solicitation.
 - Statement of reasons for the protest.
 - Supporting documentation to substantiate the claim.
 - The remedy sought.
2. The protest must be filed with the Procurement Office within seven (7) calendar days of the recommendation of award or notification to the bidder or Vendor that their bid or proposal will be rejected.
3. A vendor who does not file a timely protest before the contract is executed by the Board is deemed to have waived any objection.
4. The Procurement Director shall inform the Chief of Business Operations (CBO) upon receipt of the protest.
5. The Procurement Director shall confer with the general counsel prior to issuance of a decision regarding disputes of contracts or awards.

B. BOND REQUIREMENTS

1. Neither a protest nor a stay of award shall proceed under this section unless the protesting party posts a protest bond. The protesting party shall post with the Procurement Director, at

the time of filing a notice of protest, a bond payable to the Shelby County Board of Education in the amount of five percent (5%) of the lowest cost proposal evaluated or, if a protest is filed prior to the opening of cost proposals, the bond payable shall be five percent (5%) of the estimated maximum liability provided in the procurement document. The protest bond shall be in form and substance acceptable to the Shelby County Board of Education and shall be immediately payable to the Shelby County Board of Education conditioned upon a decision by the protest committee that:

- a. A request for consideration, protest, pleading, motion, or other document is signed, before or after appeal to the Chief of Business Operations, in violation of subsection (b);
 - b. The protest has been brought or pursued in bad faith; or
 - c. The protest does not state on its face a valid basis for protest.
2. The bond shall be payable to the Shelby County Board of Education for any other reason approved by the Procurement Office. The Board of Education shall hold the protest bond for at least eleven (11) calendar days after the date of the final determination by the Procurement Director. If the protesting party appeals the Procurement Director's determination to the protest committee, the Procurement Director shall hold the protest bond until instructed by the General Counsel Office to either keep the bond or return it to the protesting party.
 3. At the time of filing notice of a protest of a procurement in which the lowest bid or lowest evaluated cost proposal is less than one million dollars (\$1,000,000), a minority-owned business, woman-owned business, service-disabled veteran-owned business, or small business protesting party may submit a written petition for exemption from the protest bond requirement of subsection (c). The petition shall include clear evidence of a minority-owned business, woman-owned business, service-disabled veteran-owned business, or small business status. On the day of receipt, the petition shall be given to the chief procurement officer. The chief procurement officer has seven (7) calendar days in which to make a determination. If an exemption from the protest bond requirement is granted, the protest shall proceed as though the bond were posted. Should the chief procurement officer deny an exemption from the requirement, the protesting party shall post the protest bond with the chief procurement officer as required in subsection (c) within five (5) calendar days of the determination.

C. APPEAL OF CONTRACT AWARD DECISION

1. The Procurement Director shall issue a decision in writing. Any decision of an award protest may be appealed to the CBO within seven (7) days of issuance of the decision by the Procurement Director
2. Any decision of an award protest may be appealed to the Superintendent within seven (7) days of issuance of the decision by the Chief of Business Operations.
3. The Superintendent will evaluate the issues involved and render a decision. The decision of the Superintendent is final.

10. CONTRACT TERM

The Vendor shall refer to the General Terms and Conditions attached to the RFP for details regarding the Term of Contract for this solicitation.

11. COMMENCEMENT OF SERVICES

SCBE shall have no obligation to pay for services performed before SCBE approves the contract or after it ends. SCBE shall have no obligation to pay for services in excess of the monetary amount of the award. SCBE shall have no obligation to pay for services before a purchase order is issued.

12. ADDENDA

- a. **INQUIRIES:** No interpretation of the meaning of the specification or other documents will be made to any Supplier orally. To be given consideration, inquiries must be received as outlined in Part II Item 4.0. Unless otherwise specified in the General Terms and conditions, inquiries are to be emailed to the Buyer, "INQUIRY" and the RFP name and number must be noted on the envelope. Alternatively, inquiries may be e-mailed to the Buyer. The subject field of the e-mail must include "INQUIRY" and the Bid name and number.
- b. **ISSUANCE:** Any changes to the RFP specifications will be made through the appropriate addenda. Failure of any Supplier to receive such addenda or interpretation shall not relieve any Supplier from any obligations under this RFP as amended by all addenda. All addenda so issued shall become part of the award.

13. ANNULMENTS AND RESERVATIONS

- a. **RIGHT TO REJECT:** SCBE reserves the right to exercise its statutory option to reject any or all proposals and re-advertise for other proposals. SCBE reserves the right to order the said equipment, materials, supplies or services as described within the specifications, and SCBE also reserves the right not to order any items(s) within the specification.
- b. **WAIVER OF TECHNICAL DEFECTS:** SCBE reserves the right to waive technical defects, if in its judgment the interest of SCBE shall so require.
- c. **CONTRACT RESERVATIONS:** SCBE reserves the right to annul any contract if, in its opinion, there shall be a failure, at any time, to perform faithfully any of its stipulations, or in case of any willful attempt to impose upon SCBE materials, products and/or workmanship inferior to that required by the Vendor, and any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of SCBE to damages for the breach of any covenant of the contract by the Vendor(s). Should the Vendor(s) fail to comply with the conditions of this contract or fail to complete the required work within the time stipulated in the contract, except for circumstances beyond its control, including, but not limited to, Acts of God, war, flood, governmental restrictions, or the inability to obtain transportation, SCBE reserves the right to purchase the required articles in the open market or to complete the required work at the expense of the Vendor(s). Should the Vendor be prevented from furnishing any item or items, or from completing the required work included in the contract, by reason of such failures caused by circumstances beyond its control, including but not limited to Acts of God, war, flood, governmental action, or the inability to obtain transportation, SCBE reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities.

- d AUTHORITY TO DEBAR OR SUSPEND The Procurement Director shall have the authority to request debar a person or company for cause from consideration for award of contracts.

14. TERMINATION OF CONTRACT

- a TERMINATION FOR NON-APPROPRIATION OF FUNDS: SCBE may terminate this contract, in whole or in part, due to insufficient funding or non-appropriation of funds with written notice to the Vendor. SCBE shall pay for all of the purchases, if any, incurred up to the date of the termination notice.
- b TERMINATION FOR DEFAULT: When the Vendor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of SCBE. Failure on the part of a Vendor to fulfill contractual obligations shall be considered just cause for termination of the contract, and the Vendor is not entitled to any costs incurred up to the date of termination. In the event of a default by the vendor, this Contract may be terminated.
- c TERMINATION FOR CONVENIENCE: SCBE has the right to terminate this Agreement at any time, without any liability, upon five (5) days prior written notice to Vendor, provided that Vendor shall be compensated for services rendered prior to the date of termination.
- d Each participating jurisdiction and/or local educational agency (LEA) public school district has the right to withdraw from the terms of the contract without showing cause, by providing thirty (30) calendar days' written notice to the vendor(s). The participating jurisdiction/ LEA shall pay all reasonable costs incurred by the vendor(s) up to the date of termination. The vendor(s) shall not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

Language to support Termination for Convenience by the vendor(s) shall be so stipulated in the contract document between jurisdiction/ LEA and the vendor(s). Such language, when included, shall take precedence over the language of this specification.

15. GOVERNING LAW & VENUE

- a. The RFP shall be construed in accordance with, and interpreted under, the laws of the State of Tennessee. Any lawsuits arising out of such RFP shall be filed in the Circuit Court of Memphis, Tennessee.

16. CONTRACT TERMS AND CONDITIONS

- a. SUBMISSION OF INVOICES: Supplier agrees to accept the line item price on the purchase order as final payment. All invoices are to be submitted promptly showing Purchase Order number, and name and address of recipient and mailed to SHELBY COUNTY BOARD OF EDUCATION, Accounts Payable Office, Room 160 S. Hollywood St., Room 250, Memphis, TN 38112 (unless otherwise noted). **Vendors must receive written authorization from Procurement to redirect invoice submission to another location other than Accounts Payable.**
- b. INCORRECT INVOICES: Incorrect invoices will be returned for correction or paid in accordance with the purchase order. Each invoice shall identify SCBE Purchase Order Number, line item number and item descriptions or services shall be listed in the same order as on the Proposal and/or Purchase Order.

- c. PARTIAL PAYMENTS: Payment in full will only be made upon final acceptance of items as shown on Purchase Order. Partial payments are permissible.
- d. LATE SUBMISSION OF INVOICES: The parties acknowledge and agree that the Vendor's invoices are to be submitted in a timely manner, per the terms of the purchase order, after the services have been provided or the goods and materials have been provided. If invoices are submitted after one calendar year after the Vendor's services have been rendered or the last date when goods and materials were accepted by SCBE, then SCBE shall have no obligation to pay for the stale invoices.
- e. CONFIDENTIALITY: Vendor acknowledges and agrees to hold all Confidential Information in the strictest confidence as a fiduciary and will not make any press release or public announcement, or voluntarily sell, transfer, publish, disclose, display or otherwise make available to any third persons such Confidential Information or any portion thereof without the express written consent of SCBE. Vendor and its employees, agents, volunteers and vendors shall maintain the confidentiality of all medical, psychological, and student records in compliance with federal and state laws. Additionally, Vendor shall procure from the parent or guardian of each student receiving services hereunder a written consent in favor of Vendor and SCBE for the mutual disclosure of such records by and among the Vendor, SCBE and SCBE' employees, agents, volunteers and vendors.
- f. INDEMNIFICATION: Vendor shall indemnify, defend, and hold harmless the SHELBY COUNTY BOARD OF EDUCATION, Superintendent and their respective elected/appointed officials, employees, departments, agencies, agents and volunteers from any and all claims, demands, suits, and actions, including attorney's fees, litigation expenses and court costs, connected therewith, brought against the SCBE and their respective elected/appointed officials, employees, departments, agencies, agents, and volunteers, arising as a result of direct or indirect, willful, or negligent act or omission of the Vendor or its employees, agents, or volunteers.
- g. INSURANCE:
 - 1. The vendor must maintain and pay for Comprehensive Business Insurance to protect their claims under the Workers' Compensation Act, from claims or damages because of bodily injury to others, including employees of SCBE, damage to the property of others, including SCBE, claims for damages arising out of the operation of motor vehicles, which may arise during the performance of the contract whether caused by themselves or by any sub-vendor or anyone directly or indirectly employed by either of them, and Product Liability Insurance. Said insurance is to cover the duration of the contract under an express or implied warranty.

All contractors, vendors or service providers coming on to District premises to do work or provide services are required to have insurance. Insurance is necessary to cover any claims or losses for which the contractor/vendor may be responsible for. Schools or central office departments should verify a current Certificate of Insurance, including endorsements from the contractor or vendor is on file with Procurement Services prior to the beginning of work and/or the start of a contract. A Certificate of Insurance is a standard form issued by the insurance company evidencing the insurance information (including policy limits and types of insurance) of its policyholder.

2. The following coverages and limits are required of all vendors: The following minimum insurance standards shall apply to all vendors performing, selling, or distributing products and services at Shelby County Schools. If a product or service, in the opinion of Risk Management, represents an unusual or exceptional risk, additional insurance for that product or service may be required.

- **Commercial General Liability Insurance:** Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, in an amount not less than \$1,000,000, Product Liability and Completed Operations Liability in an amount not less than \$2,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
- **Workers' Compensation:** \$1,000,000. If the contractor/vendor has less than 5 employees, a statement on the vendor letterhead should be placed on file.
- **Employers Liability Coverage:** \$1,000,000.
- **Automobile Liability:** For vendors who will drive on District property, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.
 - For Charter Bus Companies, the minimum Automobile Liability coverage required is \$5,000,000.

Other Insurance Coverage That May Be Required:

- **Professional Liability (Errors & Omissions):** Not less than \$1,000,000 per occurrence and aggregate to be maintained for the duration of the agreement and three years following its termination.
 - This insurance requirement applies when a supplier has a professional designation or license and/or is providing professional services. The minimum limit for architects and engineers is \$2,000,000 per occurrence and in the aggregate and may be increased depending upon the nature of the services to be provided to the District.
- **Umbrella or Excess Liability Coverage:** Not less than \$4,000,000 per occurrence and in the aggregate.
 - This coverage typically sits above the underlying General Liability, Automobile Liability and Professional Liability policies. Depending on the scope and work to be performed in the proposed agreement, this policy may be required in order for the vendor to be able to meet the minimum insurance requirements.
 - Required for all construction, security, IT, and healthcare related contracts.
- **Cyber Risk Insurance:** Not less than \$2,000,000 per claim to be maintained for the duration of the agreement and three years following its termination.

- This insurance requirement applies when a third party will be using, storing or accessing private, confidential or protected information.
- **Environmental Liability:** Not less than \$2,000,000 per claim and in the aggregate.
 - This insurance requirement applies when a vendor will be performing environmental clean-up work (decontamination/remediation), will be working with hazardous substance or waste, or may have similar such exposures while performing work under the proposed agreement. Higher limits of environmental liability coverage may be required depending upon the scope of work.

Vendors and contractors shall name the Board of Education Shelby County Schools, it's officers, agents, employees and volunteers as an additional insured on its general liability insurance policy.

Coverages and limits are to be considered as minimum requirements and in no way limits the liability of the vendor, contractor or service provider.

All policies shall evidence insurance written by carriers authorized to conduct business in the State of Tennessee and rated at least "A" in A.M. Best's Key Rating Guide.

Renewal certificates of insurance shall be provided annually to Procurement Services until all work is completed.

Please contact Risk Management, Sandra Burgess, burgessse@scsk12.org or (901) 416-1997 with any questions.

3. The certificate on this insurance shall be made in favor of the **Shelby County Board of Education, Memphis TN 38112** and indicate paid up coverage for the term of the contract.
4. The certificate of insurance **TO BE SUBMITTED** to the PROCUREMENT OFFICE, 160 S. HOLLYWOOD ST., MEMPHIS, TN 38112.
5. It will be the responsibility of the successful Respondent(s) to ensure that a **current** Certificate of Insurance is on file in the Purchasing Office during the entire period of the contract.
6. The cost of the above insurance shall be considered an overhead or operating expense to the Vendor, similar to rental costs, utilities, automobile liability insurance, and other business-related expenses. **The premiums or costs to provide the above insurance shall not be directly related to the cost of the work or services specified in this Request for Proposal.**
- h. **NON-ASSIGNABILITY:** This contract shall not be assigned, or services subcontracted in whole or in part without the written consent of SCBE. Any attempt to do so without such written consent shall be null and void of no effect.

- i. **INDEPENDENT VENDOR:** Vendor is furnishing its goods and/or services hereunder as an independent Vendor, and nothing herein shall create any association, partnership or joint venture between the parties hereto or any employer-employee relationship.
- j. **GENERAL RECORDS CLAUSE:** Vendor's contracts, files, accounts, records, and other documents related to this Contract shall be open to examination and/or audit by SCBE and made available by the Vendor to SCBE and/or its designated agents at any time upon reasonable prior notice, during performance under this Contract and for a period of four (4) years after final payment or such longer period of time as required by law or rule or regulations.
- k. **SOLE AGREEMENT:** This Contract constitutes the sole agreement between the parties hereto and no amendment, modification or waiver of any of the terms and conditions hereof shall be valid unless in writing and executed by both parties. Any prior verbal agreements or proposals shall not be considered a part of this Contract.
- l. **PROTECTION OF PROPERTY:** Vendor will use reasonable care to avoid damaging existing buildings, equipment, and property at SCBE sites and all material furnished by SCBE ("Property"). If the Vendor's failure to use reasonable care causes damage to any property, Vendor must replace or repair the damage at no expense to SCBE as directed by the Contracting Officer. If the Vendor fails or refuses to make such repair or replacement, the Vendor will be liable for the cost, which may be deducted from payments due Vendor.
- m. **PUBLIC STATEMENTS:** Vendor shall not use or reference the Name or Emblem of SCBE in issuing any press releases or otherwise making any public statement with respect to this Contract (unless such press release or statement is required by applicable law regulation or the requirements of any listing agreement with any applicable stock exchange) without the prior written consent of SCBE, which consent will not be unreasonably withheld. Purchase by SCBE of any articles, material, merchandise, or service does not imply that SCBE has either adopted or endorsed the product of service, and the use by any manufacturer, Vendor, merchant or other person of the name or emblem of SCBE in any advertisement that they are furnishing products or services is not authorized. The unauthorized use of the name or emblem of SCBE is prohibited by the United States Criminal Code - Section 706.

17. CHANGES IN TERMS OR DELIVERY/COMPLETION DATE

After award of individual contracts, any questions or correspondence related but not limited to the following matters must be directed to the PROCUREMENT OFFICE SHELBY COUNTY BOARD OF EDUCATION, MEMPHIS, TENNESSEE, 38112, in writing:

In the event of strikes, Acts of God, or other circumstances beyond the vendors control which prevent completion of service or delivery, the vendor must secure temporary contractual relief. The circumstances and duration must be stated by the vendor in writing and be forwarded to the PROCUREMENT OFFICE within ten (10) days after their development. Contractual relief shall be only that which is acceptable to and in agreement with the PROCUREMENT OFFICE, for those goods and services which are necessary for the day to day needs of SCBE.

APPENDIX B-ADDENDUM ACKNOWLEDGEMENT

RFP #092023LW Staff Augmentation

Proposals **MUST** be received by Memphis-Shelby County Schools (“MSCS (If applicable) Please complete and return with your bid response.

I the undersigned acknowledge the receipt of the following addenda to this solicitation

Addendum #1- Date Received _____

Addendum #2 - Date Received _____

Addendum #3 - Date Received _____

Addendum #4 - Date Received _____

Signature

Title

Vendor Name

Email

Contact Phone Number

|

APPENDIX C – REFERENCES

RFP #092023LW Staff Augmentation

1.

Client Name:

Address:

Services Provided:

Date(s)of services:

Contact Name & Title:

Phone No:

Email Address:

2.

Client Name:

Address:

Services Provided:

Date(s)of services:

Contact Name & Title:

Phone No:

Email Address:

3.

Client Name:

Address:

Services Provided:

Date(s)of services:

Contact Name & Title:

Phone No:

Email Address:

APPENDIX D - NON-COLLUSION CERTIFICATE
(TO BE SUBMITTED WITH TECHNICAL PROPOSAL)

RFP #092023LW Staff Augmentation

I HEREBY CERTIFY that I am the _____ and the duly authorized
representative of _____
whose address is _____ and

THAT NEITHER I nor, to the best of my knowledge, information, and belief, the above firm nor any of its other representatives I here represent:

- (a) Have agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the RFP or offer being submitted herewith;
- (b) Have in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the RFP price or price proposal of the bidder or Vendor herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within RFP or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

(SIGNATURE)

(DATE)

(PRINTED OR TYPED NAME)

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

x _____ Notary Public

My commission expires: _____

APPENDIX E - DEBARMENT AFFIDAVIT
(TO BE SUBMITTED WITH TECHNICAL PROPOSAL)

RFP #092023LW Staff Augmentation

**Certification Regarding Debarment, Suspension
Ineligibility and Voluntary
Exclusion—Primary and/or Lower Tier Covered Transactions**

- (1) The prospective participant certifies to the best of its knowledge, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) The prospective participant and its principals have not, within a three (3) year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) The prospective participant and its principals are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses in Paragraph 2 of this certification.
- (4) The prospective participant and its principals have not, within a three (3) year period preceding this application/proposal, had one (1) or more public transactions (Federal, State or local) terminated for cause or default.
- (5) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of:

x _____
Bidder, if the bidder is an individual

x _____
Partner, if the bidder is a partnership

x _____
Officer, if the bidder is a corporation

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

x _____ Notary Public

My commission expires: _____

APPENDIX F- ANTI-BRIBERY AFFIDAVIT
(TO BE SUBMITTED WITH TECHNICAL PROPOSAL)

RFP #092023LW Staff Augmentation

_____, being first duly sworn deposes and says that he is an officer in the organization known as _____ and the party making a certain proposal or RFP dated, _____ 20____, to the Shelby County of Education:

I further confirm that: Neither I, nor to the best of my knowledge, information, and belief, the above business (as in defined in Section 39-16-101 of the State of Tennessee Code of Ethics Ordinance or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 39-16-102 Bribery of Public Servant has been convicted of bribery, attempted bribery, or conspiracy to bribe in violation of Tennessee Law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court or administrative body, sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

Signature of:

x _____
Bidder, if the bidder is an individual

x _____
Officer, if the bidder is a corporation

x _____
Partner, if the bidder is a partnership

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

x _____ Notary Public

My commission expires: _____

**APPENDIX G - CERTIFICATE OF INSURANCE COVERAGE
(TO BE SUBMITTED WITH PROPOSAL)**

RFP #092023LW Staff Augmentation

VENDOR NAME: _____

ADDRESS: _____

NAME OF SURETY: (TYPE OR PRINT) _____

NAME OF AGENT: (TYPE OR PRINT) _____

AGENT'S PHONE NO: _____

The below signed hereby certifies that the following information is true and correct. [Please note there may be other minimum coverage requirements based on the specifics of the project. Please see Appendix A-16 (Contract Terms and Conditions) – g (Insurance).]

TYPE OF COVERAGE	MINIMUM REQUIRED LIMITS	POLICY OR BINDER NUMBER	ACTUAL LIMITS PROVIDED	EXPIRATION DATE
COMMERCIAL GENERAL LIABILITY OCC	\$1,000,000			
COMMERCIAL GENERAL LIABILITY AGG	\$2,000,000			
BUSINESS AUTOMOBILE LIABILITY	\$1,000,000 PER OCCURRENCE			
EMPLOYERS LIABILITY	\$1,000,000			
WORKMAN'S COMP	\$1,000,000			

() LIMITS ON ABOVE POLICY WILL BE INCREASED () ABOVE POLICY NOW IN EFFECT

() POLICY WILL BE OBTAINED/ISSUED ON _____

The following additional clauses will be considered a part of the above policy(s), the same as if specifically written therein, as pertains to the above stated contract.

- SCBE is hereby named as Additional Insured.

- The policy(s) cannot be reduced or cancelled without at least forty-five (45) days prior written notice to SCBE.
- The insurance company is prohibited from pleading government function in the absence of any specific written authority by SCBE.
- The policy(s) will be automatically included and cover all phases of work, equipment, persons, et cetera which are normally covered while performing work under the above contract, whether specifically written therein or not.
- SCBE is hereby granted authority to contact the agency directly to confirm SCBE information or obtain copies of certificates of insurance. SCBE bears no responsibility for premiums or other cost of insurance. If policy(s) is not currently in effect, it will be written immediately upon notice of award, and a copy of binder or certificate will be sent directly to SCBE. A properly executed copy of this document shall be legally binding as a Carrier Certificate of Insurance Form.

The successful bidder will be required to provide insurance coverage as shown in General Conditions of RFP and Contract, prior to beginning any work. This insurance coverage must be maintained throughout the life of the contract. **PROOF THAT COVERAGE IS EITHER CURRENTLY IN PLACE OR WILL BE PROVIDED MUST BE SUBMITTED WITH THE BID.** This can be done by one of the two following methods:

Complete form "CERTIFICATION OF INSURANCE COVERAGE" or

Submit a Certificate of Insurance on a form provided by your Insurance Agent. This form must include the following clauses:

SCBE is hereby named as Additional Insured.

The policy(s) cannot be reduced or canceled without at least forty-five (45) days' prior written notice to SCBE.

The insurance company is prohibited from pleading government function in the absence of any specified written authority from SCBE.

The policy(s) will automatically include and cover all phases of work, equipment, persons, et cetera which are normally covered while performing work under the above contract, whether specifically written therein or not.

Regardless of the method used, the form **MUST** be totally complete, **MUST** show that all Limits of Insurance are or will be met, and **MUST** be signed by the Agent.

Failure to provide the required insurance coverage by either of the two (2) methods described above when the RFP is submitted may result in rejection of your RFP as being non-responsive.

(AUTHORIZED AGENT'S SIGNATURE)

(DATE)

LOCAL PREFERENCE PURCHASING

I. PURPOSE

To give a local preference to businesses located in Shelby County, Tennessee for the purchase of supplies, materials, equipment, and services.

II. SCOPE

This policy applies to District level contracts with a total dollar purchase greater than \$25,000.

III. DEFINITION

- A. Local Preference Purchasing means giving preference to businesses located within Shelby County, Tennessee in the purchase of personal property, materials, and contractual services and in constructing improvements to real property or to existing structures.
- B. Local Business means a vendor or contractor who holds a valid license to do business in Shelby County, Tennessee; has a street address within the limits of said locality for a continuous period of at least six (6) months prior to bid or proposal opening date; and has proof that Shelby County Personal Taxes are current (applies to local businesses who have been doing business in Shelby County, Tennessee for a year or more).

IV. POLICY STATEMENT

The Shelby County Board of Education recognizes that a significant amount of funds are spent on purchasing personal property, materials, and contractual services and in constructing improvements to real property or to existing structures. The Board also recognizes that dollars used in making purchases are derived largely from revenues generated from businesses located within Shelby County, Tennessee. The Board believes that funds generated in the community should be placed back into the local economy. Therefore, it is the policy of Shelby County Board of Education to provide a preference to local businesses in procurement transactions whenever the application of such a preference is reasonable in light of the dollar-value of proposals received in relation to such expenditures.

In the bidding of, or letting for procurement of supplies, materials, equipment and services, with a total price greater than \$25,000, if the lowest responsive bidder is a regional or nonlocal business, then all bids received from Local Businesses are decreased by five (5) percent. The original bid is not changed; the five (5) percent is calculated only for the purpose of determining the Local Preference. The Local Preference cost differential is not to exceed one hundred thousand dollars (\$100,000.00).

In the case of request for proposals, letters of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses, Local Businesses will be assigned five (5) percent of the total evaluation points up to a maximum of five (5) points.

In the event of a tie between a local and non-local business, favor shall be given to the Local Business and a coin toss method will be used to break ties between two (2) or more local businesses meeting said specifications.

Exceptions

This preference shall not apply to purchases or contracts that are funded in whole or in part by a governmental entity if the laws, regulations or policies governing such funding prohibit application of the Local Preference; when exigent emergency conditions or noncompetitive situations exist; and when a particular purchase, contract, or category of contracts for which MSCS is the awarding authority is waived upon written justification and recommendation of the Board.

Restrictions

The Local Preference shall apply to District level purchases only. The preference shall apply to new contracts for supplies, materials, equipment, and services first solicited after January 29, 2013.

V. RESPONSIBILITY

- A. The "users" of services are responsible for furnishing an objective evaluation of their needs and for identifying the specifications of the services to be delivered.
- B. The Chief Financial Officer is responsible for developing final specifications and obtaining all bids, requests for proposals, and contracted service agreements.
- C. The Chief Financial Officer is responsible for ensuring that all services have been properly approved and all procedures followed before signing contractual agreements.
- D. The Superintendent is responsible for ensuring compliance with this policy.

APPENDIX I – COMPENSATION/PRICING SCHEDULE

RFP #092023LW Staff Augmentation

**Please provide billing rates for all listed positions, for each year.
Additional positions can be added.**

Year 1:

Position Title	*Hourly Billing Rate
Teacher Type (Teachers, Counselors, Librarians, etc.)	
Education Assistant (PreK, Sped, SEA, General Ed.)	
In-School Suspension Assistant	
Bilingual Mentor	
Clerical (Admin & Financial)	
Classroom Monitor	
Campus Monitor	
Study Hall Monitor	
Behavioral Specialist	
Family Engagement Specialist	
Reset Assistant	
Education Support Specialist	
Computer Lab Assistant	
*Nutrition Services Support	
*Warehouse Worker (Forklift Operators, Inventory Clerks, etc.)	
*Truck Driver	

*The billing rate will start at \$20.00.
Note: The hourly billing rate remains the same for each optional renewal period.

RFP #092023LW Staff Augmentation

Please provide billing rates for all listed positions, for each year.
Additional positions can be added.

Year 2:

Position Title	*Hourly Billing Rate
Teacher Type (Teachers, Counselors, Librarians, etc.)	
Education Assistant (PreK, Sped, SEA, General Ed.)	
In-School Suspension Assistant	
Bilingual Mentor	
Clerical (Admin & Financial)	
Classroom Monitor	
Campus Monitor	
Study Hall Monitor	
Behavioral Specialist	
Family Engagement Specialist	
Reset Assistant	
Education Support Specialist	
Computer Lab Assistant	
*Nutrition Services Support	
*Warehouse Worker (Forklift Operators, Inventory Clerks, etc.)	
*Truck Driver	

*The billing rate will start at \$20.00.

Note: The hourly billing rate remains the same for each optional renewal period.

RFP #092023LW Staff Augmentation

Please provide billing rates for all listed positions, for each year.
Additional positions can be added.

Year 3:

Position Title	*Hourly Billing Rate
Teacher Type (Teachers, Counselors, Librarians, etc.)	
Education Assistant (PreK, Sped, SEA, General Ed.)	
In-School Suspension Assistant	
Bilingual Mentor	
Clerical (Admin & Financial)	
Classroom Monitor	
Campus Monitor	
Study Hall Monitor	
Behavioral Specialist	
Family Engagement Specialist	
Reset Assistant	
Education Support Specialist	
Computer Lab Assistant	
*Nutrition Services Support	
*Warehouse Worker (Forklift Operators, Inventory Clerks, etc.)	
*Truck Driver	

*The billing rate will start at \$20.00.

Note: The hourly billing rate remains the same for each optional renewal period.

RFP #092023LW Staff Augmentation

**Please provide billing rates for all listed positions, for each year.
Additional positions can be added.**

Year 4:

Position Title	*Hourly Billing Rate
Teacher Type (Teachers, Counselors, Librarians, etc.)	
Education Assistant (PreK, Sped, SEA, General Ed.)	
In-School Suspension Assistant	
Bilingual Mentor	
Clerical (Admin & Financial)	
Classroom Monitor	
Campus Monitor	
Study Hall Monitor	
Behavioral Specialist	
Family Engagement Specialist	
Reset Assistant	
Education Support Specialist	
Computer Lab Assistant	
*Nutrition Services Support	
*Warehouse Worker (Forklift Operators, Inventory Clerks, etc.)	
*Truck Driver	

***The billing rate will start at \$20.00.
Note: The hourly billing rate remains the same for each optional renewal period.**

RFP #092023LW Staff Augmentation

Please provide billing rates for all listed positions, for each year.
Additional positions can be added.

Year 5:

Position Title	*Hourly Billing Rate
Teacher Type (Teachers, Counselors, Librarians, etc.)	
Education Assistant (PreK, Sped, SEA, General Ed.)	
In-School Suspension Assistant	
Bilingual Mentor	
Clerical (Admin & Financial)	
Classroom Monitor	
Campus Monitor	
Study Hall Monitor	
Behavioral Specialist	
Family Engagement Specialist	
Reset Assistant	
Education Support Specialist	
Computer Lab Assistant	
*Nutrition Services Support	
*Warehouse Worker (Forklift Operators, Inventory Clerks, etc.)	
*Truck Driver	

*The billing rate will start at \$20.00.

Note: The hourly billing rate remains the same for each optional renewal period.

APPENDIX J – JOB DESCRIPTION

RFP #092023LW Staff Augmentation

Job Title: Behavioral Specialist	Job Code: TBD
Reports To:	FLSA Status:
Pay Code: 13	EEO:

PURPOSE AND SCOPE:

The essential function of the position within the organization is to assist in the prevention and intervention of disruptive and at-risk behavior of students by facilitating behavioral services to students, families and educational staff. The position is responsible for coordinating diagnostic, education and therapeutic services; assisting teachers with classroom management skills; providing on-going and crisis counseling and assistance; maintaining records and reports as required, and performing related professional and administrative work as assigned. The position works independently, reporting major activities through periodic meetings. The position will support schools during a one (1) year pilot program.

ESSENTIAL FUNCTIONS: This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.

ESSENTIAL JOB FUNCTIONS:

1. Plans for the diagnostic, educational and therapeutic service needs of students with emotional/behavior disabilities.
2. Design, implement, monitor and follows up on behavioral intervention/prevention strategies.
3. Identifies and maintains cooperative working relationships with resources and agencies providing services and treatment for children with behavioral/mental health issues.
4. Provides professional development and assistance to teachers of students with emotional/behavioral disabilities in order to strengthen classroom management ability, including but not limited to teaching positive behavior support and verbal de-escalation skills, providing education in mental health issues and medical management issues; collaborates with specialists in other areas to provide comprehensive assistance to teachers and staff members.
5. Observes and reports on classroom management style of teachers and appropriateness of activities provided to ensure provision of a safe and emotionally supportive environment.
6. Facilitates planning meetings of involved teachers, social workers and clinicians as needed. Observes students within the parameters of the classroom/school environment that have been referred because of disruptive or unusual behavior; suggests environmental changes for teachers to institute and implements interventions for students as needed.
7. Responds to crisis situations in a safe and caring manner.

8. Gathers information/data to support periodic and special reports documenting activities for areas of responsibility.
9. Performs clerical/administrative tasks such as preparing reports and correspondence, entering and retrieving computer data, sending and receiving faxes, answering the telephone.
10. Attends or conducts staff or other professional meetings to exchange information; attends professional classes, workshops or conferences to improve professional skills and maintain certifications as required.
11. Works collaboratively with the administration and in-school suspension teachers at the schools participating in the pilot program.
12. Performs other duties as assigned or directed.

MINIMUM QUALIFICATIONS:

Requires education or training equivalent to a bachelor’s degree in school psychology, psychology, social work or other related field. Also requires two years of experience.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: Requires a valid state driver's license.

(PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED).

Degree Equivalency Formula:

Bachelor’s Degree= 4 years plus required years of experience.

Master’s Degree= 2 years plus required years of experience. Where Master’s degrees are required, years for Bachelor’s Degrees must be included.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.
- Persuades or influences others in favor of a service, course of action, or point of view.
- Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.
- Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.
- COMMUNICATIONS REQUIREMENTS: Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.
- Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
- Makes decisions with moderately serious impact that could affect work unit as well as other units or citizens.

- Handles equipment or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.
- Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

SCS is an Equal Opportunity Employer. SCS provides reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Job Description Approval:

Chief

Date

Compensation Manager

Date

SCS does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex (including pregnancy), sexual orientation, gender identity, genetics, or age (40 or older).

APPENDIX J – JOB DESCRIPTION, continued

RFP #092023LW Staff Augmentation

Job Title: Education Assistant	Job Code:
Reports To: Principal	FLSA Status: Non-Exempt
Pay Code: 8	EEO: Administrative Support

PURPOSE AND SCOPE: Perform specialized work by assisting school teachers in instructing and supervising the activities of students to provide a well-organized, smoothly functioning classroom environment. The position is responsible for assisting assigned teachers in preparing instructional materials, preparing classrooms for activities, supervising and assisting children in the classroom and in other areas of the school, reinforcing classroom lessons, and providing other assistance as requested; incumbents may be responsible for providing assistance to special needs students or coordinating special projects and programs as assigned. The position works under direct supervision according to set procedures.

ESSENTIAL FUNCTIONS: This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.

ESSENTIAL JOB FINCTIONS:

1. Provides assistance to assigned teachers in maintaining a well-organized, smoothly functioning classroom for the benefit of both teachers and students.
2. Assists students with exercises and class activities; concentrates efforts with small groups of students and individuals as necessary.
3. Compiles, prepares and organizes materials and classroom for instruction and classroom activities.
4. Assists in cleaning and storing of materials after completion of activities.
5. Reinforces all knowledge and skills taught by the classroom teacher.
6. Assists teacher by maintaining student records, recording daily attendance, grading assignments, administering standardized tests, recording and/or analyzing test. scores/grades, substituting as needed, setting up special projects, escorting children to other areas of the school, monitoring student behavior, running errands.
7. Collects and receipts monies for monthly activity fees, school fees, school pictures, and/or meal fees.

8. Supervises and assists students when unloading and loading buses, in the halls, on field trips, during testing, during lunch, during computer lab, and on school grounds.
9. May assist students with special needs and/or in need of special attention; provides assistance with daily living routines, skills and concepts including personal hygiene, toileting, dressing, self-feeding; may assist with physical health programs including physical therapy and adjusting special/adaptive equipment for student use; lifts or assists students in and out of special needs equipment as necessary.
10. Assists in establishing and implementing behavioral objectives. Models appropriate social and play skills; observes students' behavior and notifies teacher and/or school nurse of behavioral changes as appropriate; redirects behavior if possible; may work with individual students to help them adjust behaviorally and academically into mainstream classroom and social situations.
11. May coordinate and/or participate in special programs or projects as assigned.
12. Receives and responds to inquiries from parents and others; assists in preparing notes and placing phone calls to parents as necessary.
13. Attends staff meetings as required; participates in in-service training programs; keeps abreast of developments in areas of assignment.
14. Performs routine clerical tasks as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, preparing notices and newsletters, receiving and responding to e-mails.
15. Performs other related duties as assigned or directed.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with an Associate's degree, or two (2) years of college (minimum of 48 semester hours) from an, or a passing score on the ParaPro Assessment Test and one (1) year of experience working with children in an educational setting preferred. Must possess or be able to obtain certification in CPR and First Aid.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of child growth and development, instructional procedures and practices applicable to assignment, instructional goals and policies of the District
- Knowledge of subject matter reinforcement practices of the classes to which assigned
- Ability to implement teachers' instructional plans in assigned field
- Ability to work effectively with children, young adults, and faculty members;

- Ability to assist with the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior
- Ability to follow written and oral instructions and to perform all required task
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (Ada) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

SCS is an Equal Opportunity Employer. SCS provides reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Job Description Approval:

Chief of Academics

Date

Compensation Senior Manager

Date

SCS does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex (including pregnancy), sexual orientation, gender identity, genetics, or age (40 or older).

APPENDIX J – JOB DESCRIPTION, continued

RFP #092023LW Staff Augmentation

Job Title: Educational Support Professional	Job Code: TBD
Reports To:	FLSA Status: Exempt
Pay Code: 13	EEO:

PURPOSE AND SCOPE:

The Education Support Professional, as a teacher candidate, will perform specialized work to co-facilitate learning with varied modes of blended instruction. Under direct mentorship, the Education Support Professional supports with and carries out instruction designed by the teacher of record. The ESP plays a pivotal role and is directly involved with assisting the teacher to achieve student success. This may include targeted work with individual students and small groups, monitoring and documenting student progress, and regular communication with the classroom teacher regarding instruction and other learning resources.

ESSENTIAL FUNCTIONS: This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.

ESSENTIAL JOB FUNCTIONS:

1. Supports students with learning skills introduced by the teacher.
2. Educational Support Professional will solo teach to gain classroom leadership skills and hands-on student interaction.
3. Supports with the development of lesson plans, instructional materials, and other learning activities with the assigned classroom teacher.
4. Develops and issues education content including notes, tests, and assignments.
5. Provides instructional support to students in varied classroom settings (i.e., whole group, small group, and individual).
6. Provides additional support, as needed, to enhance student achievement through co-teaching and reinforcement of learning concepts in the classroom environment.
7. Works to encourage more collaboration and creativity from a student perspective by emphasizing teaching strategies in a smaller, more controlled setting.
8. Assists the teacher with maintaining a well-organized, smoothly functioning learning environment.
9. Monitors student progress, collect and document appropriate academic and/or behavioral data; observes assignments and tests data to take advantage of opportunities to reteach and reinforce when misunderstandings of content are detected.
10. Prepares and distributes progress reports.

11. Attends all required professional learning sessions associated with the classes/content areas served to build specialized knowledge.
12. Participates in district provided job related training, staff meetings, in-service, and other professional development sessions as required by the District.
13. Services as key contact and liaison for parent/community involvement in the instructional progress.
14. In collaboration with the classroom teacher, provide general supervision of students while in the classroom or other district premises.
15. Performs other related duties, as assigned, for the purpose of supporting student academic achievement.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor’s degree. Ability to obtain PRAXIS certification within specified time frame (1 year).

One (1) year of experience working with children in an educational setting preferred.

Must possess or be able to obtain certification in CPR and First Aid.

(PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED)

Degree Equivalency Formula:

Bachelor’s Degree= 4 years plus required years of experience.

Master’s Degree=6 years plus required years of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of child growth and development, instructional procedures and practices applicable to assignment, instructional goals and policies of the District
- Knowledge of content and instructional practices to reinforce skills.
- Skills to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Ability to motivate and develop the interest of children.
- Ability to implement teachers' instructional plans in assigned field.
- Ability to work collaboratively and effectively with children, young adults, and faculty members.
- Ability to assist with the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior.
- Ability to adapt to changing work priorities and maintain confidentiality.
- Ability to follow school board policy, school rules and regulations as well as written and oral instructions and to perform all required task.

- Ability to communicate effectively, both orally and in writing in order to model good reading, writing and speaking skills for students.
- Behavioral analysis and cognitive recognition abilities for anticipating and addressing potential interactions or issues.
- Caring and compassionate attitude when interacting with and caring for children.
- Strong verbal communication and listening skills to converse with children, fellow professional caregivers and parents or guardians.
- Excellent patience and stamina for keeping up with the demands of children of all ages.
- Advanced multitasking and organizational skills to handle multiple children at a time.
- Strong understanding of stages of childhood development.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

MSCS is an Equal Opportunity Employer. MSCS provides reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Job description Approval:

Department Representative

Date

Human Resource Representative

Date

APPENDIX J – JOB DESCRIPTION, continued

RFP #092023LW Staff Augmentation

Job Title: Specialist, Family Engagement	Job Code:
Reports To: Director, Family and School Engagement	FLSA Status: Exempt
Pay Code: 13	EEO: 12

PURPOSE AND SCOPE: The Division of Family and Community Engagement is designed to build effective partnerships among families, schools and community stakeholders to support student learning. This is done by coordinating, planning, and implementing support programs and services within the District and the community to ensure the academic and social success of students.

ESSENTIAL FUNCTIONS: This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.

ESSENTIAL JOB FUNCTIONS:

1. Provide training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
2. Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
3. Develops and implements ongoing engagement programming for parents and collaborate with managers and specialists in the department on an ongoing basis to determine the needs of schools and available resources.
4. Coordinates initiatives for families and community partners while working collaboratively with colleagues to ensure coherence between the school-based (family/student) engagement work, the community engagement work, and other engagement initiatives.
5. Supports schools to build their capacity to develop and foster productive partnerships that facilitate positive family, schools and community relationships with the Division of Family and Community Engagement.

6. Participates in regular reviews of district policies and research on best practices related to family, community and student engagement.
7. Supports the development and implement an integrated family and schools plan to build the capacity of families and community partners to support improvements to student outcome; Coordinate with District staff to ensure alignment with academic priorities.
8. Performs other related family engagement duties as requested.

MINIMUM QUALIFICATIONS: Bachelor’s Degree from an accredited college or university in Education, Policy Studies, Communications, or other related fields plus five (5) years of related work experience. Proven successful experience working in a school setting preferred.

Degree Equivalency Formula:

Bachelor’s Degree= 4 years plus required years of experience.

Master’s Degree= 2 years plus required years of experience. Where Master’s degrees are required, years for Bachelor’s Degrees must be included.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong analytic and problem-solving skills, with the ability to swiftly and accurately understand complex data and perform analysis
- Skill in developing data-supported solutions and using fact-based logic; ability to translate complex analysis in easy-to-understand manner and present to a broad audience
- Strong written and verbal communication skills
- Outstanding leadership skills and ability to build high-performing teams through both recruitment and selection and professional development
- Demonstrate high levels of cultural proficiency and self-awareness and the ability to build relationships and maintain strong community collaborations within and across diverse communities
- Ability to tackle the operational challenges of the merged school district in a complex, changing political and educational environment
- Ability to manage daily administrative tasks without losing sight of long-term goals and planning

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment; must be able to use hands and fingers for sign language.

Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The district is an Equal Opportunity Employer. ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Chief

Date

The district does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex, genetics, or age.

APPENDIX J – JOB DESCRIPTION, continued

RFP #092023LW Staff Augmentation

Job Title: Family Engagement Specialist	Job Code: 10265
Reports To: Principal	FLSA Status: Exempt
Pay Code: 11	EEO: 12

PURPOSE AND SCOPE Coordinates, plans, and implements support programs and services within the District and the community to ensure the academic and social success of students.

ESSENTIAL FUNCTIONS: This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job element.

ESSENTIAL JOB FUNCTIONS:

1. Consults and collaborates with teachers, staff, counselors, parents/guardians, and others to assist students and families in achieving optimal academic and social success.
2. Serves as an advocate for students and families and as a liaison between families and appropriate agencies which can provide services to those in need of additional assistance.
3. Assesses the need for professional intervention services, including psychological, social, or medical services, and makes the appropriate referrals
4. Seeks and secures available resources within the community that will meet the needs of students and families.
5. Assists District administrators in evaluating the effectiveness in increasing parent participation and identifies barriers to parent participation such as low income, disabilities, limited literacy, language, cultural, or ethnic considerations.
6. Plans, coordinates, and implements programs and services for parents and students designed to support Title I and No Child Left Behind (NCLB) initiatives.
7. Plans and presents meetings, training, and workshops for parents to inform them of Title I/NCLB goals and objectives, policies and procedures, programs, and services.
8. Monitors budget expenditures and prepares related reports as required.
9. Provides parents with resources to help them better meet the educational and social needs of students: assesses need for professional intervention services, including psychological, social or medical services, and makes appropriate referrals; provides family, life and job interview skills training as a means to Shelby County Schools Position Description Position Title Mon/Year enhance opportunities for families; provides resources to parents who are in need of housing, food and clothing.
10. Counsels students and parents in coping with everyday living, maintaining healthy lifestyles and developing positive relationship skills.
11. Helps parents become more engaged in the academic and social education of their children; provides information to parents about their children's classes, standardized test requirements, school-related activities, and opportunities.

12. Identifies opportunities for and encourages parents' participation as volunteers at their children's school(s).
13. Seeks and secures commitments of community support and resources for parents; promotes programs through presentations and the preparation and dissemination of informational fliers and other materials.
14. Tracks and documents student grades and attendance; reports unexcused absences and grade failures to parents.
15. Conducts surveys and interviews program participants to evaluate effectiveness.
16. Prepares and submits accurate and complete documentation of all assigned cases.
17. Receives and responds to inquiries, concerns, and complaints in areas of responsibility.
18. Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying, and filing documents, answering the telephone, sending, and receiving faxes and e-mails, entering, and retrieving computer data.
19. Attends training, conferences, and workshops as appropriate to enhance job knowledge and skills.
20. Performs other related duties as assigned or directed.

MINIMUM QUALIFICATIONS: Graduation from and accredited college or university with a Bachelor's degree or equivalent and One (1) year of related experience. **(PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED).**

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree= 2 years plus required years of experience. Where Master's degrees are required, years for Bachelor's Degrees must be included

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience in counseling, guiding, leading, coordinating and listening to student and parent.
- Ability to work under stress and respond to emergencies.
- Knowledge of human behavior principles, community resources, and policies.
- Experience in encouraging, supervising, negotiating and consulting.
- Experience in reconciling, teacher and instructor, students and parents.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment; must be able to use hands and fingers

Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

SCS is an Equal Opportunity Employer. SCS provides reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Job description Approval:

Chief

Date

Compensation Manager

Date

SCS does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap