



MEETING OF: October 14, 2014

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TITLE: Award Request for Proposals (RFP) 15-54-19 - Substitute Teacher Services

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ITEM #: 19

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Information:

Study:

Action: X

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PURPOSE:

Approval to award RFP No. 15-54-19, Substitute Teacher Services. All information contained in the proposal file must remain CONFIDENTIAL until Governing Board award. This is in compliance with Arizona Administrative Code R7-2-1045(B).

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DESCRIPTION AND JUSTIFICATION:

Request For Proposals 15-54-19 was issued to solicit proposals to procure substitute teacher services. We will enter into a contract for these services, with the successful vendor, effective upon award until June 30, 2015, with a possibility of four (4) annual renewals, for a total contract period not to exceed five (5) years, June 30, 2019. The recommended vendor was determined to have submitted the proposal most advantageous to the District and the pricing offered was deemed fair and reasonable.

An Executive Summary and the department's award recommendation will be sent separately to the Governing Board for review as information within the proposals is confidential until award. The notice of Request for Proposals was sent to five- hundred sixty-three (563) vendors through AZPurchasing. Five (5) vendors responded with offers and one-hundred fifty-eight (158) no bids were received through AZPurchasing , and four (4) no bids were received by fax, email or U.S mail.

Janet Rico Uhrig, Director of Talent Acquisition Recruitment and Retention, will be present at the Board Meeting to answer questions regarding the District's need for Substitute Teacher services. Kevin Startt, Director of Purchasing, will be present at the Board Meeting to answer questions regarding the procurement process.

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BOARD POLICY CONSIDERATIONS:

Governing Board Policy DJ, Purchasing Procedures

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

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BUDGET CONSIDERATIONS:

Budget Certification (for use by Office of

X

District Budget

State/Federal Funds

Other

Budget Cost

Budget Code

Estimated \$60K/yr -

\$300K over five

years

Financial Services only):

Date

I certify that funds for this expenditure in the amount of \$ are available and may be:

Authorized from current year budget

Authorized with School Board approval

Code: Fund:

INITIATOR(S):

Kevin Startt, Director of Purchasing

10/3/2014

Name

Title

Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:

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Confidentiality Statement