

**Educational Service Center of Lake Erie West
Request for Proposals
June 2019**

Deadline to submit proposals is June 24, 2019
Mail proposals to:
ATTN: Sandra Frisch
ESC of Lake Erie West
2275 Collingwood Blvd
Toledo, OH 43620

PERSONNEL NEEDED				
Position	SERS or STRS	Qualifications	Hours	BCI & FBI Checks
Substitute Teachers	STRS	Bachelor's degree; teacher certification/licensure or substitute teacher license	School hours	No criminal record
Behavior Academic Coaches	SERS	4-Year college degree or 2-year associate degree or high school graduate with experience working with children with severe behavioral challenges	Up to 29 hours per week within the academic school year	No criminal record
Substitute Behavior Academic Coaches	SERS	4-Year college degree or 2-year associate degree or high school graduate with experience working with children with severe behavioral challenges	Up to 29 hours per week within the academic school year	No criminal record
Instructional Assistants for special needs students	SERS	High school diploma, GED, or higher; eligible for Education Aide Permit	Up to 29 hours per week within the academic school year	No criminal record
Substitute Instructional Assistants for special needs students	SERS	High school diploma, GED, or higher; eligible for Education Aide Permit or Para Professional Licensure	Up to 29 hours per week within the academic school year	No criminal record
Secretaries	SERS	High school diploma, GED, or higher	Up to 29 hours per week within the academic school year	No criminal record
Custodians	SERS	High school diploma, GED, or higher	Up to 29 hours per week within the academic school year	No criminal record



SCOPE OF WORK

Describe how your Contractor will provide the scope of work described below based upon the narrative next to each category.

Category	Narrative
Interviews and Hiring	Contractor will permit Educational Service Center of Lake Erie West (ESCLEW) personnel to participate in the interview placement process. Contractor will ensure that all applicants complete and sign Federal Form I-9, Employment Eligibility Verification Form and will ensure that all applicants who are hired present documents of identity and eligibility to work in the U.S. Contractor must submit a retirement system enrollment form for SERS and/or STRS for each new hire to the Educational Service Center of Lake Erie West within 7 days of date of hire.
Equal Opportunity Employer	Contractor and the Educational Service Center of Lake Erie West are committed to equal employment opportunities for all job qualified persons and do not discriminate on the basis of age, sex, color, race, creed, national origin, marital status, ancestry, pregnancy, citizenship status, veteran status or physical or mental disability in connection with any employment practice, including hiring, promotions, training, disciplinary action, termination, and benefits. Contractor will maintain and enforce anti-harassment and anti-discrimination policies that are consistent with Ohio and federal law.
Communication	Contractor will allow the Educational Service Center of Lake Erie West to communicate with temporary staff through inserts in paychecks and other means by which Contractor can assist.
Retirement Charge	Contractor will have a process for payroll deduction and reporting procedures and payment to the following as required by Ohio law: School Employees' Retirement System (SERS) and State Teachers' Retirement System (STRS). Contractor agrees to deduct 10% from each employee's check in place of Social Security and submit a report per payroll for SERS and deduct 14% from each employee's check in place of Social Security and submit a report per payroll for STRS. The report must include the employee name, social security number, gross salary, retirement deduction amount, days worked and hours worked. The contractor will pay this amount to SERS and/or STRS. At the beginning of July, Contractor will submit an annual STRS report to the Educational Service Center of Lake Erie West that includes the information for the previous school year based on STRS requirements.



Contractor Billing	The Contractor will invoice the Educational Service Center of Lake Erie West for personnel costs (including employee wages plus the applicable mark-up percentage) on a monthly basis. Invoice is due net 30 days. The Educational Service Center of Lake Erie West agrees to communicate any discrepancies with invoices as they are identified and will pay the outstanding amount due by the 30-day terms. Corrected portion of the invoice may be paid the following month.
Time Cards	The Contractor agrees that payment will not be made to any employee without time card approval through designated teachers. Designated supervisor approval will also be required.
Hepatitis B Immunizations <i>(and other health insurance and health related issues regulated by State & Federal law; ACA)</i>	Contractor agrees to administer a hepatitis B series, as required by Ohio law. This cost and health insurance (ACA) and other regulated health issues will be the burden of the Contractor.
Calamity Days	Contractor agrees employees are not paid for calamity days. If a Contractor employee arrives and school is canceled after the established start time, he/she will be paid for one hour of work and the Educational Service Center of Lake Erie West will be billed accordingly.
Training	Contractor will provide all required training at no cost to the Educational Service Center of Lake Erie West. <ul style="list-style-type: none"> • Crisis Prevention Intervention (CPI)—<i>the completion of this training will be required for those individuals dealing with students with severe emotional disorders and multiple disabilities.</i> • CPR Training—<i>provided by Contractor. This will be required certification that must be completed in the first three months of employment.</i>
Licensure/Certification	Contractor agrees to assist personnel in securing appropriate Educational Aide state-issued licensure/certification and will forward the information to the Educational Service Center of Lake Erie West within thirty (30) days of staff hiring date.
BCI & FBI Checks	Contractor will verify employees have clear BCI and FBI background checks. Copies will be sent to the Educational Service Center of Lake Erie West as staff is hired.
Paychecks	Describe your payroll process.



Unfilled Orders	Contractor will respond to the needs of the Educational Service Center of Lake Erie West in a prompt and urgent fashion. If the Educational Service Center of Lake Erie West must fill a paid position contracted with the Contractor through another resource, Contractor agrees to pay the ESCLEW the hourly rate of the ESCLEW employee filling the position for all time worked by the replacement. If the Contractor fails to provide adequate staffing, the Educational Service Center of Lake Erie West may give written notice of nonperformance and may terminate contract with thirty (30) days of written notice to Contractor.		
Length of Contract	Contract will be in effect for a period of one year from the date of execution. The Contract will be renewed annually unless either party provide the other with written notice of an intention not to renew ninety (90) days prior to the end of the current term.		
Mark-Up	Position	1st Year Employee Mark-up	Returning Employee Mark-up
	Substitute Teachers	Identify percentage	Identify percentage
	Behavior Academic Coaches	Identify percentage	Identify percentage
	Substitute Behavior Academic Coaches	Identify percentage	Identify percentage
	Instructional Assistants	Identify percentage	Identify percentage
	Substitute Instructional Assistants	Identify percentage	Identify percentage
	Secretaries	Identify percentage	Identify percentage
	Custodians	Identify percentage	Identify percentage
	Other specialized staff	Identify percentage	Identify percentage
Incentive Plan	Identify your incentive program to motivate the staff and encourage positive morale, exemplary attendance and safety.		

