

SCHOOL DISTRICT OF PALM BEACH COUNTY

PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL (RFP) REQUIRED RESPONSE FORM

02C-009R

DATE: June 27, 2002

TITLE: RFP FOR TEMPORARY PERSONNEL STAFFING SERVICES

This proposal must be submitted to the School District of Palm Beach County, Purchasing Department, 3326 Forest Hill Boulevard, Suite A-323, West Palm Beach, Florida 33406-5813, no later than 2:00 PM on July 24, 2002, and plainly marked RFP-02C-009R. Proposals are due and will be opened at this time.

Anti-Collusion Statement / Public Domain

I, the undersigned proposer have not divulged, discussed, or compared this proposal with any other proposer and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

Proposal Certification

I hereby certify that I am submitting the following information as my company's proposal and understand that by virtue of executing and returning with this proposal this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the contents of Pages 1 through 32 inclusive of this Request for Proposal, and all appendices and the contents of any Addendum released hereto. Proposal must be signed by an officer or employee having authority to legally bind the proposer.

PROPOSER (firm name): _____

STREET ADDRESS: _____

CITY & STATE: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE: _____ DATE: _____

CONTACT PERSON: _____

CONTACT PERSON'S ADDRESS: _____

TELEPHONE: _____ FAX: _____ TOLL FREE: _____

E-MAIL ADDRESS: _____ INTERNET URL: _____

PROPOSER TAXPAYER IDENTIFICATION NUMBER: _____

NOTE: Entries must be completed in ink or typewritten. An original manual signature is required.

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

REQUEST FOR PROPOSAL FOR

TEMPORARY PERSONNEL STAFFING SERVICES

INDEX

- 1.0 INTRODUCTION
- 2.0 INSTRUCTIONS TO PROPOSER
- 3.0 TIME SCHEDULE
- 4.0 AWARD
- 5.0 TERM OF CONTRACT / RENEWAL
- 6.0 FUNDING OUT, TERMINATION, CANCELLATION
- 7.0 RFP INQUIRIES
- 8.0 LOBBYING
- 9.0 SCOPE OF SERVICES
- 10.0 EVALUATION COMMITTEE MEETINGS
- 11.0 PREPARATION AND SUBMISSION
- 12.0 ORAL PRESENTATION
- 13.0 PROPOSAL EVALUATION PROCESS:
- 14.0 EVALUATION CRITERIA
- 15.0 CANCELLATION OF AWARD/TERMINATION
- 16.0 DEFAULT
- 17.0 LEGAL REQUIREMENTS
- 18.0 FEDERAL AND STATE TAX
- 19.0 CONFLICT OF INTEREST
- 20.0 INSURANCE REQUIREMENTS
- 21.0 INDEMNIFICATION / HOLD HARMLESS AGREEMENT
- 22.0 PUBLIC RECORDS LAW
- 23.0 PERMITS AND LICENSES
- 24.0 INTELLECTUAL PROPERTY RIGHTS
- 25.0 COST INCURRED IN RESPONDING
- 26.0 SUB-CONTRACTS
- 27.0 INDULGENCE
- 28.0 JOINT PROPOSAL
- 29.0 SUB-CONTRACTING/MINORITY BUSINESS PARTICIPATION
- 30.0 PUBLIC ENTITY CRIMES
- 31.0 USE OF OTHER CONTRACTS
- 32.0 ASSIGNMENT OF CONTRACT AND/OR PAYMENT
- 33.0 POSSESSION OF FIREARMS / DRUG FREE WORKPLACE
- 34.0 AGREEMENT
- 35.0 POSTING OF RFP CONDITIONS / SPECIFICATIONS
- 36.0 POSTING OF RFP RECOMMENDATION / TABULATIONS

ATTACHMENTS

- A. M/WBE Subcontractor Participation Letter of Intent
- B. M/WBE Subcontractor Participation Summary
- C. Drug-Free Workplace Certification
- D. Statement of No Bid
- E. Typical Job Descriptions
- F. Sample Contract

SCHOOL DISTRICT OF PALM BEACH COUNTY
REQUEST FOR PROPOSAL FOR
TEMPORARY PERSONNEL STAFFING SERVICES

1.0 INTRODUCTION

- 1.1 This is a Request for Proposal (RFP) for **TEMPORARY PERSONNEL STAFFING SERVICES** for the School District of Palm Beach County, Florida (the District).
- 1.2 The District is the fourth largest school district in the State of Florida and the fourteenth largest district in the nation. The District consists of approximately 150 elementary, middle and high schools with over 148,000 enrolled students. Palm Beach County ranges north to the Town of Tequesta, south to the City of Boca Raton and west to the City of Belle Glade covering a radius of 2,023 square miles. From time to time The District requires temporary staffing for schools and departments in multiple locations throughout The District and spends approximately \$650,000 per year. Based on the District's typical job description listed on ATTACHMENT E, page 26. In addition the District may expand on this contract to include professional areas such as information technology personnel, skilled trades workers, legal personnel and accountants.
- 1.3 All terms and conditions of this RFP, any addenda, proposer's submissions and negotiated terms, are incorporated into the contract by reference as set forth herein.
- 1.4 Document files may be examined, during normal working hours, ten days after proposals have been opened.

2.0 INSTRUCTIONS TO PROPOSER

- 2.1 All proposals must be received no later than 2:00 PM, on **July 24, 2002**. If a proposal is transmitted by US Mail or other delivery medium, the proposer(s) will be responsible for its timely delivery to the Department of Purchasing, Suite A-323, 3326 Forest Hill Boulevard, West Palm Beach, Florida 33406-5813.
- 2.2 Any proposal received after the stated time and date, will not be considered and will be returned unopened to the proposer(s).
- 2.3 One manually signed original and 5 photocopies of the proposal must be sealed in one package and clearly labeled "**REQUEST FOR PROPOSAL FOR TEMPORARY PERSONNEL STAFFING SERVICES**" on the outside of the package. The legal name, address, proposer's contact person, and telephone number must also be clearly annotated on the outside of the package.
- 2.4 All proposals must be signed by an officer or employee having authority to legally bind the proposer(s).
- 2.5 Any corrections of unit prices must be initialed. This includes corrections made using correction fluid (white out) or any other method of correction.

REQUEST FOR PROPOSAL NO. 02C-009R

- 2.6 Proposer should become familiar with any local conditions which may, in any manner, affect the services required. The proposer(s) is/are required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.
- 2.7 Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole option of the District.
- 2.8 Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer, for a period of 90 days, to provide the District with the services specified in the proposal.
- 2.9 **DELIVERY OF RFPs:** When hand delivering your RFP, proposers must follow the School District's security access procedures. The procedures are as follows:
- A. Park in visitors' parking area.
 - B. Enter building through the front door.
 - C. Sign-in at the front desk and receive visitor's pass.
 - D. Proceed to the Purchasing Department located in A-Wing, Third Floor, Room A-323.
 - E. Present RFP to Purchasing Department receptionist for official date/time stamping.

PROPOSERS SHOULD ALLOW AT LEAST 30 MINUTES TO FOLLOW THE ABOVE PROCEDURES AND SUBMIT THEIR RFP TO THE PURCHASING DEPARTMENT, ROOM A-323, A-WING, THIRD FLOOR, NO LATER THAN THE DATE AND TIME DESIGNATED IN THE RFP.

3.0 TIME SCHEDULE

- 3.1 The District will attempt to use the following time schedule which will result in selection of a proposer(s).

July 8, 2002	All written questions and inquiries are due.
July 24, 2002	Proposals due no later than 2:00 PM.
July 31, 2002	* Evaluation Committee Meeting
August 7, 2002	Oral Presentation
August 14, 2002	Posting of Recommendation.
September 18, 2002	Recommend proposer(s) to the School Board for approval.

* This is an open, public meeting.

- 3.2 Notification of any changes to the time schedule will be made to proposers by US certified mail or fax or e-mail.
- 3.3 Response to inquiries regarding the status of a proposal must not be made prior to the posting of award recommendation.

4.0 AWARD

- 4.1 The District reserves the right to accept or reject any or all proposals.

REQUEST FOR PROPOSAL NO. 02C-009R

- 4.2 The District reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals.
- 4.3 The District reserves the right, before awarding the contract, to require proposer(s) to submit evidence of qualifications or any other information the District may deem necessary.
- 4.4 The District reserves the right, prior to Board approval, to cancel the RFP or portions thereof, without penalty.
- 4.5 The District reserves the right to: (1) accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the District; and (2) the District reserves the right to reject any and/or all items proposed or award to multiple proposers.
- 4.6 The proposal with the highest number of points will be ranked first; however, nothing herein will prevent the School Board of Palm Beach County, Florida, from making multiple awards and to deem all proposals responsive, and to assign work to any firm deemed responsive.
- 4.7 The District reserves the right to further negotiate any proposal, including price, with the highest rated proposer. If an agreement cannot be reached with the highest rated proposer, the District reserves the right to negotiate and recommend award to the next highest proposer or subsequent proposers until an agreement is reached.

5.0 TERM OF CONTRACT / RENEWAL

- 5.1 The term of this contract shall be for three years from October 1, 2002 through September 30, 2005, and may, by mutual agreement between the School Board and the awardee, be renewable for two additional one-year periods. The Board, through the Purchasing Department, will, if considering renewing, request a letter of intent to renew from the awardee prior to the end of the current contract period. If needed, the contract will be extended 90 days beyond the contract expiration date. The awardee will be notified when the Board has acted upon the recommendation. All prices shall be firm for the term of this contract. The awardee agrees to this condition by signing their proposal.

6.0 FUNDING OUT, TERMINATION, CANCELLATION

- 6.1 Florida School Laws prohibit School Board from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year-to-year extension provisions in the agreements.
- 6.2 It is necessary that fiscal funding out provisions be included in all RFPs in which the terms are for periods of longer than one year.

REQUEST FOR PROPOSAL NO. 02C-009R

6.3 Therefore, the following funding out provisions are an integral part of this RFP and must be agreed to by all proposers:

The School Board may, during the contract period, terminate or discontinue the services covered in this RFP only at the end of the School Board's then current fiscal year upon 90 days prior written notice to the successful proposal.

Such prior written notice will state:

- a. That the lack of appropriated funds is the reason for termination, and
- b. Agreement not to replace the services being terminated with services with similar to covered in this RFP from another vendor in the succeeding funding period.

"This written notification will thereafter release the School Board of all further obligations in any way related to such equipment covered herein".

6.4 This completed statement must be included as part of any contract submitted by the successful proposer. No contract will be considered that does not include this provision for "funding out".

7.0 RFP INQUIRIES

7.1 Any questions concerning conditions and specifications must be submitted in writing and received no later than 5:00 p.m. EST on July 8, 2002. Questions received in writing by the time and date specified will be answered in writing. Robert Bruno is authorized only to direct the attention of prospective proposers to various portions of the RFP so that they may read and interpret such for themselves. Neither Mr. Bruno nor any employee of the District is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in the written documents.

Send all inquiries to attention:

Robert Bruno, Purchasing Agent III
Purchasing Department
School District of Palm Beach County
3326 Forest Hill Boulevard
West Palm Beach, FL 33406
(561) 434-8209 FAX (561) 434-8185

7.2 If necessary, an addendum will be electronically mailed, faxed or delivered to all who are known by the Purchasing Department to have received a complete set of proposal documents.

7.3 Copies of addendum will be made available for inspection at the District's Purchasing Department where proposal documents will be kept on file.

7.4 No addendum will be issued later than three calendar days prior to the date for receipt of proposals except an addendum withdrawing the request for proposals or one which includes postponement of the date for receipt of proposals.

7.5 No verbal or written information which is obtained other than by information in this document or by addendum to this RFP will be binding on the District.

REQUEST FOR PROPOSAL NO. 02C-009R

8.0 LOBBYING

8.1 PROPOSERS ARE HEREBY ADVISED THAT LOBBYING IS NOT PERMITTED WITH ANY DISTRICT PERSONNEL OR BOARD MEMBERS RELATED TO OR INVOLVED WITH THIS RFP UNTIL THE ADMINISTRATION'S RECOMMENDATION FOR AWARD HAS BEEN POSTED IN THE PURCHASING DEPARTMENT. ALL ORAL OR WRITTEN INQUIRIES MUST BE DIRECTED THROUGH THE PURCHASING DEPARTMENT.

8.2 LOBBYING IS DEFINED AS ANY ACTION TAKEN BY AN INDIVIDUAL, FIRM, ASSOCIATION, JOINT VENTURE, PARTNERSHIP, SYNDICATE, CORPORATION, AND ALL OTHER GROUPS WHO SEEK TO INFLUENCE THE GOVERNMENTAL DECISION OF A BOARD MEMBER OR DISTRICT PERSONNEL AFTER ADVERTISEMENT AND PRIOR TO THE POSTED RECOMMENDATION ON THE AWARD OF THIS CONTRACT.

8.3 ANY BIDDER WHO IS ADVERSELY AFFECTED BY THE RECOMMENDED AWARD MAY FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES. FAILURE TO POST BOND WITH THE SCHOOL BOARD OR TO ADHERE STRICTLY TO THE REQUIREMENTS OF STATUTES AND STATE BOARD RULES PERTAINING TO PROTESTS WILL RESULT IN SUMMARY DISMISSAL BY THE PURCHASING DEPARTMENT. ADDITIONALLY, ANY BIDDER WHO IS ADVERSELY AFFECTED BY THE RECOMMENDED AWARD MAY ADDRESS THE SCHOOL BOARD AT A REGULARLY SCHEDULED BOARD MEETING.

8.4 ANY PROPOSER OR ANY INDIVIDUALS THAT LOBBY ON BEHALF OF PROPOSER DURING THE TIME SPECIFIED WILL RESULT IN REJECTION / DISQUALIFICATION OF SAID PROPOSAL.

9.0 SCOPE OF SERVICES

9.1 The District is searching for a professional staffing firm that will staff, screen, and manage all non-instructional temporary personnel needs for the District. The following qualifications are areas the District is interested in obtaining to assure the quality of services provided.

9.2 Company Profile: History, Structure, Vision/Mission, and Philosophy

Briefly explain your company's corporate structure.

What is your company's current Vision/Mission?

Describe the role of your corporate headquarters and branch offices, including the specific role each would play in implementation of a relationship with the Palm Beach County School District.

What are the locations of your local offices?

REQUEST FOR PROPOSAL NO. 02C-009R

9.3 Financial Strength and Insurance

Detail your company's financial position.

Please provide one bank reference.

What policies are included in your firm's property/casualty insurance portfolio?

What liability coverage does your company currently hold?

What is your company's workers' compensation policy?

9.4 Recruitment

What recruiting methods/resources do you utilize?

Describe how your company can effectively recruit candidates who will satisfactorily fulfill our staffing requirements.

How do you anticipate changing market conditions? How have you reacted in the past to those changes? (Provide one example)

9.5 The Hiring Process

Describe your screening, skills-evaluation and interview processes.

Describe in detail your capabilities regarding drug testing and criminal background screening to include federal background screening?

How can your firm fulfill requests for varied positions, such as technical, scientific, legal and trades as well as traditional temporary help?

How do you mainstream temporary employees currently working for the District through other employment agencies in order to insure there is no lapse in servicing the District?

9.6 Orientation and Training

Describe the initial orientation provided to your temporary employees.

What can your agency do to attract temporary employees to your organization?

What ongoing training is available?

How are safety issues covered?

What is your reference verification process?

Explain how you train and orient your staff in coordination with District requirements.

REQUEST FOR PROPOSAL NO. 02C-009R

9.7 Service Quality and Evaluation

What are your capabilities for responding to the District's daily requests for temporary help?

Do you have an automated system in place for assigning high volume employees?

How do you measure your success in filling customers' requests?

What is your annual job fill-rate, and how do you measure it?

How do you measure the quality of temporary employee performance?

Explain how you would fulfill a request from a department that would need to be filled in 24-hours, screening included. ie. Example food service worker

9.8 Temporary Employee Retention

How does your agency address employee retention, motivation, recognition and loyalty?

What benefits do you offer temporary employees? What criteria determine eligibility?

9.9 Primary Provider Relationship

Describe your primary provider/on-site management capabilities.

Please provide references for Primary Provider relationships.

Do you currently provide staffing for a school district?

Outline the duties and responsibilities of the on-site manager.

Describe your subcontractor selection strategy. What criteria do you use?

Please provide an example of your typical on-site transition plan. Include a suggested timeline.

9.10 Pricing

Please provide mark-up pricing for the typical job descriptions listed on Attachment E.

9.11 Customer Invoicing

Describe your billing system and capabilities.

What electronic capabilities do you have available to manage invoicing?

9.12 Payroll and Benefits Administration

Describe your payroll administration capabilities.

What benefits does your firm offer its employees?

9.13 MIS Capabilities

Do you have electronic systems in place for tracking, billing, management reporting, minority utilization and employee information? What types of reports are available?

How are the electronic capabilities consolidated and controlled between headquarters and branches?

What technical support services are available to your employees?

REQUEST FOR PROPOSAL NO. 02C-009R

9.14 **Partnership**

In what ways can you develop partnerships that benefit both your agency and your customers?

How does partnering with your agency help customers with costs?

How do you protect customers from co-employment issues?

Discuss your capabilities/experience as a preferred vendor/primary supplier.

How would you go about recommending process improvements for clients?

9.15 **Quality Management**

Describe your company's quality management system and describe how your company manages the process. Does your company offer a guarantee?

10.0 EVALUATION COMMITTEE MEETINGS

10.1 As stated in Section 3.1 and Section 13.2 a committee will be convened to review and evaluate responsive proposals, for the purposes of making a decision as to an intended award. Per F.S. 119, this is an open public meeting. Notification will also be posted for review by interested parties at the School District Purchasing Department, 3326 Forest Hill Boulevard, Suite A-323, West Palm Beach, FL 33406.

11.0 PREPARATION AND SUBMISSION

11.1 In order to maintain comparability and enhance the review process, it is requested that proposals be organized in the manner specified below. Include all information in your proposal. **It is required that 5 copies of the proposal be submitted with the original proposal.**

11.2 **Title Page:** Show the RFP number, subject, name of the proposer, address, telephone number and the date.

11.3 **Table of Contents:** Include a clear identification of the material by section and by page number.

11.4 **Letter of Transmittal:** Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.

11.5 **Request for Proposal:** Required Response Form (page 1 of RFP) with all required information completed and all signatures as specified.

11.6 **Experience and Qualifications of the Firm:** State the experience your firm has had in the last three years with providing temporary personnel to corporations or government entities that consist of multiple locations and multiple job descriptions.

11.7 **Qualifications of Staff:** Give the names of individuals who will be assigned to this contract, including their resumes and expand on their experience in the area they will be serving.

11.8 **Approach / Methodology:** At a minimum, show how you will staff, screen, manage, and train temporary personnel.

REQUEST FOR PROPOSAL NO. 02C-009R

- 11.9 **Response to Section 8.0 Questions:** Proposals must address the questions in Section 9.0, Scope of Service, beyond any other requirements of this RFP, to be considered complete. The response to an item must include the item number. Item responses shall be presented in numerical order. Proposals not addressing these items in this manner may be subject to disqualification at the sole option of the District.

The proposer's response to the items in Section 9.0, Scope of Services will be evaluated with the intent of rewarding firms showing the ability, commitment and creativity to meet the District's needs for temporary staffing services. The proposer considered best suited to meeting the District's needs by the evaluation committee receives the maximum number of points in this category.

- 11.10 **Cost of Services:** Provide mark-up pricing for typical job description on page 26, ATTACHMENT E and explain the implementation for transitional temporary employees in place in District positions from existing temporary agencies.

- 11.11 **Minority/Women Business Participation:** Proposers that are District or State certified minority, women, or disadvantaged business enterprises, at the time of submittal, will be awarded a maximum of ten points. Proposers that do not meet the above requirement may sub-contract minority business participation in accordance with Section 29.0 and receive participation points.

Items to be considered for assigning points for minority/women participation shall include but not be limited to:

- A. Statement of minority involvement in the RFP proposal process.
- B. Firm meeting Palm Beach County School Board RFP qualifications and specifications.
- C. Signed agreement attached to RFP proposal for M/WBE firm.
- D. Details of levels of professional services/staffing of M/WBE firm involved throughout the engagement.
- E. Extent of primary firm's commitment to minority/women on a local level.

- 11.12 **Insurance:** Provide proof of your company's insurance as required in this RFP or submit a letter of your intention to have the required insurance within ten days of notification by the District.

12.0 ORAL PRESENTATION

- 12.1 Firms who submit proposals in response to this RFP and are selected by the Evaluation Committee will be required to give an oral presentation of their proposal to the Evaluation Committee on August 7, 2002. This will provide an opportunity for firms to highlight their proposals. This is only a fact-finding and explanation session to assist staff in recommending the successful firm and does not include contract award or negotiations. The presentation is to be based upon the written proposals received. The presentations will be held at the Fulton Holland Educational Services Center, 3300 Forest Hill Boulevard, Cafeteria, B Wing, First Floor, West Palm Beach, FL 33406.

13.0 PROPOSAL EVALUATION PROCESS:

- 13.1 RFPs are received and publicly opened. Only names of respondents are read at this time.
- 13.2 An Evaluation Committee, consisting of District personnel, will convene, review and discuss all proposals submitted. Purchasing personnel will participate in an advisory capacity only.
- 13.3 The Evaluation Committee will assign points in the evaluation and recommendation process in accordance with the evaluation criteria listed in Evaluation Criteria, Section 14.0.

REQUEST FOR PROPOSAL NO. 02C-009R

- 13.4 The Evaluation Committee reserves the right to interview any or all proposers and to require a formal presentation with the key people who will administer and be assigned to work on the contract before recommendation of award. This interview is to be based upon the written proposal received.
- 13.5 The Evaluation Committee reserves the right to negotiate further terms and conditions, including price with the highest ranked proposer. If the Evaluation Committee cannot reach a mutually beneficial agreement with the first selected proposer, the Committee reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.
- 13.6 The Purchasing Department will prepare and submit an agenda item to the Superintendent of Schools, Palm Beach County, Florida.
- 13.7 The Superintendent will recommend to the School Board, the award or rejection of any and/or all proposal(s).
- 13.8 The School Board will award or reject any or all proposal(s).

14.0 EVALUATION CRITERIA

The Evaluation Committee shall rank all proposals received which meet the submittal requirements. The following factors will be considered in ranking the proposals received:

	<u>MAXIMUM POINTS</u>
A. <u>Experience and Qualifications of the Firm</u>	20
B. <u>Qualifications of Staff</u>	15
C. <u>Approach / Methodology</u>	10
D. <u>Hiring Process</u> – background screening, skills evaluation, drug testing	20
E. <u>Response to Section 9.0 Questions</u>	10
F. <u>Cost of Services</u>	15
G. <u>Minority/Women Business Participation</u>	10
Total	<hr/> 100

15.0 CANCELLATION OF AWARD/TERMINATION

- 15.1 In the event any of the provisions of this proposal are violated by the proposer(s), the Superintendent or designee will give written notice to the proposer(s) stating the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation will be made to the District for immediate cancellation. Upon cancellation hereunder, the District may pursue any and all legal remedies as provided herein and by law.

REQUEST FOR PROPOSAL NO. 02C-009R

- 15.2 The District, reserves the right to terminate any contract resulting from this RFP, at any time and for no reason, upon giving 30 days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the District will be relieved of all obligations under said contract. The District will only be required to pay to the proposer(s) that amount of the contract actually performed to the date of termination.
- 15.3 The awardee(s) will have the option to terminate the contract upon written notice to the Director of Purchasing. Such notice must be received at least 90 days prior to the effective date of termination.
- 15.4 Cancellation of contract by awardee may result in removal from bidders/proposer list for a period of three years.

16.0 DEFAULT

- 16.1 In the event that the awarded proposer(s) should breach this contract the District reserves the right to seek remedies in law and/or in equity.

17.0 LEGAL REQUIREMENTS

- 17.1 It shall be the responsibility of the contractor to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations and School Board Policy that in any manner affect the items covered herein which may apply. Specifically, no temporary personnel will be provided to the District who have charges pending and / or a conviction involving any offenses listed in Chapter 435, Florida Statutes. Failure to comply may result in the immediate termination of the vendor's contract at the sole discretion of the School District. Lack of knowledge by the proposer(s) will in no way be a cause for relief from responsibility.

- 17.2 Temporary personnel provided to the District will be fingerprinted by the contractor or contractor's designated agency or the District's School Police Department for a criminal background check by the FDLE and the FBI. All costs for this background check will be the responsibility of the contractor.

No temporary personnel will be allowed to work without prior criminal background clearance approved by the School Police Department and contractor.

- 17.3 Proposer(s) doing business with the District are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, religion, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

18.0 FEDERAL AND STATE TAX

- 18.1 The District is exempt from federal and state taxes for tangible personal property. The Purchasing Department Coordinator will sign an exemption certificate submitted by the successful proposer(s). Proposer(s) doing business with the District will not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the District, nor will any proposer be authorized to use the District's Tax Exemption Number in securing such materials.

REQUEST FOR PROPOSAL NO. 02C-009R

19.0 CONFLICT OF INTEREST

19.1 All proposers must disclose the name of any officer, director, or agent who is also an employee of the District. All proposers must disclose the name of any District employee who owns, directly or indirectly, any interest in the proposers' business or any of its branches.

20.0 INSURANCE REQUIREMENTS

20.1 Proof of the following insurance will be furnished by the awarded proposers/bidders to the School District of Palm Beach County by Certificate of Insurance. All insurance must be issued by a company or companies approved by the School District.

20.2 Original Certificates of Insurance meeting the specific required provision specified within this contract/agreement shall be forwarded to the Palm Beach County School District's Purchasing Department, ATTN: Robert Bruno, Purchasing Agent, and approved prior to the start of any work or the possession of any school property. Renewal certificates must be forwarded to the same department prior to the policy renewal date.

20.3 Thirty days written notice must be provided to the Palm Beach County School District via certified mail in the event of cancellation. The notice must be sent to the Purchasing Department.

20.4 The awarded bidders shall provide complete copies of any insurance policy for required coverage within seven days of the date of request by the Purchasing Department but in any respect at least 30 days prior to the commencement of any term. For all contracts with a bid amount of \$500,000 or more the actual **INSURANCE POLICY** must be included with the Certificate of Insurance.

A. **WORKERS' COMPENSATION:** Proposer(s) must comply with FSS 440, Workers' Compensation and Employees' Liability Insurance with minimum statutory limits.

B. **COMMERCIAL GENERAL LIABILITY:** Awarded proposers/bidders shall procure and maintain, for the life of this contract/agreement, Commercial General Liability Insurance. This policy shall provide coverage for death, bodily injury, personal injury, products and completed operations liability and property damage that could arise directly or indirectly from the performance of this agreement. It must be an occurrence form policy. **THE SCHOOL DISTRICT OF PALM BEACH COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE FOR COMMERCIAL GENERAL LIABILITY INSURANCE.**

The minimum limits of coverage shall be \$1,000,000 per occurrence, Combined, Single Limit for Bodily Injury Liability and Property Damage Liability.

C. **BUSINESS AUTOMOBILE LIABILITY:** Awarded proposers/bidders shall procure and maintain, for the life of the contract/agreement, Business Automobile Liability Insurance. **THE SCHOOL DISTRICT OF PALM BEACH COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE FOR BUSINESS AUTOMOBILE LIABILITY INSURANCE.**

The minimum limits of coverage shall be \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This coverage shall be an "Any Auto" form policy. The insurance must be an occurrence form policy.

REQUEST FOR PROPOSAL NO. 02C-009R

In the event the contractor does not own any vehicles, we will accept hired and non-owned coverage in the amounts listed above. In addition, we will require an affidavit signed by the contractor indicating the following:

_____ (Company Name) does not own any vehicles. In the event we acquire any vehicles throughout the term of this contract/agreement, _____ (Company Name) agrees to purchase "Any Auto" coverage as of the date of acquisition.

21.0 INDEMNIFICATION / HOLD HARMLESS AGREEMENT

21.1 Awarded proposers/bidders shall, in addition to any other obligation to indemnify the Palm Beach County School District and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School District, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged;

- A. bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or
- B. violation of law, statute, ordinance, governmental administration order, rule or regulation by contractor in the performance of the work; or
- C. liens, claims or actions made by the contractor or any subcontractor or other party performing the work.

21.2 The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the contractor of any subcontractor under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar.

21.3 Any costs or expenses, including attorney's fees, incurred by the Palm Beach County School District to enforce this agreement shall be borne by the contractor.

21.4 Awardee(s) recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant and expressly acknowledges the receipt of TEN DOLLARS payable upon receipt of first invoice and other good and valuable consideration provided by the District in support of this indemnification in accordance with the laws of the State of Florida. This article will survive the termination of this contract.

22.0 PUBLIC RECORDS LAW

22.1 All proposal documents or other materials submitted by the proposer in response to this RFP will be open for inspection by any person and in accord with Chapter 119, Florida Statutes.

23.0 PERMITS AND LICENSES

23.1 The proposer(s) will be responsible for obtaining any necessary permits and licenses and will comply with laws, rules, and regulations whether state or federal and with all local codes and ordinances without additional cost to the District.

REQUEST FOR PROPOSAL NO. 02C-009R

24.0 INTELLECTUAL PROPERTY RIGHTS

24.1 The proposer(s) will indemnify and hold harmless, the District from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, service marked, trademarked, patented or un-patented invention, process, article or work manufactured or used in the performance of the contract, including its use by the District. If the proposer(s) uses any design, device, materials or works covered by letters, service mark, trademark, patent, copyright or any other intellectual property right, it is mutually agreed and understood without exception that the proposal prices will include all royalties of costs arising from the use of such design, device, or materials in any way involved in the work.

This article will survive the termination of any contract with the School District.

25.0 COST INCURRED IN RESPONDING

25.1 All costs directly or indirectly related to proposal preparation, representation or clarification shall be the sole responsibility of and be borne by the proposer.

26.0 SUB-CONTRACTS

26.1 Nothing contained in this specification will be construed as establishing any contractual relationship between any sub-proposer(s) and the District.

26.2 The proposer(s) will be fully responsible to the District for the acts and omissions of the sub-proposer(s) and their employees.

26.3 After award of contract, any changes in subcontractors or subproposers requires prior School District written approval.

27.0 INDULGENCE

27.1 Indulgence by the District on any non-compliance by the proposer does not constitute a waiver of any rights under this RFP.

28.0 JOINT PROPOSAL

28.1 In the event multiple proposers submit a joint proposal in response to the RFP, a single proposer shall be identified as the Prime Vendor. If offering a joint proposal, Prime Vendor must include the name and address of all parties of the joint proposal. Prime Vendor shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one proposer shall be acceptable. Prime Vendor responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other proposers participating or present at District meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Vendor shall also prepare and present a consolidated invoice(s) for services performed. The District shall issue only one check for each consolidated invoice to the Prime Vendor for services performed. Prime Vendor shall remain responsible for performing services associated with response to this RFP.

29.0 SUB-CONTRACTING/MINORITY BUSINESS PARTICIPATION

- 29.1 The District strongly encourages the use of Minority/Woman owned business enterprises for participation as associates, joint-venturers, prime proposers, and sub-proposers in contracting opportunities.
- 29.2 In order to receive evaluation credit for M/WBE participants, the proposer or firm(s) to be utilized by the proposer must be certified by the District or the State of Florida at the time that the proposals are due. In order to receive evaluation credit for M/WBE participation, the proposal must identify the specific certified M/WBE firm or firms upon which evaluation credit is sought, shall indicate the extent and nature of the M/WBE's work, and shall include the percentage of the total engagement which will be received by the M/WBE firm in connection with the proposal. M/WBE participation in auxiliary services (e.g., graphics, printing and other services) is acceptable but will only be given evaluation credit if it augments the primary service of this RFP. **ALL PROPOSERS MUST COMPLETE THE M/WBE SUBCONTRACTOR PARTICIPATION LETTER OF INTENT (FORM 1525). ATTACHMENT A.**
- 29.3 Inquiries regarding listings of District and State Certified Minority, Woman and Disadvantaged business enterprises can be made to the District's Office of Diversity in Business Practices, 3322 Forest Hill Boulevard, Suite A-106, West Palm Beach, FL 33406, or phone (561) 434-8508. All companies using minority, woman, or disadvantaged sub-proposers will complete the **M/WBE SUBCONTRACTOR PARTICIPATION SUMMARY (FORM 1526) – ATTACHMENT B.** This form must be submitted with all requests for payment.
- 29.4 Minority Business Enterprise (MBE) indicates a business entity which is owned and operated by a minority. In this instance, minority or handicapped group members are citizens of the United States or lawfully admitted permanent residents who are African American, Hispanics, Women, Native Americans, Asian-Pacific, Asian-Indian, and eligible others as outlined in Administrative Order 1-18.
- 29.5 The Palm Beach County School District only recognizes as acceptable for certification as minority/woman business enterprises those firms, vendors, and consultants that have successfully completed the certification requirements of the State of Florida Minority Business Advocacy and Assistance Office or the Palm Beach County School District's Office of Diversity in Business Practices. In the case of those firms or small business enterprises that are certified with the State of Florida Minority Business Advocacy and Assistance Office the firm shall be required to include a copy of their certification letter or certificate. The letter or certificate will only be deemed valid if the dates for certification have not expired. Any pending application with the Palm Beach County School District or the State of Florida Minority Business Advocacy and Assistance Office shall not be considered as certification of the vendor making application for consideration as a M/WBE firm.
- 29.6 The Palm Beach County School District does not currently by implication or direct means have reciprocity with any governmental or non-governmental entity, with the exception of the State of Florida Minority Business Advocacy and Assistance Office for the purpose of sharing and/or acceptance of M/WBE vendors, consultants, small business enterprises for certification.

REQUEST FOR PROPOSAL NO. 02C-009R

30.0 PUBLIC ENTITY CRIMES

- 30.1 A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/RFP on a contract to provide any goods or services to a public entity, may not submit a bid/RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/RFPs on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- 30.2 The proposer(s) certifies by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department/agency.

31.0 USE OF OTHER CONTRACTS

- 31.1 The District reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, any other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012(6) in lieu of any offer received or award made as a result of this bid, if it is in the best interest to do so. **The District also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.**

32.0 ASSIGNMENT OF CONTRACT AND/OR PAYMENT

- 32.1 The proposer shall not enter into subcontracts, or assign, transfer, convey, sublet, or otherwise dispose of the ensuing contract, or any or all of its right, title or interest herein, or its power to execute such contract to any person, company, or corporation without prior written consent of the District.
- 32.2 The proposer will be prohibited from publishing or releasing any information related to the requested services without the prior written permission of the School District. All reports and other documents resulting from the ensuing contract will remain the sole property of the District.

33.0 POSSESSION OF FIREARMS / DRUG FREE WORKPLACE

- 33.1 Possession of firearms will not be tolerated on School District property; nor will violations of Federal and State laws and any applicable School Board policy regarding Drug Free Workplace be tolerated. Violations will be subject to the immediate termination provision heretofore stated in Section 17.1.
- 33.2 "Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any destructive device; or any machine gun.
- 33.3 No person who has a firearm in their vehicle may park their vehicle on School District property. Furthermore, no person may possess or bring a firearm on School District property.

REQUEST FOR PROPOSAL NO. 02C-009R

33.4 If any employee of an independent contractor or sub-contractor is found to have brought a firearm on School District property, said employee will be terminated from the School Board project by the independent contractor or sub-contractor. If the sub-contractor fails to terminate said employee, the sub-contractor's agreement with the independent contractor for the School Board project shall be terminated. If the independent contractor fails to terminate said employee or fails to terminate the agreement with the sub-contractor who fails to terminate said employee, the independent contractor's agreement with the School Board shall be terminated.

34.0 AGREEMENT

34.1 A purchase order and/or a contract will be released, after award, for any work to be performed as a result of this RFP. The proposal, response to the proposal, all attachments, any addendum released, agreement if applicable, and the corresponding purchase order will constitute the complete agreement between proposer and the District. Should there be any conflict between the terms of the RFP, response to the RFP (proposal), and the terms of the agreement (Sample Contract), the terms of the agreement shall be final and binding and the RFP shall control where in conflict with the proposal. If proposer requires an additional contract, then proposer should include their sample contract as an attachment to the proposal submitted for review.

35.0 POSTING OF RFP CONDITIONS / SPECIFICATIONS

35.1 This RFP will be posted for review by interested parties, at 3326 Forest Hill Boulevard, Suite A-323, West Palm Beach, FL, on the date of RFP mailing and will remain posted for a period of 72 hours. Failure to file a specification protest within the time prescribed in Florida Statutes 120.57(3) will constitute a waiver of proceedings under Chapter 120, Florida Statutes.

36.0 POSTING OF RFP RECOMMENDATION / TABULATIONS

36.1 RFP recommendations and tabulations will be posted in the Purchasing Department for review by interested parties, at 3326 Forest Hill Boulevard, Suite A-323, West Palm Beach, FL, on August 14, 2002 at 3:00 p.m., and will remain posted for a period of 72 hours. If the RFP tabulation with recommended awards is not posted by said date and time, A "Notice of Delay of Posting" will be posted to inform all proposers of the new posting date and time.

36.2 Any person adversely affected by the decision or intended decision must file a notice of protest, in writing, within 72 hours after the posting. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file protest within the time prescribed in Section 120.57(3), Florida Statutes, will constitute a waiver of proceedings under Chapter 120, Florida Statutes.

36.3 If a bidder wishes to protest a RFP, they must do so in strict accordance with the procedures outlined in FS 120.57(3), and Section 8.3 of this proposal and School Board Policy 6.14.

REQUEST FOR PROPOSAL NO. 02C-009R

- 36.4 Any person who files an action protesting RFP specifications, a decision or intended decision pertaining to this bid pursuant to FS 120.57(3)(b), shall post with the Purchasing Department, at the time of filing the formal written protest, a bond secured by an acceptable surety company in Florida payable to the School District of Palm Beach County in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$500 nor more than \$5,000. Bond shall be conditioned upon the payment of all costs that may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check or money order will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the District prevails, it shall recover all costs and charges included in the final order of judgment, including charges by the Division of Administrative Hearings. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protest prevails, he or she shall recover from the District all costs and charges, which shall be included in the final order of judgment.

REQUEST FOR PROPOSAL NO. 02C-009R

Minority Certification applications are available through the Minority Business Enterprise located at:

Office of Diversity in Business Practices
School District of Palm Beach County
3322 Forest Hill Boulevard, Suite A-106
West Palm Beach, FL 33406-5871
Phone: (561) 434-8508
<http://www.palmbeach.k12.fl.us/bids/mwbe>

Are you a minority vendor certified by: (Check if appropriate)

Palm Beach County School District _____

State of Florida _____

If yes, expiration date _____

Minority Classification _____

If you are not a certified minority vendor and intend to sub-contract with a certified minority firm(s), please list the vendors and the estimated dollar value below:

<u>Vendor</u>	<u>Estimated Dollar Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

For information on other bids currently being solicited for the School District of Palm Beach County, please call the BID HOTLINE at (561) 434-8111.

Bids/RFPs are available to view and print at no charge on the Purchasing Department's Internet Hotline. Simply go to <http://www.palmbeach.k12.fl.us/bids> and click on those documents you are interested in. This will allow you to register, view and print the solicitation.

6 ATTACHMENTS



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
 PURCHASING DEPARTMENT
 3326 FOREST HILL BOULEVARD, A-323 • WEST PALM BEACH, FLORIDA 33406-5813 • (561) 434-8506

**Minority Women Business Enterprise (M/WBE)
 Subcontractor Participation Letter of Intent**

BID/RFP or Project Name TEMPORARY PERSONNEL STAFFING SERVICES

BID/RFP or Project Number 02C-009R

Name of Bidder _____

The undersigned intends to perform work with the above project as *(check one)*

- Individual Partnership Corporation Joint Venture

(NOTE: If a joint venture, attach letterhead or other documentation proving relationship.)

The undersigned intends to perform work with the above BID/RFP or project as *(check one)*

- Subcontractor Manufacturer Supplier

The undersigned is:

- Certified with the School District of Palm Beach County MIWBE Coordinator
 Certified with the State of Florida, Department of General Services

The undersigned is *(check only one in each applicable column)*:

COLUMN 1

COLUMN 2

COLUMN 3

- American Indian/Alaskan Native Physically Disabled Female
 Asian/Pacific Islander
 Black, Non-Hispanic Male
 Hispanic
 Multiracial
 White, Non-Hispanic

PARTICIPATION: The undersigned intends to perform the following work in connection with the above project.

ITEM NO.	CONTRACT (TRADE) ITEMS	AMOUNT

Name of MWBE Subcontracting Firm _____

Name and Position (type or print) _____

 SIGNATURE

 DATE

DRUG-FREE WORKPLACE CERTIFICATION

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

COMPANY NAME

VENDOR'S SIGNATURE

Must be executed and returned with attached bid at time of bid opening to be considered.
PBSD 0580 New 3/91

STATEMENT OF NO BID

If you are not bidding on this service/commodity, please complete and return this form to: **Department of Purchasing, School District of Palm Beach County, 3326 Forest Hill Boulevard, West Palm Beach, FL 33406-5813.** (Please print or type, except signature)

Failure to respond may result in deletion of vendor's name from the qualified bidder's list for the School District of Palm Beach County.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ TELEPHONE: _____

We, the undersigned, have declined to bid on your RFP No. 02C-009R for TEMPORARY PERSONNEL STAFFING SERVICES because of the following reasons:

_____ We do not offer this product or the equivalent.

_____ Insufficient time to respond to the invitation to bid.

_____ Remove our name from this bid list only.

_____ Our product schedule would not permit us to perform.

_____ Unable to meet bond requirements.

_____ Other. (Specify below)

REMARKS: _____

SIGNATURE: _____ DATE: _____

TYPICAL JOB DESCRIPTIONS

1. **ACCOUNTING CLERK IV, PAYROLL**; Coordinates the disbursement of payroll checks to various locations, and maintains all special requests for check distribution, processes and inputs one time payments, supplemental payments, athletic official payments, and coach's supplement payments, coordinates the collection of information for payment processing with athletic officials and bookkeepers, performs high volume data entry including direct deposit maintenance and other general information, assists in processing payroll information from different locations, compares information entered into the payroll system to output on the summary and balance report, prepares filing for direct deposit cards, W-4's, etc, conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement, and performs other related duties as assigned.

2. **ACCOUNTING TECHNICIAN (PAYROLL)**; Responsible for accurate and timely payment of salary to employees in accordance with district policy and state and federal rules and regulations, provides in-service school center and district personnel regarding payroll policies and procedures, processes time and attendance reports, computes wages, withholding tax, Federal Insurance Contributions Act (FICA), overtime terminal pay, deferred pay and deductions, prepares and processes corrections, reversals, stop payments, cancellations, handwritten checks, etc. including entries and the effects of deductions, completes request for earning from various agencies and for thirteen week earning reports, maintains accurate leave records, inputs payroll data, W-4's, deductions, direct deposit, etc, calculates and processes workers compensation adjustments, retirement adjustments and certification, sick bank usage, catastrophic leave, and Workman's Compensation half and half leave, researches and resolves payroll problems, balances deductions and transmits payroll deductions including withholding tax, Federal Insurance Contributions Act (FICA), levies, Tax Saving Annuities (TSA), dues, etc. accurately and in a timely manner, maintains payroll files in an orderly, accurate and up to data manner, and performs other related duties as assigned.

3. **ACCOUNTS PAYABLE TECHNICIAN I**; Reviews payment documents for accuracy and completeness, resolves billing and assists with delivery discrepancies with vendors, school, and purchasing to expedite payment, verifies the accuracy of payment data entered into on-line invoice files, audits school invoices for price compliance and pays in accordance with procedure, applies Florida Statutes and Board Policy to in and out of county travel claims submitted by employees, maintains correspondence and disseminates follow-up notices via E-mail to schools and departments, compares billing invoices with district contracts for compliance with payment conditions, informs vendors of correct billing procedures; educates the district schools in the correct use of on-line panels, consolidates all outgoing mail by internal and external designations which includes preparing vendor checks for the US mail and employee checks for pony mail, processes consumption data to the district's utility management system, confirms through document comparison the accuracy of payment data recorded on checks, analyzes payment discrepancy reports and takes appropriate action to eliminate payment problems, ensures consultant fees and reimbursable expenses are appropriately documented and are processed in accordance with established procedures, reviews on-line purchase order panels and reports to determine sufficient payable balances, maintains district's list of organizations who are in compliance with sunshine laws, calculates and deducts contractor retainage in accordance with percentages specified, establishes PC based spreadsheets, databases, and word processing files as required, reconciles subsidiary PC to general ledger accounts and purchase order file, and performs other related duties as assigned.

REQUEST FOR PROPOSAL NO. 02C-009R

4. **ACCOUNTING TECHNICIAN;** Receives, edits, and processes financial transactions directly into the District's mainframe-based financial system, including preparing, balancing, and inputting journal entries, prepares, balances, and inputs cash receipts, prepares and issues billings for miscellaneous revenues, reviews and provides Finance Department approval for all requisitions, including emergency requisitions, is crosstrained in the duties of other accounting technicians and provides back-up as necessary, coordinates and provides assistance to school and department personnel as necessary, to ensure the accuracy and timeliness of financial transactions, provides assistance to school and department personnel in financial operating procedures, documentation standards, and related matters, processes financial transactions in accordance with District, state, federal, and professional standards, utilizes microcomputer spreadsheet, database, word processing, and similar applications to collect data and prepare accounting, statistical, and special reports on District level financial matters, and performs other related duties as assigned.
5. **ACCOUNTANT;** Maintains journals, general ledgers and subsidiary ledgers for the processing of financial transactions, assists accounting managers in maintaining the District's financial records and in preparing annual and interim financial statements, assists in the review of District accounting policies and procedures, and recommends changes as necessary to achieve the objectives of consistent application and fair presentation of accounting reports and financial statement, assists in the evaluation of internal control systems with respect to accounting policies and procedures, prepares financial analysis to assist in the preparation of financial statements and to disclose the financial impact of significant District operating programs, examines the financial records of a school or department to ensure proper accounting treatment of transactions and compliance with accounting policies and procedures, assists in resolving accounting and reporting problems which occur due to changes in operating conditions, conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement, and performs other related duties as assigned.
6. **DATA ENTRY OPERATOR;** organizes, arranges, and keys data from input documents to cards or magnetic diskettes, verifies accuracy of keyed data. Programs keypunch, verifiers and data stations.
7. **EXECUTIVE SECRETARY;** (must type 60 WPM type), performs secretarial duties for executives of top management positions. Skilled at working with people at all levels within an organization. Takes and transcribes dictation, handles correspondence, prepares reports, screens telephone calls, schedules appointments.
8. **GENERAL CLERK;** performs basic clerical duties which do not require specialized knowledge of systems and procedures. These may include photocopying, addressing and stuffing envelopes, sorting and distributing mail.
9. **SECRETARY I;** (must type 55 WPM), performs secretarial and clerical duties for one or more people; answers and places telephone calls, distributes mail, receives visitors, maintains files, prepares reports and makes appointments.
10. **SECRETARY II;** (must type 60 WPM), possesses advanced word processing skills. Sets up, prepares and proofreads correspondence and other copy in final form. Answers and places telephone calls, files, receives and screens visitors, distributes mail, sets up appointments and makes travel arrangements. No shorthand required.

REQUEST FOR PROPOSAL NO. 02C-009R

11. **FOOD SERVICE WORKERS;** (kitchen), white uniform required; 8th grade education with ability to follow directions in English. Knowledgeable of the importance of sanitation and safety in a quantity food service establishment. Prepares all food items as directed. Performs serving tasks, cleaning and other related duties as assigned.
12. **CUSTODIAN;** maintains premises in clean, orderly condition. May do any or all of the following: cleaning and polishing floors, walls, furniture and fixtures, picking up refuse from ground areas and disposing of trash, setting up chairs and tables.
13. **TRADES HELPER;** knowledge of the use and maintenance of tools and equipment. Demonstrated ability to understand and follow oral and written directions. Performs semi-skilled tasks related to the various trades in the school system under the supervision of a craftsperson or foreperson. Examples are: cuts, threads and bends pipe to sizes and lengths as required by electricians and plumbers; makes general minor repairs to buildings, doors, walls, floors, windows, furniture, and lockers; maintains required records and reports relating to supplies, parts, equipment, and work performed; and performs other tasks as required by the designated craftsperson. Operates, cleans and maintains variety of equipment such as air conditioners, appliances, AV-TV, communications, business machine and other equipment. Performs other related duties as assigned.
14. **WAREHOUSE WORKER;** off-loading materials, receives, stores supplies and pulls materials for delivery. Ability to read, write and follow directions. Counts, sorts material and setup on pallets. Assist in the conducting of physical inventory, pick stock and stage for delivery to customers. Performs other related duties as assigned.
15. **LEGAL ASSISTANT;** experience as a legal secretary or legal assistant, which includes a working knowledge of litigation, document organization, and case management. Computer literate to include proficiency with advanced applications using Microsoft Office. Ability to type 50 WPM and operate the latest office equipment.