



Union County Board of Board of Education

REQUEST FOR BIDS/PROPOSAL FOR:

RFP-27-005 Contracted Employee Services

Related NIGP Codes:

952-59

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1. GENERAL INFORMATION

1.1 Invitation

The Union County Board of Education ("District") is soliciting sealed proposals from qualified firms to provide Contracted Employee Services for designated District positions. The District seeks a contractor capable of recruiting, hiring, onboarding, employing, compensating, insuring, training, supporting, and retaining qualified personnel while maintaining high levels of service, accountability, compliance, and workforce continuity.

The successful proposer shall serve as the employer of record for personnel assigned under the resulting contract and shall work collaboratively with the District to support the educational mission, operational needs, and strategic priorities of the Union County School District.

The District reserves the right to reject any or all proposals, waive technicalities and informalities, and make such award as determined to be in the best interest of the District.

1.2 Purpose

The purpose of this Request for Proposals ("RFP") is to identify and select a qualified contractor to provide Contracted Employee Services for the Union County School District.

Through this procurement, the District seeks to establish a contractual relationship with a provider capable of delivering qualified personnel, maintaining workforce stability, supporting operational efficiency, and meeting the staffing needs of the District in a cost-effective and compliant manner.

The District intends to award a contract to the proposer whose proposal is determined to be most advantageous to the District, considering qualifications, experience, service capabilities, pricing, and other evaluation factors identified in this RFP.

1.3 Contract Opportunity

The District anticipates awarding a contract to a qualified contractor capable of providing Contracted Employee Services in accordance with the requirements of this RFP.

The resulting contract may include staffing services for substitute, temporary, seasonal, long-term, and permanent support personnel positions as identified herein. The District reserves the right to add, remove, modify, or reclassify positions during the term of the contract.

The selected contractor shall serve as the employer of record for assigned personnel and shall perform services in accordance with all applicable laws, regulations, District requirements, and contract provisions.

1.4 Scope of Procurement

This procurement is intended to provide staffing services for substitute, temporary, seasonal, and permanent support personnel positions, including those classifications identified within this RFP and any additional classifications that may be established during the term of the resulting contract.

2. DISTRICT BACKGROUND

2.1 District Overview

The Union County School District ("District") is a public Charter System located in Blairsville, Georgia, serving approximately 3,000 students in grades Pre-K through 12. The District operates multiple instructional and support facilities throughout the county.

2.2 District Operations

The District utilizes both District-employed and contracted personnel to support instructional, operational, custodial, nutritional, and administrative support functions.

2.3 Proposal Assumptions

Information contained within this RFP is provided solely for the purpose of assisting proposers in preparing responsive proposals. The District does not guarantee any minimum number of positions, assignments, hours worked, personnel utilized, or expenditures under any resulting contract. Actual staffing needs may vary based upon enrollment, program needs, operational requirements, funding availability, and other factors determined by the District.

3. CONTRACTED EMPLOYEE SERVICES REQUIREMENTS

3.1 General Scope

The District seeks a contractor that supports the District's commitment to student and staff safety, workforce stability, operational efficiency, accountability, and continuous improvement. The Contractor shall provide comprehensive contracted employee services to support the instructional, operational, custodial, nutritional, administrative, and other support needs of the District.

The Contractor shall serve as the employer of record for assigned personnel and shall be responsible for recruitment, hiring, onboarding, compensation administration, payroll processing, employment-related taxes, human resource administration, employee relations, personnel records management, and other employment-related responsibilities required to provide staffing services under this contract.

Services shall be provided in accordance with the requirements of this RFP and all applicable federal, state, and local laws, regulations, and requirements.

3.2 Staffing Flexibility

The District may request substitute, temporary, seasonal, long-term, or permanent personnel as operational needs require. Additionally, the District reserves the right to increase, decrease, add, remove, modify, consolidate, or reclassify positions during the term of the contract.

3.3 Staffing Requests

The Contractor shall respond to staffing requests in a timely manner and shall make reasonable efforts to provide qualified personnel to meet District needs. The Contractor shall maintain sufficient staffing resources and recruitment efforts to support routine, short-notice, and emergency staffing requests.

3.4 Existing Personnel

The District, in order to provide ongoing operational success through/with current contracted personnel, expects the awarded Contractor to hire, transition, and onboard the current contracted personnel for continued employment within their respective role under any resulting contract, provided such personnel satisfy the Contractor's employment requirements, applicable laws and regulations, and the District's performance expectations and requirements.

3.5 Employer Responsibilities

As the employer of record, the Contractor shall be responsible for:

- a. Recruitment and hiring;
- b. Employee onboarding;
- c. Payroll administration;
- d. Tax withholding and reporting;
- e. Workers' compensation administration;
- f. Unemployment insurance obligations;
- g. Health Insurance
- h. Personnel records management;
- i. Employee relations;
- j. Benefits administration, if applicable; and
- k. Other employment-related responsibilities required by law or contract.

3.6 District Operational Authority

The District shall retain authority regarding:

- a. Work assignments;
- b. Work locations;
- c. Work schedules;
- d. Daily supervision;
- e. Operational expectations;
- f. Performance evaluations; and
- g. Determinations regarding the suitability of assigned personnel to work within the District.

The Contractor shall cooperate with the District regarding personnel assignments, performance concerns, corrective actions, and reassignment requests.

3.7 Future Services and Classifications

The District reserves the right to establish new employee classifications or request additional staffing services during the term of the contract. Compensation and service requirements for such classifications shall be negotiated and approved in writing by the parties.

4. EMPLOYEE CLASSIFICATIONS AND COVERED POSITIONS

4.1 Covered Positions

The Contractor shall be capable of providing personnel for positions identified by the District during the term of the contract. Covered positions may include substitute, temporary, seasonal, long-term, and permanent assignments.

4.2 Anticipated Employee Classifications

Employee classifications anticipated under this contract are identified in Appendix A, Employee Classification Schedule. The District reserves the right to utilize all, some, or none of the classifications identified in Appendix A.

4.3 Position Requirements

Personnel assigned under this contract shall possess the qualifications, certifications, training, experience, and other requirements applicable to the position assigned.

Specific qualification requirements may vary by position and shall be determined by applicable law, regulation, District requirements, and position responsibilities.

4.4 No Guarantee of Utilization

The District does not guarantee the utilization of any specific classification, number of positions, number of employees, hours worked, assignments, or expenditures under any resulting contract. Actual staffing needs may vary throughout the term of the contract.

5. RECRUITMENT, HIRING, AND RETENTION REQUIREMENTS

5.1 Recruitment Program

The Contractor shall maintain an active recruitment program designed to attract and retain qualified personnel for all covered classifications. The recruitment program shall be sufficient to support the staffing needs of the District throughout the term of the contract.

5.2 Recruitment and Retention Plan

Proposers shall submit a written Recruitment and Retention Plan describing the methods that will be utilized to recruit, hire, support, and retain personnel assigned to the District.

At a minimum, the plan shall address:

- a. Recruitment strategies;
- b. Advertising methods;
- c. Employee retention strategies;
- d. Workforce continuity strategies; and
- e. Vacancy response procedures.

5.3 Staffing Availability

The Contractor shall maintain a sufficient pool of qualified personnel to support routine, short-notice, and emergency staffing requests. The Contractor shall make reasonable efforts to provide qualified personnel for District staffing requests and minimize service disruptions.

5.4 Vacancy Recruitment

Upon notification of a vacancy or anticipated vacancy, the Contractor shall promptly initiate recruitment activities and provide status updates upon request by the District.

5.5 Employee Retention and Stability

The Contractor shall implement reasonable measures to promote employee retention, workforce stability, and continuity of services. The Contractor shall identify and address recurring turnover issues that adversely impact District operations.

5.6 District-Referred Candidates

The District reserves the right to identify and refer candidates for employment consideration. The Contractor shall give good-faith consideration to District-referred candidates who satisfy applicable employment requirements.

5.7 Transition Staffing

The Contractor shall cooperate with the District during implementation and transition periods to facilitate continuity of services and retention of qualified personnel whenever practicable.

5.8 Recruitment and Retention Reporting

Upon request, the Contractor shall provide information regarding:

- a. Recruitment activities;
- b. Filled and unfilled positions;
- c. Vacancy data;
- d. Employee turnover;
- e. Retention efforts; and
- f. Other workforce metrics reasonably requested by the District.

6. PERSONNEL QUALIFICATIONS AND COMPLIANCE

6.1 General Qualifications

All personnel assigned under this contract shall meet all applicable federal, state, and local employment requirements, qualifications, certifications, licensure requirements, training requirements, and other standards applicable to the position assigned.

6.2 Criminal History Background Checks and Criminal Acts Reporting

All personnel assigned under this contract shall successfully complete a national fingerprint-based criminal history records check through the District's Human Resources Department prior to assignment within the District. The Contractor or Contracted Employee shall be responsible for all costs associated with criminal history background checks unless otherwise approved by the District. Personnel assigned under this contract shall satisfy the same criminal history and suitability requirements applicable to similarly situated District employees.

The Contractor shall ensure compliance with all applicable requirements of the Georgia Professional Standards Commission, Georgia Bureau of Investigation, Georgia Department of Education, and other applicable governmental authorities. The Contractor shall maintain documentation demonstrating compliance and shall provide such documentation to the District upon request.

The Contractor shall immediately notify the District upon becoming aware of any arrest, indictment, criminal charge, criminal conviction, finding of child abuse or neglect, or other circumstance that may affect an employee's eligibility to work within a Georgia public school. The Contractor shall cooperate fully with the District regarding any investigation, review, or personnel action resulting from such notification.

6.3 Employment Eligibility, Certification, Licensure, and Credentials

Personnel assigned to positions requiring certification, licensure, permits, endorsements, or other professional credentials shall possess and maintain all required credentials throughout the period of assignment.

The Contractor shall verify and monitor employment eligibility, credential status, and required qualifications, including any lapse, suspension, revocation, expiration, or other change affecting a required credential for all assigned personnel in accordance with applicable federal and state laws and regulations for assigned personnel. The District reserves the right to review and verify such qualifications and credentials.

No individual shall be assigned to the District unless legally authorized to work in the United States.

6.4 Required Training

The Contractor shall ensure that assigned personnel complete all training required by law, regulation, the District, or the assigned position.

Required training may include, but shall not be limited to:

- Bloodborne Pathogens;
- FERPA Data Privacy (Family Educational Rights and Privacy Act);
- Mandated Reporting of Suspected Child Abuse;
- McKinney-Vento Homeless Education Requirements;
- Sexual Harassment Awareness and Sexual Misconduct Reporting;
- Suicide Awareness and Prevention;
- Title IX Regulations and Information;
- District Employee Handbook Requirements;
- Fraud Prevention;
- District Safety Plan Requirements;
- Work-related procedures and safety practices; and
- Other training required by the District or applicable law.

6.5 Employee Performance Evaluations

The District shall retain responsibility for evaluating the job performance of personnel assigned under this contract as it relates to daily duties, work quality, attendance, professionalism, effectiveness, and assignment expectations.

The Contractor shall cooperate with the District in the evaluation process and shall consider District evaluation results when making employment, disciplinary, assignment, retention, compensation, promotion, or separation decisions.

Nothing herein shall limit the Contractor's authority as the employer of record to make final employment decisions.

6.6 Drug and Alcohol Testing

Personnel assigned under this contract shall be subject to reasonable suspicion testing, post-accident testing, and other employment-related testing requirements to the same extent as similarly situated District employees performing comparable duties.

6.7 Code of Conduct and Professional Expectations

The Contractor shall ensure that assigned personnel comply with all District policies, procedures, administrative regulations, safety requirements, and professional expectations applicable to District employees performing similar duties.

6.8 Confidentiality

Assigned personnel shall maintain the confidentiality of student records, personnel information, medical information, and other confidential information in accordance with applicable laws, regulations, and District policies.

The Contractor shall ensure that assigned personnel receive appropriate confidentiality training prior to assignment.

6.9 Personnel Records

The Contractor shall maintain personnel records as required by law and shall provide documentation reasonably requested by the District to verify compliance with the requirements of this contract.

6.10 District Right to Exclude Personnel

The District's determination shall be final with respect to assignment within District facilities.

The District reserves the right to prohibit, remove, or request reassignment of any individual whose conduct, qualifications, performance, or continued presence is determined by the District to be contrary to the best interests of students, employees, operations, or the District.

The Contractor shall cooperate with the District in addressing personnel concerns and implementing assignment changes when requested by the District.

7. PERFORMANCE STANDARDS AND REPORTING

7.1 Performance Expectations

The Contractor shall perform all services in accordance with the requirements of this RFP, the resulting contract, applicable laws and regulations, and established performance standards. The Contractor shall cooperate with the District in monitoring contract performance and implementing corrective actions when performance deficiencies are identified.

7.2 Service Level Commitments

Proposers shall identify measurable performance/service levels they commit to providing under the resulting contract. The District reserves the right to negotiate final performance standards prior to contract award and during contract renewal periods.

At a minimum, proposers shall address:

- a. Staffing availability;

- b. Vacancy recruitment timelines;
- c. Response times for District inquiries;
- d. Employee onboarding timelines;
- e. Employee retention efforts; and
- f. Reporting timelines.

7.3 Performance Reviews

The District may conduct periodic performance reviews to evaluate the Contractor's compliance with contract requirements and service expectations.

Performance reviews may include consideration of:

- a. Staffing effectiveness;
- b. Recruitment activities;
- c. Employee retention;
- d. Vacancy rates;
- e. Responsiveness to District requests;
- f. Compliance with contract requirements;
- g. Accuracy of billing and payroll administration; and
- h. Other operational performance indicators reasonably related to the services provided.

7.4 Corrective Action

When performance deficiencies are identified, the District may require the Contractor to develop and implement a corrective action plan.

Corrective action plans shall identify:

- a. The performance issue;
- b. Contributing factors;
- c. Corrective measures;
- d. Responsible parties; and
- e. Expected completion timelines.

7.5 Required Reports

Upon request, the Contractor shall provide reports and information reasonably necessary for the District to evaluate contract performance and compliance.

Reports may include, but shall not be limited to:

- a. Filled and unfilled positions;
- b. Vacancy data;
- c. Employee turnover;
- d. Recruitment activities;
- e. Staffing requests;
- f. Training completion data;
- g. Background check compliance data; and
- h. Other information reasonably requested by the District.

7.6 Reporting Frequency

The District reserves the right to establish reporting schedules and formats during contract negotiations. Reports may be required on a weekly, monthly, quarterly, annual, or as-needed basis depending upon operational needs.

7.7 Records Access

The Contractor shall maintain records necessary to demonstrate compliance with the requirements of this contract.

Upon reasonable notice, the Contractor shall provide records, reports, and supporting documentation necessary for the District to verify contract compliance, performance standards, invoicing accuracy, and staffing-related obligations.

7.8 Continuous Improvement

The Contractor shall utilize performance data, workforce information, and District feedback to continuously improve staffing services and operational performance throughout the term of the contract.

8. CONTRACT INFORMATION

8.1 Contract Term

The District anticipates awarding a contract for an initial term of one (1) year. Upon mutual agreement of the parties and approval by the Union County Board of Education, the contract may be renewed for up to three (3) additional one-year terms.

Nothing herein shall obligate the District to renew the contract.

8.2 Annual Funding and Non-Appropriation

Any resulting contract shall be contingent upon the availability of appropriated funds.

Notwithstanding any provision of the contract to the contrary, the District's obligations shall be subject to annual funding in accordance with applicable Georgia law. In the event sufficient funds are not appropriated, budgeted, or otherwise made available, the District may terminate the contract without further obligation, penalty, or liability upon written notice to the Contractor.

8.3 Contract Renewal

Notwithstanding any other provision of the resulting contract, the contract shall terminate absolutely and without further obligation on the part of the District at the close of the calendar year in which it is executed and at the close of each succeeding calendar year for which it may be renewed, unless renewed in accordance with the terms of the contract.

Subject to satisfactory performance, continued need for services, approval by the Union County Board of Education, and the availability of appropriated funds, the contract may be renewed for up to three (3) additional one-year terms.

Any renewal shall be evidenced by written agreement of the parties and approval by the Union County Board of Education.

8.4 Renewal Negotiations

Prior to any contract renewal or extension, the District reserves the right to negotiate compensation schedules, pricing methodologies, administrative fees, service levels, performance standards, reporting requirements, employee classifications, and other contract terms.

Nothing herein shall obligate the District to renew the contract under the same terms, conditions, pricing, or compensation structure.

8.5 Contract Modifications

Any modification to the resulting contract shall be in writing and executed by authorized representatives of both parties.

8.6 Insurance Requirements

The Contractor shall maintain insurance coverage sufficient to protect the Contractor and the District from claims arising out of the Contractor's operations.

Specific insurance requirements shall be identified in the final contract documents.

8.7 E-Verify Compliance

The Contractor shall comply with all applicable federal and state immigration laws, including the requirements of O.C.G.A. § 13-10-90 et seq., as amended. The Contractor shall provide all affidavits, certifications, and documentation required by law prior to contract execution.

8.8 Open Records Compliance

Records submitted to or maintained by the District may be subject to disclosure pursuant to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. Any claim of confidentiality shall be clearly identified by the proposer and shall be subject to applicable law.

8.9 Termination for Cause

The District may terminate the contract for cause upon written notice if the Contractor fails to comply with material contract requirements and fails to cure such noncompliance within a reasonable period following written notice from the District.

8.10 Termination for Convenience

The District reserves the right to terminate the contract, in whole or in part, for convenience upon thirty (30) days' written notice to the Contractor.

8.11 Force Majeure

Neither party shall be responsible for delays or failures in performance resulting from causes beyond its reasonable control, including acts of God, natural disasters, war, governmental actions, labor disputes, epidemics, pandemics, or other similar events.

8.12 Assignment of Contract

The Contractor shall not assign, transfer, or otherwise convey any interest in the resulting contract without the prior written consent of the District.

8.13 No District Indemnification

Nothing contained in this RFP, any proposal submitted in response thereto, or any resulting contract shall be construed as a waiver of sovereign immunity or as requiring the District to indemnify, defend, or hold harmless any person or entity.

8.14 Governing Law and Venue

Any resulting contract and any dispute arising from or relating to this RFP, any proposal submitted in response thereto, or any resulting contract shall be governed by and construed in accordance with the laws of the State of Georgia, without regard to any conflict of law principles or rules that would require the application of the laws of another jurisdiction.

Venue and jurisdiction for any action arising from or relating to this RFP, any proposal submitted in response thereto, or any resulting contract shall lie exclusively in the state or federal courts serving Union County, Georgia.

9. SELECTION PROCESS

9.1 General Selection Process

The District intends to utilize a competitive Request for Proposals process to identify and select a qualified contractor capable of providing the services described in this RFP.

Selection shall be based upon the proposal determined to be most advantageous to the District, considering qualifications, experience, service capabilities, pricing, and other evaluation factors identified in this RFP.

9.2 Minimum Qualifications Review

The District may review proposals to determine whether proposers satisfy the minimum qualifications, requirements, and submission requirements established by this RFP.

The District reserves the right to reject proposals determined to be non-responsive or submitted by proposers determined to be non-responsible.

9.3 Proposal Evaluation

The District's evaluation committee may consider proposal content, qualifications, experience, references, service capabilities, pricing, and other information deemed relevant to the evaluation process.

9.4 Best and Final Offers

The District reserves the right to request clarifications, conduct negotiations, or request Best and Final Offers (BAFOs) from one or more proposers.

9.5 Recommendation for Award

Following completion of the evaluation process, the District may identify the proposer whose proposal is determined to be most advantageous to the District.

Any recommendation for award shall be subject to contract negotiations, approval by the Union County Board of Education, and execution of a mutually acceptable agreement.

10. SCHEDULE OF EVENTS

10.1 Procurement Schedule

The District anticipates utilizing the following procurement schedule. The District reserves the right to modify any date or deadline identified below through written addendum.

Event	Date
RFP Issued	June 25, 2026
Deadline for Questions	July 15, 2026 NOTE: The office will be closed from July 3 through July 12, thus any submitted questions during this window will be answered the following week.
Responses to Questions Issued	By July 17, 2026
Proposal Submission Deadline	July 23, 2026 by 1:00:00 PM
Committee Review	July 23, 2026 following submission deadline
Board Consideration of Award	July 23, 2026
Anticipated Contract Start Date	July 29, 2026

Proposers are responsible for monitoring all addenda and procurement communications issued by the District, which are available on the District's website.

11. QUESTIONS AND REQUESTS FOR CLARIFICATION

11.1 District Contact

All communications regarding this RFP shall be directed to the District's designated contact person identified in this solicitation.

Proposers shall not contact members of the Union County Board of Education, District administrators, principals, department supervisors, or other District personnel regarding this procurement except as expressly authorized by the District's designated contact person.

11.2 Submission of Questions

Questions concerning this RFP shall be submitted in writing and received by the District no later than the deadline identified in the Procurement Schedule. Questions received after the stated deadline may not be considered.

11.3 Responses to Questions

Responses to questions, interpretations, corrections, modifications, or clarifications of this RFP shall be issued by an emailed response and placed on the District's website for transparency of information to all prospective respondents when deemed necessary by the District. Oral statements, interpretations, or representations shall not be binding upon the District.

11.4 Addenda

Addenda issued by the District shall become part of this RFP and shall be binding upon all proposers. Proposers shall be responsible for reviewing and acknowledging all addenda issued by the District prior to proposal submission. Failure to acknowledge required addenda may result in rejection of the proposal.

12. PROPOSAL REVIEW PROCESS

12.1 Minimum Qualifications

The District may review proposals to determine whether proposers satisfy the minimum qualifications established by this RFP.

At a minimum, proposers shall:

- a. Be authorized to conduct business in the State of Georgia;
- b. Demonstrate the ability to provide the services described in this RFP;
- c. Comply with all applicable federal, state, and local laws and regulations;
- d. Comply with E-Verify requirements;
- e. Maintain the insurance coverage required by the District; and
- f. Demonstrate the financial and operational capacity necessary to perform the services contemplated by this RFP.

The District reserves the right to determine whether a proposer satisfies the minimum qualifications and responsibility requirements.

12.2 Evaluation Criteria

Responsive proposals may be evaluated using the criteria listed below.

Evaluation Criteria	Points
Stability of Firm	10
Experience and Qualifications	20
Recruitment and Retention Plan	20
Service Delivery and Compliance Plan	20
Suitability and Ability to Serve the District	15
References and Past Performance	5
Pricing Proposal	10
Total Possible Points	100

12.3 Stability of Firm

The District may consider factors including organizational stability, years in business, financial capacity, staffing resources, and the firm's ability to successfully perform the services requested.

12.4 Experience and Qualifications

The District may consider the proposer's experience providing similar services, particularly within public education, governmental organizations, or comparable environments.

12.5 Recruitment and Retention Plan

The District may evaluate the effectiveness of the proposer's recruitment, hiring, retention, workforce continuity, and staffing strategies.

12.6 Service Delivery and Compliance Plan

The District may evaluate the proposer's approach to personnel administration, compliance, training, reporting, customer service, performance management, and operational support.

12.7 Suitability and Ability to Serve the District

The District may evaluate the proposer's understanding of the District's needs, responsiveness, implementation approach, workforce management capabilities, and ability to provide services in a timely and effective manner.

12.8 References and Past Performance

The District may consider references, prior performance, customer satisfaction, contract history, and other information reasonably related to the proposer's ability to perform the services requested.

12.9 Pricing Proposal

The District may evaluate proposed pricing, pricing transparency, administrative fees, overall value, and long-term cost effectiveness.

The District is not obligated to select the lowest-priced proposal.

12.10 Additional Evaluation Methods

The District reserves the right to utilize reference checks, Best and Final Offers (BAFOs), and other evaluation methods deemed appropriate to assist in the selection process.

13. INSTRUCTIONS FOR PREPARING SUBMITTAL

Proposals shall be organized in the order identified below and shall provide sufficient detail to allow the District to evaluate the proposer's qualifications, experience, service capabilities, and pricing.

13.1 Firm Information

Provide the following information:

- A. Legal name of the firm;
- B. Primary Contact, Telephone number, and website address;
- C. Corporate address;
- D. Type of business entity;
- E. Year established; and
- F. Georgia business authorization information.

13.2 Stability of the Firm

Provide information regarding the firm's organizational stability and ability to perform the services requested.

Information may include:

- A. Years providing staffing services;
- B. Years providing services to educational institutions;
- C. Number of employees;
- D. Organizational structure;
- E. Financial capacity; and
- F. Other information demonstrating organizational stability.

13.3 Experience and Qualifications

Provide information regarding the firm's experience providing services similar to those requested in this RFP.

Include:

- A. Experience serving public school districts;
- B. Experience serving governmental entities;
- C. Experience providing comparable staffing services;
- D. Qualifications and related experience of key personnel; and
- E. Other information relevant to the firm's experience and qualifications.

13.4 Recruitment and Retention Plan

Provide a Recruitment and Retention Plan addressing the requirements identified in Section 5. The plan should describe the firm's approach to recruiting, hiring, onboarding, supporting, and retaining personnel assigned to the District.

13.5 Personnel Management and Compliance Plan

Provide a Personnel Management and Compliance Plan describing the firm's approach to:

- A. Personnel administration;
- B. Employment eligibility verification;
- C. Credential verification;
- D. Training;
- E. Employee relations;
- F. Compliance monitoring; and
- G. Other applicable personnel management activities.

13.6 Service Delivery Plan

Provide a Service Delivery Plan describing how the proposer will provide services to the District.

The plan should address:

- A. Staffing request procedures;
- B. Communication protocols;

- C. Customer service practices;
- D. Performance monitoring;
- E. Reporting capabilities;
- F. Workforce continuity; and
- G. Transition planning.

13.7 References

Provide a minimum of three (3) references for clients receiving services similar to those requested in this RFP.

For each reference, provide:

- a. Organization name;
- b. Contact person;
- c. Title;
- d. Telephone number;
- e. Email address; and
- f. Description of services provided.

13.8 Required Forms and Certifications

Provide all forms, certifications, affidavits, acknowledgements, and other documentation required by this RFP.

Failure to provide required forms and certifications may result in rejection of the proposal.

14. PRICING PROPOSAL SUBMISSION

14.1 Pricing Proposal Requirements

Proposers shall submit pricing proposals utilizing the forms/formats provided by the District. Pricing proposals shall be complete, accurate, and sufficient to allow the District to evaluate all costs associated with the proposed services.

14.2 District Compensation Schedule

The District shall establish minimum compensation schedules for employee classifications identified in Appendix A. Proposers shall base pricing proposals upon the District-established minimum compensation schedules unless otherwise approved by the District.

14.3 Required Pricing Components

For each employee classification identified in Appendix A and Appendix B, proposers shall separately identify:

- a. Employee Compensation;
- b. Statutory Employment Costs;
- c. Administrative Fees; and
- d. Total Bill Rate.

Failure to separately identify required pricing components may result in rejection of the proposal.

14.4 Proposed Employee Compensation

Proposers shall identify the compensation proposed for each classification. Any proposed compensation exceeding the District-established minimum compensation shall be clearly identified.

14.5 Statutory Employment Costs

Statutory employment costs shall include costs required by law, including but not limited to:

- a. Social Security taxes;
- b. Medicare taxes;
- c. Federal unemployment taxes;
- d. State unemployment taxes;
- e. Workers' compensation insurance; and
- f. Other legally required employment costs.

14.6 Administrative Fees

Administrative fees shall include costs associated with recruitment, hiring, onboarding, payroll administration, human resource administration, employee support services, technology systems, overhead, and profit. Administrative fees shall be separately identified for each classification or pricing category.

14.7 Pricing Methodology

The total bill rate shall be calculated as:

Employee Compensation + Statutory Employment Costs + Administrative Fees = Total Bill Rate

The District reserves the right to request clarification or supporting documentation regarding any pricing component.

14.8 Future Compensation Adjustments

The District reserves the right to modify compensation schedules during the term of the contract. Any resulting adjustment to bill rates shall be subject to review, negotiation, and written approval by the District.

14.9 Future Employee Classifications

Pricing for employee classifications established after contract award shall be developed utilizing the pricing methodology accepted through this procurement process unless otherwise approved by the District.

14.10 Invoice Transparency

Invoices submitted under any resulting contract shall contain sufficient detail to allow verification of:

- a. Substitute Name
- b. UCS Employee being replaced
- c. Employee classification;
- d. Hours worked or days worked;
- e. Applicable bill rates;
- f. Total charges; and

- g. Other information reasonably requested by the District.

15. PROPOSAL SUBMISSION REQUIREMENTS

15.1 Submission Format

Proposals shall be prepared in a clear, organized, and professional manner and shall include all information required by this RFP. The District reserves the right to reject proposals that are incomplete, non-responsive, or fail to comply with the requirements of this RFP.

Proposers shall submit five (5) hard-copies and one electronic copy of the proposal in a sealed non-transparent envelope, box, or container. The outside of the delivery package shall have “**RFP-27-005: Contracted Employee Service**” clearly marked. The Board of Education staff accepts no responsibility for opening envelopes that are not properly marked before the stated bid opening.

NO Electronic Submissions will be accepted to ensure fair solicitation practices for all responders. Submissions must be received either by mail or hand delivered to the address listed below.

Union County Board of Education
Attn. Dr. David Murphy
124 Hughes Street,
Blairsville, GA 30512

15.2 Proposal Deadline

Proposals shall be received by the District no later than the date and time identified in the Procurement Schedule. Proposals received after the established deadline will be rejected and returned unopened.

The District shall not be responsible for delays in mail delivery, courier service, weather events, or other circumstances that result in a proposal being received after the established deadline. The proposer shall be solely responsible for ensuring the timely delivery of its proposal.

15.3 Proposal Validity

Proposals shall remain valid for a period of one hundred twenty (120) calendar days following the proposal submission deadline unless otherwise agreed to by the District and the proposer.

15.4 Modification or Withdrawal of Proposals

A proposer may modify or withdraw its proposal prior to the proposal submission deadline by providing written notice to the District. After the proposal submission deadline, proposals may not be modified or withdrawn except as permitted by law or authorized by the District.

15.5 Ownership of Proposals

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The District is not obligated to any party to reimburse such expenses.

All submittals upon receipt become the property of the District. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not

protect the information from public view. However, subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Submitted materials may be subject to disclosure in accordance with the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq., and other applicable laws.

16. ADDITIONAL TERMS AND CONDITIONS

16.1 Reservation of Rights

The District reserves the right to:

- a. Reject any or all proposals;
- b. Waive technicalities, informalities, or minor irregularities in proposals received;
- c. Request clarification of information submitted;
- d. Request additional information from any proposer;
- e. Conduct investigations regarding proposer qualifications, experience, financial capacity, references, or responsibility;
- f. Negotiate contract terms, pricing, service levels, reporting requirements, compensation schedules, administrative fees, and other contract provisions with one or more proposers;
- g. Request Best and Final Offers (BAFOs);
- h. Cancel, modify, suspend, postpone, or reissue this RFP at any time; and
- i. Make an award determined to be in the best interest of the District.

16.2 No Obligation to Award

Issuance of this RFP shall not obligate the District to award a contract, pay any costs incurred in the preparation of a proposal, or procure any services described herein. The District reserves the right to reject any or all proposals and to terminate the procurement process at any time prior to contract execution.

16.3 Proposal Preparation Costs

All costs associated with preparing, submitting, presenting, clarifying, negotiating, or otherwise supporting a proposal shall be borne solely by the proposer. The District shall not be responsible for any costs incurred by proposers in connection with this procurement.

16.4 Conflict of Interest

The proposer shall disclose any actual, potential, or perceived conflict of interest that may exist with respect to this procurement or any resulting contract. The District reserves the right to determine whether a conflict of interest exists and whether such conflict may disqualify a proposer from consideration.

16.5 Independent Contractor

Any contractor selected through this procurement shall serve as an independent contractor and not as an employee, agent, partner, or joint venturer of the District. Nothing contained in this RFP or any resulting contract shall be construed to create an employment relationship between the District and the Contractor or between the District and personnel employed by the Contractor.

16.6 Entire Solicitation

This RFP, including all appendices, addenda, and documents incorporated by reference, constitutes the complete solicitation issued by the District. Any resulting contract shall supersede prior discussions, representations, negotiations, or understandings relating to the services procured through this RFP.

16.7 Compliance with Laws

The Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, rules, and requirements applicable to the services provided under any resulting contract. Failure to maintain compliance may constitute grounds for contract termination.

16.8 Severability

If any provision of this RFP or any resulting contract is determined to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect to the extent permitted by law.

APPENDIX A: EMPLOYEE CLASSIFICATION AND MINIMUM COMPENSATION SCHEDULE

The classifications and minimum compensation rates listed below represent the minimum compensation requirements established by the District. Proposers may propose compensation above the minimum compensation rates identified herein. Any compensation proposed above the District minimum shall be clearly identified within Appendix B – Pricing Proposal Form.

The District reserves the right to add, remove, modify, consolidate, rename, reclassify, or establish additional positions during the term of the contract.

Classification	Minimum Compensation	Unit	Rules
Substitute Positions			
Substitute Custodians, Secretaries, SNP - Blairsville	\$13.50	Per Hour	Replacement Assignment
Substitute Custodians, Secretaries, SNP - Woody Gap	\$15.50	Per Hour	Replacement Assignment
Full-Day Daycare Substitute	\$108.00	Per Day	Replacement Assignment
Half-Day Daycare Substitute	\$54.00	Per Day	Replacement Assignment
Substitute Teacher - Same Day	\$125.00	Per Day	Replacement Assignment
Substitute Teacher - Long-term	\$150.00	Per Day	Replacement Assignment
Substitute Medical - RN	\$150.00	Per Day	Replacement Assignment
Substitute Medical - LPN	\$125.00	Per Day	Replacement Assignment
Substitute Medical - CNA/Medical Assistant	\$100.00	Per Day	Replacement Assignment
Permanent Positions			
Permanent Aftercare Assistant	\$14.50	Per Hour	None
Permanent Paraprofessional	\$14.50	Per Hour	None
Permanent Paraprofessional (Self-Contained)	\$15.50	Per Hour	None
Permanent Custodians, Secretaries, SNP	\$14.50	Per Hour	None
Permanent Bus Monitor	\$14.50	Per Hour	None

Future Classifications

The District reserves the right to establish additional employee classifications during the term of the contract. Compensation schedules, bill rates, and service requirements for future classifications shall be negotiated and approved in writing by the District prior to implementation.

APPENDIX B: PRICING PROPOSAL FORM

The proposer shall complete this Pricing Proposal Form for each classification identified in Appendix A.

The District-established minimum compensation schedule identified in Appendix A shall serve as the minimum compensation requirement for proposal purposes. Proposers may propose compensation above the District-established minimum compensation schedule. Any compensation proposed above the District minimum shall be clearly identified. All costs necessary to perform the services described in this RFP shall be included within the pricing submitted.

Classification	District Minimum Compensation	Proposed Employee Compensation	Statutory Employee Costs	Admin. Fees	Total Bill Rate
Substitute Custodians, Secretaries, SNP - Blairsville	\$13.50				
Substitute Custodians, Secretaries, SNP - Woody Gap	\$15.50				
Full-Day Daycare Substitute	\$108.00				
Half-Day Daycare Substitute	\$54.00				
Substitute Teacher - Same Day	\$125.00				
Substitute Teacher - Long-term	\$150.00				
Substitute Medical - RN	\$150.00				
Substitute Medical - LPN	\$125.00				
Permanent Aftercare Assistant	\$14.50				
Permanent Paraprofessional	\$14.50				
Permanent Paraprofessional (Self-Contained)	\$15.50				
Permanent Custodians, Secretaries, SNP	\$14.50				

Permanent Bus Monitor

\$14.50

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Additional Classifications

The proposer shall provide pricing for any additional classifications requested by the District during the term of the contract utilizing the same pricing methodology submitted herein.

Pricing Certification

By submitting this Pricing Proposal Form, the proposer certifies that:

1. The pricing submitted is complete and accurate.
2. The Total Bill Rate includes all costs necessary to perform the services described in this RFP.
3. No additional administrative fees, processing fees, surcharges, or similar charges shall be assessed unless specifically disclosed in the proposal and approved in writing by the District.
4. The pricing submitted shall remain valid for the period specified in the RFP.
5. Supporting documentation shall be provided upon reasonable request by the District.

Authorized Representative

Company:

Authorized Representative:

Title:

Authorized Representative's Signature

Date

APPENDIX C: REQUIRED CERTIFICATIONS AND AFFIDAVITS

C-1 Proposal Certification and Signature Form

The undersigned certifies that he or she is authorized to submit this proposal on behalf of the proposer and that the information contained in the proposal is true, complete, and accurate to the best of his or her knowledge.

The undersigned further certifies that the proposer has carefully examined the Request for Proposals and agrees to comply with all requirements contained therein.

Print Clearly:

Company Name: _____

Authorized Representative: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____ Date: _____

C-2 Non-Collusion Certification

The proposer certifies that its proposal has been developed independently and without consultation, communication, agreement, or collusion with any other proposer or competitor for the purpose of restricting competition.

The proposer further certifies that no attempt has been made to induce any person or firm to submit or refrain from submitting a proposal for the purpose of restricting competition.

Print Clearly:

Company Name: _____

Authorized Representative: _____

Signature: _____ Date: _____

C-3 Conflict of Interest Disclosure

The proposer shall disclose any actual, potential, or perceived conflict of interest involving the District, members of the Union County Board of Education, District employees, subcontractors, or any other party that may affect the procurement process or performance of the contract.

☐ No known conflicts of interest exist.

☐ Potential conflicts of interest are disclosed below:

Print Clearly:

Company Name: _____

Authorized Representative: _____

Signature: _____ Date: _____

C-4 Certification of Compliance with Laws

The proposer certifies that it shall comply with all applicable federal, state, and local laws, regulations, ordinances, and requirements applicable to the services described in this RFP.

The proposer further certifies that it possesses all licenses, registrations, authorizations, and approvals necessary to conduct business in the State of Georgia.

Print Clearly:

Company Name: _____

Authorized Representative: _____

Signature: _____ Date: _____

C-5 E-Verify and Immigration Compliance Certification

The successful proposer shall comply with all applicable requirements of the Georgia Security and Immigration Compliance Act, O.C.G.A. § 13-10-90 et seq., including participation in the federal E-Verify program as required by law.

Prior to contract execution, the successful proposer shall provide a completed Contractor Affidavit and all documentation required by applicable law.

C-6 Debarment and Suspension Certification

The proposer certifies that neither the proposer nor any principal, officer, partner, director, or owner of the firm is currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or state governmental program. The proposer agrees to immediately notify the District if its status changes during the procurement process or contract term.

Print Clearly:

Company Name: _____

Authorized Representative: _____

Signature: _____ Date: _____

APPENDIX D: SCORING RUBRIC

Responder: _____

Responsive proposals may be evaluated using the criteria listed below.

Evaluation Criteria	Category Points	Evaluator #1	Evaluator #2	Evaluator #3	Evaluator #4	Evaluator #5
Stability of Firm	10					
Experience and Qualifications	20					
Recruitment and Retention Plan	20					
Service Delivery and Compliance Plan	20					
Suitability and Ability to Serve the District	15					
References and Past Performance	5					
Pricing Proposal (Based on the Pricing Evaluation Methodology)	10					
Total Evaluator Points	100 Points Possible					
GRAND TOTAL						

NOTE: The Evaluation Committee may consist of less than five evaluators.

Pricing Evaluation Methodology

For evaluation purposes, the District may calculate an Evaluated Total Price for each proposal using the following formula:

$$\text{Evaluated Total Price} = \Sigma (\text{Proposed Bill Rate} \times \text{Estimated Annual Usage})$$

Estimated Annual Usage may include estimated hours, days, assignments, or other usage measures established by the District for each employee classification. The Estimated Annual Usage figures shall be used for evaluation purposes only and shall not constitute a guarantee of actual utilization, assignments, hours, days, positions, or expenditures.

Pricing points shall be awarded using the following formula:

$$\text{Pricing Points} = (\text{Lowest Evaluated Total Price} \div \text{Proposer's Evaluated Total Price}) \times \text{Maximum Pricing Points}$$

For this RFP, the Maximum Pricing Points shall be ten (10) points. The proposer with the lowest Evaluated Total Price shall receive the full ten (10) pricing points. Each other proposer shall receive a proportionally lower score based upon the percentage by which its Evaluated Total Price exceeds the lowest Evaluated Total Price.

The District is not obligated to select the lowest-priced proposal.