



MAGNOLIA PUBLIC SCHOOLS

REQUESTS FOR PROPOSALS for SUBSTITUTE TEACHER SERVICES FOR 2016-17

Magnolia Public Schools (MPS) is seeking for Substitute Teacher Provision Services for its schools in Los Angeles, Santa Ana and San Diego Locations with below addresses. Interested parties are required to specify if they are interested in all of MPS schools across State of California or select locations below.

Magnolia Science Academy-1, Enrollment: 540

18238 Sherman Way, Reseda, CA 91335

Magnolia Science Academy-2, Enrollment: 485

17125 Victory Blvd, Van Nuys CA 91406

Magnolia Science Academy-3, Enrollment: 450

1254 East Helmick St., Carson CA 90746

Magnolia Science Academy-4, Enrollment: 190

11330 West Graham Place, Los Angeles CA 90064

Magnolia Science Academy-5, Enrollment: 200

18230 Kittridge St, Reseda CA 91335

Magnolia Science Academy-6, Enrollment: 186

3754 Dunn Drive, Los Angeles, CA 90034

Magnolia Science Academy-7, Enrollment: 300

18355 Roscoe Blvd, Northridge, CA 91324

Magnolia Science Academy-8, Enrollment: 500

6411 Orchard Ave., Bell, CA 90201

Magnolia Science Academy Santa Ana, Enrollment: 500

2840 West 1 Street, Santa Ana, CA 92703

Magnolia Science Academy San Diego, Enrollment: 450

6365 Lake Atlin Ave., San Diego, CA 92119

SUBSTITUTE TEACHER STAFFING SERVICES

Scope of Services:

The MPS desires to appoint firm(s) which will be responsible for providing substitute teachers and paraprofessionals to fill positions on an as-needed basis at the request of the school sites.

Mandatory Minimum Qualifications:

1. Description of Company background. Company should have at least five (2) years of experience providing substitute teacher services to public school districts or Charter Management Organizations.
2. Listing of all clients for each of the last two years. Company should demonstrate experience with Pre K - 12 schools of similar size to MPS. Approximate student enrollment is provided above next to each school's name and address.
3. References from current and previous clients listed in item 2.
4. Describe your proposed fee structure.
 - a. If flat fee then
 - i. provide the fee for 1 teacher per 1 day
 - ii. 1 teacher per 1 hour
 - iii. Fee for charge for additional extra hours over 8 hours a day, if needed
 - b. If you propose a different fee structure then please detail cost projections scenarios for the following assumed daily staffing need:
 - i. Average of 25 substitutes/day

- ii. Average of 50 substitutes/day
 - iii. Average of 75 substitutes/day
- 5. Information detailing successful coverage/fill rates.
- 6. Provide a description of the process of hiring, credentialing, training, disciplining and evaluating employees. Please be specific on how they are trained and what training occurs. In this item please be specific about how you abide with the DOJ, TB, and credential clearance requirements of California Department of Education, Los Angeles Unified School District, Santa Ana Unified School District, and San Diego Unified School District.
- 7. Description of services that distinguish your company from the competition.
- 8. Describe your personnel management system that will facilitate the service provided. Please be specific about how schools will reach out to your company and the time span you respond to the requests of each school.
- 9. Provide a guarantee of filling a percentage of outages per day.
- 10. Provide a monthly detailed invoice.
- 11. Provide an agreement for the cancelation of contract if MPS is dissatisfied with service at any time with adequate notice given to the Company.

All statements of proposals for professional service contracts shall include at a minimum the following information.

- 1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - A. Identify the person who will be primarily responsible for the call-in, Human Resources and billing services
 - B. Identify persons who will serve as back up to the primary person including resumes of all parties.
- 2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services

Evaluation of Proposals:

The MPS intends to award a professional services contract for the defined scope of work under the Fair and Open Process. The proposals will be evaluated by THE EVALUATION COMMITTEE (see

below) and will be presented to the Board of Director of MPS. The committee will use the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations.
- Experience of the firm in providing similar services to other public bodies
- Qualifications and experience of the company responding to the RFP per market investigation and references.
- Qualifications and experience of the primary and secondary response teams of the company responding to the RFP.
- The hourly/daily rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the professionals.

Any questions regarding this Request for Proposals should be directed to Mr. Suat Acar, sacar@magnoliapublicschools.org no later than July 6th, 2016 COB.

Please submit two (2) copies of the proposal to:

Attn. Suat Acar

Magnolia Public Schools

250 East 1st St, Suite 1500

Los Angeles, CA 90012

Interested parties may email the RFPs as soft copy pdf file to:

Mr. Suat Acar, Regional Director of MPS North

sacar@magnoliapublicschools.org

All RFP's must be received at the MPS Administrative Office address stated above by **10:00 a.m. on Wednesday, July 13, 2016.**

RFP REVIEWING COMMITTEE

- 1- Mr. Suat Acar, Regional Director MPS North (MSA 1 through 8)
- 2- Mr. Erdinc Acar, Regional Director, MPS South (MSA Santa Ana and MSA San Diego)
- 3- Mrs. Kelly Hourigan, Chief Operations Officer MPS

THE TIMELINE FOR RFP FOR MPS SUBSTITUTE TEACHER SERVICES

- 1- **July 1, 2016** RFP Posted on MPS Website at www.magnoliapublicschools.org
- 2- **July 6, 2016 COB** Deadline to submit questions to Mr. Suat Acar regarding the RFP
- 3- **July 13, 2016 10am** Deadline for MPS to receive RFP responses from interested companies/vendors
- 4- **July 14, 2016** Award Decision to be during MPS Regular Board Meeting