MADISON
PUBLIC SCHOOLS
Mark Schwarz, *Superintendent*

359 Woodland Road
Madison, NJ 07940
(973) 593-3101

REQUEST FOR PROPOSALS (RFP)
SUPPORT STAFFING SERVICES

Evaluation & Recommendation

Background

Madison Public Schools (the "District") sought to hire a firm to manage and employ per diem and long-term teacher assistants. Recruiting and managing teacher assistants has previously been handled internally but the district is seeking assistance and industry expertise from a third party to meet these needs.

Procurement Method

Pursuant to 18A:18A-1 et seq. and 40A:11-4.5, the Business Administrator received permission from the Department of Local Government Services to utilize Competitive Contracting for the hiring of Substitute Teacher and Support Staffing Services. As a result, this procurement action was a Request for Proposal (RFP), and the District will award the contract to the firm whose proposal is determined to be the most advantageous based upon the Evaluation Criteria.

Request For Proposals (RFP)

The Paraprofessional Staffing Services RFP was advertised on July 2, 2019 and two (2) potential firms received and reviewed the Specifications.

Proposal Opening

Two (2) proposals were submitted and opened on July 16, 2019 with the following results:

Firm	Percentage Markup on District Rates of Pay
ESS	28.5%
Insight Workforce Solutions ("Insight")	28%

RFP Evaluation Method

In accordance with the methodology contained in both 18A:18A-4.4b and within the RFP, a score sheet was used for all prospective service providers (see below). The proposals were evaluated on five (5) criteria weighted on importance to the District and as approved by the Department of Local Government Services. The points awarded ranged from 1 to 5, with 5 being the highest score and 1 being the lowest.

CATEGORY EVALUATED	Points (1 to 5)	Weight Factor	Total
A. Financial Proposal		25%	
B. Management Services		20%	
C. Company Details and References		20%	
D. Technical Elements		20%	
E. Start Up/Transition Plan		10%	
	TOTAL SCORE		

Evaluation Committee

The Evaluation Committee comprised three (3) staff members, including the Acting School Business Administrator; the Director of Human Resources; and the Confidential Secretary to Human

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Resources/Curriculum & Instruction. The Committee evaluated the proposals based on compliance with the RFP and the five categories enumerated above. The District's legal counsel also reviewed proposals for compliance with all specifications and public school contract law.

Evaluation of Proposals

On July 30, 2019, the Evaluation Committee reviewed the two proposals submitted and completed the scoring sheet. As per the RFP Specifications, a total score was derived using the points awarded by the evaluators multiplied by a weighting factor. While each proposal shared insight into the management of Teacher Assistant staffing services for the District, the committee felt that the proposal by ESS best met the needs of the district.

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

1. ESS - The financial proposal scored a four and all other categories on the rubric scored a five. The proposal demonstrated industry experience, currently providing services to approximately 102 school districts in New Jersey. The proposal offered an education focused management solution to include recruiting, localized management, staff training, and payroll management. Their extensive experience, demonstrated strength in all aspects of the required specifications, and presence in similar and nearby districts, set their proposal above the others. The review of legal counsel found the proposal to be compliant with respect to the RFP and NJ Public Contract Law.

CATEGORY EVALUATED	Points (1 to 5)	Weight Factor	Total
A. Financial Proposal	4	25%	1
B. Management Services	5	20%	1
C. Company Details and References	5	20%	1
D. Technical Elements	5	25%	1.25
E. Start Up/Transition Plan	5	10%	.5
	TOTAL SCORE		4.75

2. Insight Workforce Solutions - The financial proposal, management services and company details and references each scored a four. The two remaining categories on the rubric scored a five. The proposal demonstrated industry experience, providing services to approximately 45 school districts in New Jersey. Their proposal offered an education-focused management solution to include recruiting, localized management, staff training, and payroll management. Their experience, demonstrated strength in the required specifications, and presence in other districts, set their proposal as a viable option. The review of legal counsel found the proposal to be compliant with respect to the RFP and NJ Public Contract Law.

CATEGORY EVALUATED	Points (1 to 5)	Weight Factor	Total
A. Financial Proposal	4	25%	1
B. Management Services	4	20%	.80
C. Company Details and References	4	20%	.80
D. Technical Elements	5	25%	1.25
E. Start Up/Transition Plan	5	10%	.5

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TOTAL SCORE	4.35

Recommendation

The Evaluation Committee recommends that the Board of Education approve ESS to provide Teacher Assistant Staffing Services for the Madison Public School District. Each company has industry experience and were in compliance with the RFP and New Jersey public contract law. Of the two qualifying respondents, ESS had the highest overall score of 4.75.