

THURGOOD MARSHALL ACADEMY PUBLIC CHARTER HIGH SCHOOL

REQUEST FOR PROPOSALS

Substitute Teacher & Aide Temporary Staffing Agencies

Proposal Guidelines

Thurgood Marshall Academy—a nonprofit, college-preparatory, public charter high school in Washington, DC—seeks temporary staffing agencies to provide substitute teachers and/or special education aides.

Ideal vendors will be able to provide, but are not limited to, the following services:

- Vendor will supply substitute teachers to cover full classrooms (approximately 15-25 students) for full or partial academic day, as necessary.
- Vendor should be able to provide an average of 1-3 substitute teachers per day.
- School may request coverage for vacancies known in advance or same-day coverage for same day vacancies (sick calls).
- Vendor will provide an easy to use and efficient system for requesting coverage for both same-day and advance requests.
- If requests are made in advance, vendor will provide the school with the names of substitute teacher at least one business day in advance of the date requested.
- For same day requests, vendor will provide the school with the names of substitute teachers as soon as they are known.
- Vendor will source candidates and complete background checks. Copies of background checks will be made available upon request.
- Vendor is responsible for ensuring all substitute teachers provided have a current negative TB test on file. Copies of negative test results will be made available upon request.

Submission & Notes

Bid & Contract:

Vendors should provide a bid including the following:

- Description of company, qualifications, and its “value added”/”competitive edge”
- Contact information for three client references
- Agreement including all of the following
 - **Non-exclusive agreement** (the school may choose to work with multiple agencies)
 - Clear statement of all fees
 - Provision that workers assigned by the agency to the school are employees or agents of the staffing agency, not employees or agents of the school
 - Provision that the agreement may be renewed or amended upon written agreement of the parties
 - Termination provisions
 - Any other terms and conditions

General Conditions:

By submitting a bid, vendors agree to the school's General Conditions statement, attached below.

This bid is open solely to staffing agencies. Individuals interested in working for Thurgood Marshall Academy should not respond to the bid but may review other notices (if any) posted on the **Employment Opportunities** page on the About tab of www.thurgoodmarshallacademy.org.

Further Information:

For further information regarding the RFP contact **David Schlossman, 202-276-4722, dschlossman@tmapchs.org**. (Note that bidders may be referred to other school staff for information.)

Further information about Thurgood Marshall Academy—including our nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org

Extension Notices:

Amendments to or extension of the RFP, if any, will be posted exclusively on the **Employment Opportunities** page under the About tab of www.thurgoodmarshallacademy.org.

Deadline & Submission:

Submit proposals responsive to this full RFP—including signed contract—no later than **Thursday, July 27, 2017**, via email to dschlossman@tmapchs.org.

Attachments must total less than 5 MB.

A General Conditions Statement regarding Proposals

The following general conditions apply to all RFPs issued by Thurgood Marshall Academy, whether published publicly or circulated only to invited bidders. The conditions also apply to any proposal made by a vendor to Thurgood Marshall Academy independent of an RFP process, whether provided “cold” by a vendor or requested by Thurgood Marshall Academy. By submitting any proposal of any kind, vendors agree to these conditions.

Acceptance of a proposal neither commits Thurgood Marshall Academy to award a contract to any vendor, even if all requirements stated in the RFP are met, nor limits the school management’s rights to negotiate in Thurgood Marshall Academy’s best interests. School management reserves the right to contract with a vendor for reasons other than the lowest price. The pricing, terms, and conditions offered in any vendor’s response to any RFP must remain valid for 90 days from the date the proposal is delivered. Expenses incurred in the preparation of proposals in response to any RFP and any follow-up information provided is the vendor's sole responsibility. Except in cases in which the school has published an RFP or related information, any information contained in any RFP or released in relation to any RFP is confidential and may not be disclosed without the express written permission of Thurgood Marshall Academy. All RFPs and all information released by Thurgood Marshall Academy or its agents related to RFPs, whether published publicly or circulated by invitation, constitute the intellectual property of Thurgood Marshall Academy and may not be reproduced without express written permission. Only managers—generally the Executive Director—and Trustees may obligate the school to a contract.

Conflicts of Interest:

Vendor must disclose in proposal any potential conflicts of interest presented by the project.

CBE Registration (optional/a plus):

Contractors may submit their registration number as a DC Community Business Enterprise (“CBE”) if registered with the DC Department of Small & Local Business Development. Such registration will be a factor—but not necessarily a sole or determining factor—in the school’s consideration of bids.

Non-debarment:

By submitting a bid, contractors affirm that they (and lessors/subcontractors, if any) are not an excluded party by or disbarred from doing business with or accepting funds from either the U.S. federal government or the government of the District of Columbia.

RFP Amendments:

Unless otherwise indicated, amendments and extensions of RFPs—if any—will be published exclusively on the school website— www.thurgoodmarshallacademy.org (with e-mail notice to bidders who have already submitted proposals including e-mail addresses).

END OF RFP