



**Pima County Community Services, Employment and Training (CSET)
Pima Vocational High School**

REQUEST FOR PROPOSAL (RFP)

RFP Title: Substitute Teaching

RFP No.: RFP-CSET-PVHS-2018-05

Program Year: 2018- 2022

RFP Issue Date: Thursday, January 25th, 2018, 10 a.m. Mountain Standard Time (MST)

RFP Available for Pick Up: Pima Vocational High School, 175 W. Irvington, Tucson, AZ 85714

RFP Available Online: RFP Available Online:
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> and at
<http://webcms.pima.gov/government/procurement/>

Proposal Drop Off Location: Pima Vocational High School
ATTN: Michele Ray
175 W. Irvington
Tucson, AZ 85714

Publish Date: Thursday, January 25th, 2018, Daily Territorial and at
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

RFP Contact: Michele Ray at 520-724-9737 michele.ray@pima.gov

QUESTIONS may be sent to michele.ray@pima.gov. All questions and answers will be posted at the above website. The last day that questions will be accepted is Wednesday, February 7, 2018, 3 p.m., MST.

A **TECHNICAL ASSISTANCE SESSION** will be held for the purpose of clarifying requirements, answering prospective respondent questions and provide any updated information. Any changes to the RFP, as well as all questions and answers, will be posted on the CSET website referenced above. It is the responsibility of prospective respondents to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional, but encouraged.

Technical Assistance Session: Friday, February 2, 2018, 3 p.m., MST
Pima Vocational High School
175 W. Irvington
Tucson, AZ 85714

Proposal Deadline: Friday, February 9, 2018, 12 p.m., MST

Opening of Proposals: Friday, February 9, 2018, 12:15 p.m., MST

Contract Recommendations: Friday, March 2, 2018

I. SOLICITATION

In accordance with Pima County Board of Supervisors Policy (“Selection and Contracting of Professional Services”), Pima Vocational High School within Pima County Community Services, Employment and Training (CSET) is requesting proposals from Respondents who are qualified, responsible, and willing to provide fee for services in compliance with all specifications and requirements contained in the Request for Proposal (RFP). Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. County reserves the right to extend contracts for up to four (4) one-year periods.

The RFP may be picked up between 10 a.m. and 4 p.m., Monday through Friday, at the Pima Vocational High School, 175 W. Irvington, Tucson, Arizona, starting at 10 a.m. on Thursday, January 25, 2018. Please call (520) 724–9745 for access to the building. You may download a copy of this RFP at <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

II. INTRODUCTION

Pima Vocational High School within Pima County CSET is requesting a qualified vendor to provide substitute teaching services on an as-needed basis in the academic areas of Mathematics, English, Social Studies and Elective.

Proposals must be submitted in accordance with the RFP instructions. Failure to do so may be cause for the proposal to be rejected as non-responsive.

III. INSTRUCTIONS TO PROPOSERS

Proposers certify that they possess the following minimum qualifications and shall provide the requested documents that substantiate their satisfaction of the Minimum Qualifications. Failure to provide the information required by these Minimum Qualifications may be cause for the Proposer’s application to be rejected as *Non-Responsive*.

Provide documented and verifiable evidence that you or your firm satisfies the following Minimum Qualifications, and indicate which attachments are submitted.

Minimum Qualifications of the Proposer’s company:

- a. Applicant Articles of Incorporation, if applicable
- b. If Corporation, proof of up to date Corporate Commission records
- c. Auditor’s Letter from most recent Audit opinion, if applicable
- d. Agency Mission Statement
- e. List of Board of Directors, if applicable, showing sex, race/ethnicity, and other characteristics relevant to the proposed target population
- f. Area/s of Pima County where services will be offered
- g. Copies of certification documents

Submit Proposals in a sealed envelope addressed to Michele Ray, Pima Vocational High School, on or before the Proposal Deadline. The envelope should be clearly marked on the outside with the RFP number, title, due date, time and Proposer’s organization or first and last name. Please submit an original and four copies, size 12 font, Times Roman, three-hole punched and no staples.

Proposal Delivery Location: Pima Vocational High School

ATTN: Michele Ray
175 W. Irvington
Tucson, AZ 85714
Call (520) 724-9745 for access to building

IV. EVALUATION AND AWARD CRITERIA

A. Pima County shall evaluate quotes according to the following evaluation criteria:

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Scope of Work	30 points
Cost	20 points
Staff Credentials	20 points
Past Performance/Experience	30 points

TOTAL POSSIBLE POINTS 100 points

B. The RFP Review Committee will assign points to each quote submitted on the basis of the following evaluation criteria, unless otherwise indicated:

1. **Scope of Work (0 to 30 points)**

Provide a short narrative, (no more than three pages) which details timeliness of services offered and basic qualifications of all personnel.

2. **Cost (0 to 20 points)**

State the cost for one hour of delivered service, see Sample Budgets below. If you have negotiated a cost with another County agency or a state agency through a competitive process you may not state a higher cost here.

This annual contract funding will not exceed \$30,000 and this contract may be extended for up to four additional years.

Budget Narrative:

Briefly discuss any of the following listed in your Budget.

Personnel: Show salary and fringe benefits to be paid for one sample full-time equivalent staff who will delivery services. Include programmatic supervision and/or staff support costs, if any, by detailing the cost and FTE portion of supervision and staff support. For fringe benefits indicate the rate and amount of fringe benefits. Explain what expenses make up employee benefit costs.

Travel-mileage: Indicate the amount requested for staff travel. Pima County will not reimburse mileage costs in excess of the County-approved rate (as of 02/26/16 \$0.445/mile).

Equipment: Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of \$1,000 or more. Include a detailed description of equipment to be purchased with price information. Explain the purpose of the equipment as it relates to the proposed program.

Supplies: Include the cost of consumable supplies and materials to be used during the program period. Describe types of supply items to be purchased and justify the need for the items. All purchases should be made through competitive bid, state or local award or established purchasing procedures.

Communications: budgeted costs of phone use by the staff person.

Contractual: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. This category includes evaluation services and should include who will be performing the evaluation, the type of work to be performed and how the rates are determined.

Space: Break down the rates and percentages for this project for rent, utilities, security, janitorial.

Operating Costs: Operating costs may include direct charges for: financial, accounting, auditing, contracting or general legal services; internal evaluation, including overall organization’s management improvement costs; and general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. If you request an indirect cost discuss the costs the indirect rate is based on and show the percent and attach your letter.

Indicate your proposed hourly cost for each subsequent year should the contract be renewed:

Sample Budget

Contractor’s Office

Cost per Hour	2018-19	2019-20	2020-21	2021-22	2022-23

- _____ Personnel
- _____ Travel
- _____ Equipment
- _____ Supplies
- _____ Communications
- _____ Contractual
- _____ Other Operating costs

3. **Staff Credentials (0 to 20 points)**
Summarize the credentials of substitutes. Describe ongoing training and support. Attach a sample of credentials, certifications, and résumés of substitutes.
4. **Past Performance/Experience (0 to 30 points)**
Summarize the past performance and experience of substitutes.

V. SELECTION CRITERIA

Selection will be based primarily on the total score on the following rating criteria as determined by a committee of Pima County Community Services Employment and training staff and partners.

- A. Scope of Work (30 points)
- B. Cost (20 points)
- C. Staff Credentials (20 points)
- D. Quality of the discussion as to Past Performance and Experience (30 points)

E. SECTION 9: AWARD PROCESS

F. A. Selection of Proposers

Recommendations will be made by Pima County CSET/PVHS Division. Awards shall be made by either the Procurement Director or the Board of Supervisors in accordance with the Pima County Procurement Code. Pima County reserves the right:

1. To reject any or all offers, responses or proposals or to waive irregularities and informalities if it is deemed in the best interest of the COUNTY. Unless expressly agreed otherwise, resulting agreements are not exclusive, are for the sole convenience of COUNTY, and COUNTY reserves the right to obtain like goods or services from other sources.
2. To award on the basis of scoring points and other factors, including but not limited to such factors as delivery time, quality, uniformity of services, suitability for the intended task, and Proposer's ability to perform.
3. Award monies from the Federal, State and local programs to contractors receiving funding under this RFP.
4. Make no award.
5. To reject the response of any persons or corporations that have previously defaulted on any contract with Pima County or who have engaged in conduct that constitutes a cause for debarment or suspension as set forth in Pima County Code section 11.32.
6. Negotiate necessary adjustments in proposed funding levels and program activities in order to meet available budget.
7. Request a Best and Final Offer from Proposers as described in Section 10 of this RFP.
8. To re-advertise for proposals previously rejected.

VI. COUNTY MAY:

- A. Renew contract(s) for four (4) subsequent one-year periods if contractor's performance is good and County determines that it is in County's best interest to renew.
- B. Award monies from Pima County and other sources to contractors receiving funding.
- C. Accept or reject any or all of the applications received and to cancel in part or in its entirety this request if it is in the best interest of the County to do so.
- D. Make no award.
- E. Negotiate necessary adjustments in proposed costs and program activities in order to meet available funding.
- F. Utilize other federal, state and local agencies and qualified local educational agencies without a competitive procurement process.
- G. Request a Best and Final Offer from proposers.

VII. PROCUREMENT PROCESS

The Pima County procurement process complies with applicable State and Federal requirements. This RFP incorporates Pima County Standard Terms and Conditions. Contracts for funding awarded under this RFP shall be executed between the applicant and Pima County. Contracts shall be fee-for-service, "not-to-exceed" contracts or cost-reimbursement contracts.

COMPLIANCE WITH AGREEMENT:

County will execute an agreement with the successful Proposer by Issue of a contract. The Proposer agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the Proposer agrees that they

shall not provide goods or services in excess of the executed agreement items (services), item quantity, item amount, or agreement amount without prior written authorization by revision or change order properly executed by the County. Any items provided in excess of the quantity stated in the agreement shall be at the Proposer's own risk. Proposers shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the Pima Vocational High School Director within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

VIII. INSURANCE REQUIREMENTS

Revised 2/7/2017

Standard Insurance Language

Article 4 - Insurance

The Insurance Requirements herein are minimum requirements for this Contract and in no way limit, the indemnity covenants contained in this Contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII. Pima County in no way warrants that the minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

4.1 Minimum Scope and Limits of Insurance

Contractor shall procure and maintain, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. Pima County in no way warrants that the minimum insurance limits contained herein are sufficient to protect the Contractor from liabilities that arise out of the performance of the work under this Contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy the County's Insurance Requirements.

4.1.1 Commercial General Liability (CGL) – Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

4.1.2 Business Automobile Liability – Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract with a Combined Single Limit (CSL) of \$1,000,000 each accident.

4.1.3 Workers' Compensation (WC) and Employers' Liability - Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employer's Liability coverage- \$1,000,000 each accident and each person - disease.

Remove Box when copying requirements to specification form.

Sole Proprietor: The Workers' Compensation requirement shall not apply to a Contractor that is exempt under A.R.S. § 23-901, and when such Contractor executes the appropriate "Pima County Sole Proprietor/Independent Contractor Waiver Form".

4.1.4 Professional Liability (Errors and Omissions) Insurance – This insurance is required when the Professional Liability **or any other coverage is excluded** from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance policy shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

Remove Box when copying requirements to specification form. Examples of Professional Services requiring E&O insurance: Accounting, Architecture, Asbestos Design, Inspection or Abatement Contractors, Licensed Health Care Practitioners, Legal, Engineering, or Surveying Services. **Any IT related service or product including software requires Tech E&O and/or Network/Cyber (Privacy) Liability Insurance.(Contact Risk Management)**

IX. INQUIRIES & NOTICE OF RECOMMENDATION FOR AWARD (NORFA):

County will not provide results of this procurement in response to telephone inquiries. Interested parties may attend the public opening at the time and date stated in this solicitation. A tabulation of submittals will be on file at the Procurement Department. No oral interpretations or clarifications made to any respondent as to the meaning of any of the solicitation documents will be binding on Pima County. If a prospective respondent believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the respondent shall notify the Pima County Procurement department in writing identifying the solicitation number, page and paragraph number and clearly stating the issue and suggested solution prior to the date set for receipt of the bid or proposal. County will respond by written addendum sent to all known potential respondents. County may not answer issues that are not submitted within 8 days prior to the closing date and time of the solicitation.

“The Pima County protest procedures are in Chapter 11.20 of the Pima County Procurement Code, available through <http://www.pima.gov/cob/code/>. The five-day period to file a protest of the award will be measured from the date the Notice of Recommendation for Award is posted on the Pima County Procurement website at:

<http://www.pima.gov/procure/awards/> **without regard to whether individual notices were issued.** It is the responsibility of bidders, proposers and offerors to check the website”

RFP APPLICATION		
Legal name of the entity (or individual) submitting this application:		
Address:		
City:	State:	Zip Code:
Mailing Address if different from above:		
Telephone number:	Fax number:	
Name of contact person (for this application):		
E-mail address (for contact person):		
Legal Status of entity (individual, incorporated?)	Last Audit (date)	
Has this entity ever claimed bankruptcy?	When?	
Are you registered with Pima County as a vendor?	As MWBE?	(see below)
Optional Information: Pima County has a Minority Women Business Enterprise (MWBE) Program. Please provide information as appropriate.		
Are you a Women-Owned business?		
Minority-Owned Business?		
To the best of my knowledge and belief, all of the information in this application is true and correct. The document has been authorized by the governing body of the applicant and the applicant will comply with the attached assurances if funding is awarded.		
Typed name of President, Chief Executive Officer or Individual Applicant		
Authorized Signature of President or Chief Executive Officer	Date signed:	