

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	REQUISITION
No. 9713		
DUE DATE NO LATER THAN '5-31-11 3 p.m.		DATE 5-11-11

REQUEST FOR QUOTE - NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
 BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with Clerical Staffing Services.</p> <p style="text-align: center;">Copies of the bid are available at:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (right column)</p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

Note: All bidders are specifically reminded that a completed Affidavit of Bidder (Familial Disclosure) MUST be completed and submitted with the bid response. Failure to include a completed copy will be grounds for disqualification of bid. The Affidavit of Bidder is required to be notarized for construction bids only. All others only require completion and signature.

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder), pursuant to the familial disclosure requirement provided in the _____ (the "School District") advertisement for construction bids, hereby represent and warrant except as provided below, that no familial relationships exist between the over(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
 COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2010, by _____.

,Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

Troy School District

**Request for Proposals
for
Clerical Staffing Services**

May 11, 2011

INVITATION TO SUBMIT PROPOSAL

-Troy School District will accept sealed proposals for Clerical Staffing Services as described within the following specifications.

Proposers are to submit **six (6)** hard copies (one original and four copies) plus one electronic version on CD to:

Troy School District
Attn: Bonnie Lobert
Administration Building
4400 Livernois
Troy, Mi 48098

The envelope containing the Proposal must include the wording **“PROPOSAL: CLERICAL STAFFING SERVICES.”**

Proposals must be personally delivered or sent by mail or express carrier. Proposals that are sent by facsimile or electronic mail will not be accepted or considered.

All Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) and/or any employee of the Proposer and any member of the Board of Education or Superintendent of the Troy School District. Proposals that do not include this sworn and notarized familial relationship disclosure statement will not be considered or accepted by the Board of Education.

All Proposals must be received on or before 2:00 p.m., Monday May 31, 2011 at which time they will be publicly acknowledged. Proposals received after that time and date will not be accepted or considered.

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1 GENERAL CONDITIONS

1.1 Intent

The Troy School District is seeking proposals from qualified contractors to provide clerical staffing for the School District.

The objective of this Request for Proposal (“RFP”) is to offer experienced clerical staffing companies the opportunity to present a detailed Proposal reflecting their experience and qualifications to the Troy School District. The Proposal to be provided should detail the Contractor’s experience in assisting school districts of similar size and scope as the Troy School District with their clerical staffing and include the proposed pricing for the same.

The Troy School District would also welcome ideas for consideration from Proposers as to how the School District can realize additional efficiencies in providing clerical services for its students. To that end, Proposers are encouraged to include additional voluntary alternates as well as suggestions for consideration.

Troy School District will select the Proposal that it determines best meets the needs of the School District. The Contract will be awarded, if at all, to the most responsible Contractor who provides the best value, while meeting the specifications that have been identified by the Board of Education.

Acceptance of a Proposal by the Troy School District does **not** constitute a Contract. Once an acceptable proposal has been accepted by the Troy School District, the Board of Education may vote to authorize the Administration to negotiate the final contract. While the cost aspect of the Contractor Proposal is a significant factor, the Board is equally concerned with the proven ability of the Contractor to satisfactorily perform the Contract so that the services will be provided in accordance with the proposed Contract

1.2 Submission Deadline and Requirements

Troy School District will accept sealed proposals for clerical services as described within the following specifications.

Proposers are to submit **six (6)** hard copies (one original and four copies) to:

Troy School District

Attn: Ms. Bonnie Lobert, Personnel Manager
4400 Livernois
Troy, Michigan 48098

The envelope containing the Proposal must include the wording “**PROPOSAL: CLERICAL STAFFING SERVICES.**”

Proposals must be personally delivered or sent by mail or express carrier. Proposals that are sent by facsimile or electronic mail will not be accepted or considered.

All Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) and/or any employee of the Proposer and any member of the Board of Education or Superintendent of the Troy School District. Proposals that do not include this sworn and notarized familial relationship disclosure statement will not be considered or accepted by the Board of Education.

All Proposals must be received on or before 2:00 p.m. Monday, May 31, 2011, at which time they will be publicly acknowledged. Proposals received after that time and date will not be accepted or considered.

1.3 Acknowledgement of Proposals

At the time and date stated above, all submitted Proposals shall be acknowledged and dated. Any interested parties may attend. No immediate decision will be rendered. All information received will be confidential until after final action by the Troy School District Board of Education, except as disclosure may be required by law.

1.4 Process

The Troy School District will select one or more qualified clerical staffing Contractors to proceed with the negotiation process from those submitting Proposals. The process will include the review and evaluation of methods and procedures used to provide clerical staffing within the scope of this RFP. Past successful experience will also be a significant factor and the references supplied by each Contractor will be contacted, as deemed necessary. A major portion of the negotiations will include the financial terms of the Contract.

The intent and purpose of the Request for Proposal is to allow the Troy School District to optimize resources and save costs by sub-contracting with an expert contractor to provide clerical staffing, including the provision of all personnel, training and management required for the clerical services.

1.5 Proprietary Information

The information provided in the RFP is solely for internal use by the Proposers in their Proposal preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

1.6 Pre-Proposal Meeting

Due to the scope of the work involved in this RFP, a pre-Proposal meeting **will be held at 1:00 p.m. Tuesday May 17, 2011 at the Troy School District Administration Building, 4400 Livernois, Troy, MI 48098.** The purpose of this meeting will be to explain the School District's current clerical staffing assignments and answer any questions regarding this RFP.

Due to the complexity of the Request for Proposal attendance at the Pre Proposal meeting is strongly recommended. Attendance at the meeting will be considered as a factor determining the award of the proposal.

1.7 Additional Requests for Clarification

Prospective Proposers may request that the Troy School District clarify information contained in the RFP. All such requests must be made in writing by email to Bonnie Lobert, blobert@troy.k12.mi.us. Troy School District will provide a written response to all bidders in form of addenda to all written requests for clarification. Addenda will be posted on the District website www.troy.k12.mi.us/purchasing/index.htm.

1.8 Restrictions on Communication

From the issue date of the RFP until the Contract is awarded, Proposers shall not communicate about the subject of the RFP or a Proposer's Proposal with the Troy School District, its Board of Education members, administrators or other employees except for Requests for Clarification submitted in accordance with Section 1.8.

1.9 Addenda to RFP

During the bidding period, bidders may be furnished written addenda to clarify or supplement the RFP. The information included in these addenda is to be included in the proposal and will become part of the contract. Failure of a bidder to acknowledge receipt of any or all addenda on the Addenda Receipt Acknowledgement Form may be sufficient cause for rejection of the bid.

All Addenda will be posted on the District website www.troy.k12.mi.us. Bidders are responsible for checking this website prior to bid submission. Failure to acknowledge all addenda may result in rejection of your bid as being non-

responsive. Addenda will be e-mailed to attendees of the pre bid meeting who provide an email address. The District will not be bound by oral responses to inquiries or written responses other than addenda.

1.10 RFP/Proposal Information Controlling

Troy School District intends that all Proposers have equal access to information relative to the RFP and that the RFP contains adequate information. Each Proposer shall prepare its Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Proposer noting any inconsistency between the information contained in the RFP and any information previously provided must request clarification (refer to Section 1.7). No information communicated to or from a Proposer, either verbally or in writing, shall be effective unless confirmed by written communication contained within the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.

1.11 Bid Bond

Each Proposal shall be accompanied by a surety or bid bond or certified check in a form satisfactory to the Troy School District in an amount of five (5%) percent of the first year's total amount of the Contract, as a guarantee of Proposers' good faith, to be forfeited as liquidated damages if the Proposer withdraws either its Proposal or a form of Contract found acceptable to the Troy School District, fails to execute a form of Contract acceptable to the Troy School District, substantially evidencing and incorporating the RFP and its Proposal.

Good faith deposits shall be returned to all Proposers upon the award of the Contract to a Proposer no later than one (1) week following the Board of Education's approval of a Proposal. Upon request of a Proposer, the Troy School District shall endeavor to enable, as the Troy School District deems reasonable and at no cost, liability or risk to itself, the conversion of a certified check to a surety or bid bond, or vice versa, or the deposit of any certified check, with any interest thereon for the benefit of that Proposer.

1.12 Performance Bond

The Proposer awarded the Contract may be required to furnish the Owner with a satisfactory Performance Bond equal to one year's base bid price. If the Troy School District accepts this required alternate, the successful Proposer may bill the Troy School District a lump sum for the same, early in the Initial Term of the Contract and with no price mark-up. The cost for the performance bond shall be included as an 'add alternate' on the Proposal. The cost quoted shall be the first cost, with no price mark-up.

The purpose of the Performance Bond requirement is to secure the faithful performance of the RFP/Contract specifications and to financially protect the Troy School District against the cost to hire a different Proposer to fulfill the Contract requirements unfulfilled by the original Proposer.

If required, the Performance Bond must be issued by a quality surety licensed to do business in the State of Michigan, and the bonding companies must be limited to those listed on the U.S. Department of Treasury Circular 570. The U.S. Department of Treasury Circular 570 can be viewed at the following web site: <http://fms.treas.gov/c570/index.html>. The Troy School District will be listed as an obligee on the Performance Bond. If Troy School District requests that the Contractor provide a Performance Bond in one or more subsequent years of the Contract, the price increase will be limited to five (5%) percent per year.

The awarded Contractor will deliver the required Performance Bond to the Troy School District at the time of execution of the Contract.

1.13 Proposer Experience

Contractors with at least five (5) years of experience providing clerical staffing services for public K-12 school districts that are similar in size to the Troy School District are preferred. Among the required references, at least two (2) references from public school districts in the State of Michigan shall be included.

1.14 Reservation of Rights

The Troy School District reserves the right, in its sole discretion (for this and the other provisions of this RFP) to accept or reject any or all Proposals, in whole or in part, with or without cause. The Troy School District reserves the right to waive any irregularity or informality in the RFP process, and the right to award the Contract to other than the Proposer submitting the lowest or best financial Proposal. The Troy School District reserves the right to request additional information from any or all Proposers. The Troy School District reserves the right to negotiate with the Proposers concerning their Proposals.

1.15 Proposal Costs

A recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, in otherwise responding to the RFP, and for any negotiations incidental to its Proposal or the RFP.

1.16 Irrevocability of Proposals

All Proposals once submitted shall not be withdrawn and shall be irrevocable for a minimum period of one-hundred twenty (120) calendar days following the date and time for receipt of Proposals set forth above.

1.17 Collusive Bidding

The Proposer must certify that its Proposal is made without any previous understanding, contact or connection with any person, firm or corporation making a Proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

1.18 Troy School District Profile

The RFP contemplates and is intended to procure Clerical Staffing Services under the form of Contract included in the RFP for Troy School District (the “School District”). The School District is located in the City of Troy, in the County of Oakland, Michigan. Please refer to the accompanying information for demographic profiles of the School District (Attachments A and B).

1.19 Contract

The submission of a response to this Request for Proposal (“RFP”) shall constitute the Proposer’s written acknowledgment that it agrees to be bound by the terms and conditions contained in this RFP. This RFP shall be legally binding and will require that this RFP and the resulting Contractor Proposal be included as addenda to any subsequent contract that may be entered into between the Contractor(s) and the Troy School District. The Contractor understands that this means that the Contractor accepts all of the specifications included within this RFP and shall satisfy the requirements and reports listed herein. Any exceptions must be explicitly noted in the Contractor’s Proposals.

1.20 Contract Duration

1.20.1 Term

The term of this Contract shall be for three years July 1, 2011- June 30 2014, Following selection of the successful Proposer by the Troy School District, the Contract will be finalized by the parties.

The Contract period shall begin on July 1, 2011, or as soon as practical. At that time, the Contractor will be required to have all necessary employees hired and ready to work.

The prices proposed by the Contractor shall include all charges for labor, insurance, taxes, overhead, profit, and other applicable costs.

The District may periodically request the Contractor to perform work that is not specified in this contract. Any such work will be classified as extra work and will be billed according to the rate specified in the bid proposal. Any additional work for which additional charges will be billed to the District must be pre-approved in writing by the District's Designee.

1.21 Price Increases

The prices proposed by the Contractor shall remain firm for the first two years of the contract. If the contract is extended beyond two years, the Contractor agrees not to increase labor, supply, or equipment at a rate that is higher than the change in the Consumers Price Index – All Urban Consumers provided by the U.S. Census Bureau as follows:

Year 1	Amount specified on bid
Year 2	Amount specified on bid
Year 3	Subject to negotiation

The District will not consider any other price increases during the term of the contract (including extensions).

1.22 Employees

It will be incumbent upon the Proposer to staff the operation as required to perform the clerical staffing services contemplated by this RFP. The assigned Manager who will be responsible for the performance of the Contract will be exclusively assigned to the Troy School District as long as the employee is employed by the Contractor.

1.23 Legal Interpretation Provision

1.23.1 Definitions

‘Contract’ ‘Contract’ means the Contract which includes this RFP and subsequent contract between the District and the Contractor.

‘Proposal’ ‘Proposal’ means a response to this RFP submitted in accordance with the RFP.

‘Proposer’ ‘Proposer’ means any clerical staffing contractor submitting an Intent to Respond, and submitting a Proposal to the Troy School District for clerical staffing services by the specified due date in accordance with the RFP.

‘Contractor’ ‘Contractor’ shall mean the clerical staffing services Proposer awarded a Contract to provide clerical services for the Troy School District in accordance with the RFP and the successful Contractor’s Proposal.

1.23.2 Severability

If any provision or provisions of this RFP and resulting Contract shall be held to be invalid, illegal, and unenforceable or in conflict with the law of any pertinent jurisdiction, the validity, legality and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.

1.23.3 Amendments to this Contract

No modification or claimed waiver of any provision of the Contract shall be valid except by written amendment signed by authorized representatives of the Troy School District and the Contractor.

1.24 Compliance with Federal, State and Local Law Compliance, and Troy School District Board of Education Policies

The Contractor will comply with all Federal, State and local laws, rules, ordinances and regulations. The Contractor, including its employees and agents, shall be responsible for knowing the Troy School District Board policies and administrative regulations concerning appropriate behavior of persons in schools and School District facilities, including, for example, the prohibitions against sexual harassment and smoking, and shall comply with all such policies and regulations. These policies can be found on the Troy School District web site at <http://www.troy.k12.mi.us/board/policies.html>.

The Troy School District shall use its best efforts as reasonably requested by the Contractor to assist the Contractor in complying with any applicable Federal, State or local laws, rules and regulations.

1.25 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties hereby agree to the exclusive jurisdiction and venue of courts sitting in Oakland County, Michigan.

1.26 Insurance Requirements

The Contractor shall maintain the following insurance in force at all times during the term of the Contract, with an ‘A’ rated Best insurance carrier acceptable to the Troy School District. The Troy School District shall be named as an additional insured for at least the minimum limits listed below. Commercial General Liability, as described herein, shall require an endorsement stating the following shall be Additional Insureds: Troy School District, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

<u>POLICY</u>	<u>MINIMUM LIMITS</u>
(a) Workers Compensation	Statutory
(b) Comprehensive General Liability	
(1) Bodily Injury Liability	\$1,000,000 each person \$1,000,000 each occurrence \$2,000,000 aggregate
(2) Property Damage Liability	\$1,000,000 each occurrence
(c) Comprehensive Automobile Liability	
(1) Bodily Injury Liability	\$1,000,000 each person \$1,000,000 each occurrence
(2) Property Damage Liability	\$1,000,000 each occurrence
(d) Excess Umbrella Liability	
Combined Single Limit Bodily Injury and/or Property Damage	\$10,000,000 each occurrence \$10,000,000 aggregate

The insurance carrier must notify the Troy School District and the Contractor 30 days prior to the expiration, termination or material change of such insurance coverage.

This coverage and limits are to be considered minimum requirements under the Contract and shall in no way limit the liability or obligations of the Contractor under the Contract.

The successful Contractor shall not commence operations under the Contract until the Contractor has obtained all insurance stated in these requirements, all insurance has been reviewed by the Troy School District, and Certificates of such insurance have been made available to the Troy School District.

1.27 Hold Harmless/ General Indemnification

Contractor agrees to indemnify, defend and hold harmless the Troy School District, its Board and its Board members in their official and individual capacities, its successors, assignees, employees, contractors and agents from and against any and all claims, causes of action, costs, expenses, damages, and liabilities, including actual attorney fees, arising out of (i) the negligent acts or willful misconduct of the Contractor and/or its officers, directors and employees, agents subcontractors, successors or assigns; (ii) any breach of the terms of the Contract by the Contractor; (iii) any violation of applicable local, State and/or Federal law, regulation, or other requirement; or (iv) any breach of any representation or warranty made by the Contractor under the Contract. The Contractor agrees to notify the Troy School District by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action or proceeding for which it may be entitled to indemnification under the Contract.

1.28 Contract Assignment Or Sub-Contract

A Contract entered into between the Contractor and the School District shall not be assigned, transferred, or sublet by the Contractor in whole or in part without the prior written approval of the Troy School District.

1.29 Contractor Management

The successful Proposer shall provide all labor and ancillary staff to fulfill the clerical staffing needs of the School District under the Contract. In addition to such other personnel as may be required to administer this Contract, the successful Proposer shall employ and assign a Manager to act as the successful Proposer's designee in all matters relating to the Contract. The Troy School District shall be given the opportunity to be part of the selection process for the successful Proposer's assigned Manager.

1.30 Covenant Against Contingent Fees

The Contractor warrants that no person or agency has been employed or retained to solicit or obtain this Contract upon a contract or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Troy School District shall have the right to annul this Contract without liability or, in its discretion, to deduct from the Contract price or consideration, or otherwise recover the full amount of the contingent fee.

1.31 Nondiscrimination in Employment

The Contractor shall comply with Equal Employment Opportunity and Affirmative Action requirements as stipulated in Executive Order 11246 and

Executive Order 11375 and all subsequent amendments thereto and superseding orders.

Contractor's policy shall be to recruit and select applicants for employment solely on the basis of their qualifications. The Contractor's decision to employ shall be based, first, on whether any positions are available; and, second, on which applicant best meets the requirements of the open position.

1.32 Payments

The Contractor will invoice the Troy School District on the first of each month for clerical staffing services provided pursuant to the Contract during the previous month. Payment by the Troy School District of undisputed amounts will be due no later than thirty (30) days following receipt of an invoice. Invoices for additional work must include the date and times of the work, the employee's name, the number of hours worked, the location and the name of the authorized Troy School District person who approved the work to be performed. Disputed portions of any payment will be withheld until resolved.

1.33 Dispute Resolution

In the event of a dispute between the Troy School District and the Contractor, with respect to the Contractor's alleged failure to meet the requirements of this Contract, the following steps will be taken:

- a. The Troy School District will provide the Contractor a letter stating the nature of the claimed violation.
- b. The Contractor will have seven (7) days after receipt of the letter to rectify and/or respond to the violation in writing. The response must include the nature of the violation, how it was resolved and what steps are being taken to prevent this violation from occurring again.
- c. If the Contractor has not resolved the violation within the above referenced seven (7) day period or has repeated a similar past violation, the Troy School District will have the right to terminate the Contract upon thirty (30) days written notice of intent to do so. In the event of Contract termination, the Contractor will be liable for any difference in cost between the agreed price of Contract services and the price paid to an alternate Contractor, including expenses incurred to solicit the other Contractor.

1.34 Contractor's Representations

The Contractor will at all times observe and comply with all laws, ordinances, regulations, reporting requirements and codes of the Federal, State, County and

other local government agencies, which may in any manner affect the performance of this Contract and in particular any such laws pertaining to safety. The Contractor, in performing under this Contract will not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.

The Contractor will be responsible for the cost of all necessary and/or required reports including inventory reports, reports required by Oakland Schools, (the intermediate school district), the State, and Federal government for funding or any other legal purpose. All reports will be completed and submitted to the Troy School District for review and submission no later than seven (7) work days prior to the submission deadline date. The Contractor will reimburse the Troy School District for any expenses or loss of funds resulting from errors, omissions, or late submission of reports due to the fault of the Contractor.

1.35 Change of Law

Notwithstanding anything else to the contrary, in the event any Federal, State, Local or other governmental body's statutes, laws, rules or regulations are changed, enacted/promulgated, or in the event there are other material changes in the needs of the Board (such as those cause by major enrollment changes or additions, which require added equipment), and the impact of such changes materially impacts the methods and/or costs of the Contractor in connection with providing the clerical staffing services hereunder, then, in that event, upon written notice to the Troy School District Superintendent, the Contractor may request a renegotiation of this Contract. Such renegotiation will include, but not be limited to, the rates, the payment schedule, duration of the Contract, and levels of service. In such circumstance, the Contractor and the Troy School District representatives agree to negotiate in good faith and with due dispatch. Any modifications to this Contract resulting from such negotiation(s) will become effective only as of the beginning of the next anniversary date of the Contract following the giving of written notice to the Contractor.

In the event the Contractor and the Troy School District are unable to reach a satisfactory Contract modification, or enter into a new Contract within sixty (60) days after such written request, the Contractor will have the right to cancel this Contract by written notice to the Troy School District Superintendent, on or before the next anniversary date, whereupon, effective on such next anniversary date, this Contract will be null and void.

1.36 Severability

In the event any provision(s) of the Contract are held, by a court of law, to be illegal or invalid for any reason, said provision(s) will be deemed to be fully

severable without affecting the remaining provisions of this Contract and the Contract will be construed and enforced as if said illegal or invalid provision(s) had never been inserted herein.

1.37 Termination

In the event the Contractor fails, at any time, to comply with, fully perform and strictly adhere to the terms and conditions contained in the Contract and all specifications as described herein to be performed by the Contractor, its agents or employees, the Troy School District shall give forty-eight (48) hours notice, in writing, to the Contractor of said failure and, in the event the Contractor does not remedy such failure within forty-eight (48) hours from the receipt of such notice by it (except if such failure be impossible to remedy within forty-eight (48) hours) then, at the option of the Troy School District, the Contract may be terminated by delivery to the Contractor of written notice of such election to terminate, but the Contractor shall remain liable to the Troy School District for any costs to the Troy School District for clerical services covered by the Contract. Failure by the Troy School District to exercise its rights in this regard within forty-eight (48) hours does not preclude any subsequent right to exercise at a later date. If the Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under the Contract shall cease.

1.38 Termination For Convenience

Notwithstanding anything herein contained, this Contract may be terminated by Troy School District, without cause, upon ninety (90) days' advance written notice to the Contractor. In such circumstance, the School District shall incur no penalty, expense or liability to the Contractor, except the obligation to pay for services actually performed under the Contract prior to the date of termination.

1.39 Selection Timeline

The Troy School District' anticipated timeline for the selection process is:

Release of the RFP document	May 10, 2011
Pre-Proposal Conference	1:00 p.m. May 17, 2011
Deadline for written requests for clarifications	May 25, 2011
Deadline for Proposals	May 31, 2011
Interviews	to be scheduled after June 1, 2011
Proposed Implementation of Contract	TBD

The Troy School District reserves the right to modify any part of the above identified schedule.

2 PROPOSAL REQUIREMENTS

This portion of the RFP outlines the information that must be provided by each Proposer and the required format for the Proposal. Any Proposal that does not include the required information or does not otherwise conform to the format specified may be disqualified. Please refer also to the SUBMISSION DEADLINE AND REQUIREMENTS section (Section 1.1) of the RFP for additional Proposal requirements.

Proposals must demonstrate an understanding of the Scope of Work and the ability to accomplish the tasks set forth and must include information that will enable the Troy School District to determine the Proposer's overall qualifications. Each Proposal may also include any other information that the Proposer feels is significant with respect to the Troy School District making an informed decision relative to the Proposal.

Any exceptions to the terms and conditions contained in the RFP, any other special considerations or conditions requested or required by the Proposer shall be enumerated by the Proposer and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met. Each Proposer shall be required and expected to meet the RFP requirements in its entirety, except to the extent exceptions are expressly noted. All pricing factors must be clearly indicated in the Proposers' Pricing Schedule provided.

2.1 Proposal Format

Refer to Appendix B when providing fee structure. Also, clearly mark your proposals as to any other fees/charges in addition to the individual position hourly rates.

Proposers to provide these items and designate them as specified.

2.1.1 Introductory Letter

Proposers must provide an introductory letter on company letterhead which provides a summary of their proposal. This letter must contain a statement indicating that the Proposer agrees to be bound by the terms and conditions in this RFP, as well as Proposer's Proposal and the Contract.

2.1.2 Background & Qualifications

Proposers must provide background information and the qualifications of Contractor's personnel who would be involved with the Troy

School District. Describe the chain of command and reporting relationships. Include a proposed organizational chart. (To be referenced as Schedule 1).

- 2.1.3 Addenda Acknowledgement (5.1)
- 2.1.4 Proposers shall state exceptions, including explanations, to RFP Requirements/Contract and Specifications. – (To be referenced as Schedule 2).
- 2.1.5 Proposers must provide a minimum of five referenced (5) (K-12 school districts preferred), including contact name, address, phone number, and email address – (5.2).
- 2.1.6 Proposers must provide a sworn and notarized Familial Statement. – (5.3.2)
- 2.1.7 Proposers must provide a sworn and notarized Non-Collusion Affidavit. – (5.3.1).
- 2.1.8 Proposers must complete the Compliance with School Safety Initiative Legislation Form. – (5.3.3)
- 2.1.9 Proposers shall provide an employee benefit table listing eligibility criteria, and level of Contractor coverage, including, but not limited to, medical, dental, vision, life, short and long-term disability, retirement, etc. (To be referenced as Schedule 3).
- 2.1.10 Proposers must provide a transition plan of action (Outline form is acceptable) to transfer from the Troy School District clerical staffing to Contractor clerical staffing services. (To be referenced as Schedule 4).
- 2.1.11 Proposers must provide a staff continuity plan showing expected turnover rates for staff and how the Contractor will address the need to prevent excessive turnover of staff. The Contractor will also show how it will address absences in the event an employee is not available. (To be referenced as Schedule 5).
- 2.1.12 Proposers must provide a worker's compensation experience modification factor on a document from the Contractor's worker's compensation insurance carrier. (To be referenced as Schedule 6).
- 2.1.13 Proposers must provide satisfactory evidence that they can perform the services specified in this RFP and Contract. (To be referenced as Schedule 7).
- 2.1.14 Proposers must provide evidence of all aspects of their clerical staffing management and technical capabilities. These should include human resources services, computer systems and capabilities, training

programs for management and non-management personnel. The Proposer's initial and on-going training program shall include an itemized list of topics and the number of hours per year each of the Contractor's employees are required to complete. (To be referenced as Schedule 8).

2.1.15 Proposers shall provide evidence of ability to provide adequate insurance coverage to protect the interests of themselves and the Troy School District. (To be referenced as Schedule 9).

2.1.16 Proposers shall provide documentation of sufficient financial resources which shall include a recent audited Financial Report to provide management services for a district of this size and complexity. (To be referenced as Schedule 10).

2.1.17 Proposers must describe any other resources to be provided by their company, not listed above, which would result in timely and accurate clerical staffing services. (To be referenced as Schedule 11).

2.1.18 Proposers must provide a Bid Bond in the amount equal to five (5) percent of the first year total amount of the Contract. (To be referenced as Schedule 12).

2.2 Proof of Qualifications

The Troy School District will ensure compliance with the above by checking references listed in the Proposals, and conducting on-site visitation as deemed necessary by the Troy School District.

2.3 Oral Interview

The Troy School District will require qualified companies to participate in an interview and negotiation process to discuss their Proposal and to answer any questions the Troy School District may have regarding the RFP and the Contract. The Troy School District will notify the qualified Contractor contact person, as listed in the Proposal. As per the RFP timeline, interviews will be scheduled after June 1, 2011.

2.4 Evaluation of Proposals

Each Proposer submitting a Proposal should understand the nature of the Troy School District clerical assignments. Not every facet of the operation is detailed in this RFP. The Proposer must document its expertise, experience, and approach based on its understanding of the Troy School District requirements. The mandatory pre-Proposal meeting will afford the Proposer the opportunity to ask questions. The Proposal must be complete, clear and concise. The following

categories, not listed by rank, are the principal criteria by which Proposals will be evaluated:

1. Ability to meet all applicable federal and state wage requirements.
2. Experience and past performance – Presented documentation of clerical staffing experience.
3. Experience helping public employers transition from in-house staff to privatized staff.
4. Project manager/account supervisor's qualifications and experience.
5. Project personnel - Adequacy of staff in size, availability, and experience to perform the proposed work.
6. Proposer's attendance at pre-Proposal meeting.
7. Corporate support.
8. Cost control – Previous record of meeting budgets and the proposed plan for controlling costs on the project.
9. Full and proper completion of the bid forms.
10. Guarantees – Any cost savings guarantees provided for by the proposal.
11. Quality and completeness of an Employee Training Program:
12. Quality of the oral presentation to the applicable committee.
13. Quantity and nature of exceptions to the bid specifications.
14. Submission of required alternates.
15. Work history/performance as reported by references (names, addresses, and telephone numbers of principle parties).
16. Supplemental relevant information submitted by the Proposer.
17. Any comments from the Proposer regarding information submitted as part of this bidding information.
18. Any other information the School District's proposal review team determines to be pertinent.

The Troy School District will evaluate the Proposals based on the above criteria. The Troy School District will select the Contractor that it deems most qualified to serve the interests of the Troy School District to proceed to the negotiation process.

3 CLERICAL STAFFING SERVICES REQUIREMENTS

3.1 Scope of Services – Base Proposal

The Contractor shall provide Clerical Services for the Troy School District at Clerical staffing services for a period of three years July 1, 2011 - June 30, 2014.

- 3.1.1 Clerical services to be provided shall include secretarial duties and other daily tasks as noted in Appendix A.
- 3.1.2 Except as provided in Section 3.2 below, clerical staffing services shall include providing all labor, management and clerical support necessary to provide the clerical staffing services as specified in this RFP.
- 3.1.3 The Contractor shall base cost projections on performing all clerical staffing for the Troy School District. This service shall be as per all specifications of the RFP. The Contractor shall read and review the following Appendices as provided in order to assist in formulating their Proposal. Additionally, the successful Contractor shall use their demonstrated expertise to further optimize the current clerical operations in an effort to improve services and reduce costs.

3.2 Contractor's Obligations

The Contractor shall perform all the services described in the RFP and in the Contract and make any arrangements that may not be described but that are necessary to perform these services. The Contractor will provide all services throughout the term of this Contract. In addition, the Contractor will require all employees to follow all applicable Board policies. .

The Contractor will provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under this Contract.

All Contractor personnel are required to wear a District- issued ID approved by the Troy School District. The ID is to be clearly visible, while performing work under the Contract. Contractor shall be responsible for any lost or misplaced ID badges for its employees.

The Troy School District reserves the right to change any and all of the work schedules and to notify the Contractor of such changes.

The Contractor will notify the Troy School District immediately of conditions which limit hours or decrease the daily staffing, such as illness or injury. In

addition, the Contractor will notify the Troy School District designee in advance of any condition or situation which will affect the performance of the work under this Contract. Notice will be within 2 hours of the scheduled start time of the shift

3.3 Absenteeism

Contractor employee absenteeism can significantly and adversely affect the quality of services received by the Troy School District. The successful Contractor must maintain a pool of trained and qualified substitutes with the required background checks available at short notice to ensure that the Troy School District is adequately staffed in the event of illness or injury. It is expected the Contractor will always operate with a full complement of staff. On days that are not fully staffed, a deduction will be made against the Contractor's regular invoice for the hourly rate of the employee as well as a charge for the liquidated damage cost. The Contractor must also keep track of absenteeism rate. Upon request, this data must be provided to the Troy School District.

The approximate hours needed are listed in Appendix A and the invoice costs will be based on the hourly substitute rate. This total shall be included in the base bid. If the Troy School District need surpasses those listed, then the Troy School District will be billed as an extra at the rates noted. If the Troy School District does not utilize the hours as bid, the Troy School District will receive credit for those hours multiplied by the hourly rate. These requests for daytime substitutes may be on short notice. If a change of an employee is needed, the successful Contractor is required to inform the building principal and the Troy School District designee when there will be a change of employees for absence purposes. If the absence is expected to last more than three consecutive work days, the Contractor is also required to inform the Troy School District designee.

If the Contractor's supervisor/project manager is unavailable for work under the Contract for any substantial period of time (i.e., more than three consecutive work days), the Contractor will immediately inform the Troy School District' designee of the absence, the reason for the absence, and how the Contractor will ensure completion of the supervisor's/project manager's work.

Troy School District reserves the right to audit payroll records and/or time cards of the Contractor and its employees. The Contractor must have some system in place, such as a phone stamp or other monitoring system, to ensure the employees are on site at the facilities and that the duration of the time indicated matches that noted in the invoice.

3.4 Operational Efficiency

The Troy School District expects the Contractor to continuously use its expertise in order to streamline operations and costs while maintaining service levels,

complying with Board policy and safety guidelines. Periodically, the Troy School District will request the Contractor to identify and implement operational efficiencies that will lead to cost reductions in clerical staffing as cost reductions are pursued in other Troy School District services.

3.5 Schedule

The base bid pricing for clerical staffing services shall include all days of normal service during the entire school year, as referenced in the secretarial calendars included in Appendix A.

The calendars included are from the 2010-2011 school year. The District is facing revenue restrictions and may require less clerical staffing needs over the life of the contract. The Contract will be reduced by the cost of the staff that is reduced.

3.6 Troy School District – Contractor Communications

3.6.1 Troy School District – Contractor Liaison

The Contractor shall designate a liaison to be available to communicate with the Troy School District and Administrators as per all specifications described herein. Any notices or other communication hereunder shall be in writing, shall be hand-delivered or sent via messenger or courier or registered and certified mail, and shall be deemed given when received, when delivered and addressed to each party; the awarded Contractor and the Troy School District.

3.6.2 Provision of Notice

All notices given pursuant to this Contract shall be in writing and may be hand delivered, or shall be deemed delivered when received. If any notice is sent by facsimile, confirmation copies must be sent by mail or hand delivery to the specified address. Either party may from time to time change its Notice Address by written notice to the other party.

3.6.3 Troy School District Obligation in the Event of Non-Appropriation of Funds

Subject to the State of Michigan funding, and enrollment statistics, the Troy School District represents that it has adequate funds to meet its obligations under any Contract awarded as a result of this RFP during the current fiscal year; that it intends to maintain any Contract awarded as a result of this RFP for the full period set forth herein; and that it has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during the said Contract period.

However, if adequate funds become unavailable at anytime during such Contract period(s) to continue funding for any Contract awarded as a result of this RFP, the Troy School District' obligations under the Contract(s) will terminate as of the date that the funding expires, without further obligation to the awarded Contractor, except for payment for all services rendered through the date of termination.

3.7 Management

The Contractor will provide management and clerical staff to coordinate all Contractor functions described in the RFP and Contract. In addition to such other personnel as may be required to administer the Contract, the Contractor shall employ and assign a responsible project manager to act as the Contractor's designee in all matters relating to the Contract and the work performed under the scope of the contract. At a minimum, the Contractor's operations office shall be adequately staffed from 8:00 a.m.until 5:00 p.m. during all days that school is in session. The Contractor agrees to advise the Troy School District on a mutually agreed upon monthly schedule regarding organization and operations matters concerning clerical services. At Troy School District expense, suitable office space and furniture will be provided for the Contractor's clerical and management as needed.

3.8 Operations

3.8.1 Operating Requirements

The Contractor shall provide all clerical services necessary to meet the Troy School District' needs. Services shall be provided on school days and on other days designated by the Troy School District.

3.8.2 Scheduling

The Contractor will schedule clerical services as determined by the Troy School District' needs, as the same may change from time-to-time.

3.8.3 Changes in Established School or Time Schedules

Necessary changes to schedules shall be implemented by the Contractor upon notification by the School District within one business day.

3.9 Clerical Staffing Requirements

3.9.1 Troy School District Philosophy

It is the Troy School District intent to provide high-quality service and to ensure the safety and comfort of the Troy School District students and staff. The Contractor recognizes and agrees to uphold the following general standards for personnel:

- For the protection of students, persons who have contact with students and their families must be of stable personality, good moral character and shall meet or exceed all state mandated certifications. Additionally, all employees shall be conversant in the English language and be able to take direction accordingly.
- The Contractor shall allow no person to provide clerical staffing services if that person's conduct might in any way expose a child to any impropriety of word or conduct, nor shall the Contractor allow any person to provide clerical staffing services who is not, at any time, in a condition of mental and emotional stability.
- The use of tobacco and the possession or use by any person of alcohol, controlled substances, illegal drugs, firearms, knives, or other weapons are prohibited on school property.

3.9.2 Pre-Employment Screening

The Contractor shall develop and implement a pre-employment interview and/or screening program for all candidates for employment who will be on School District property or works in a School District facility. The screening program shall be designed to assist the Contractor in determining the candidates' qualifications for work with students in School District facilities. This procedure must be reviewed and approved in advance by the School District to ensure compliance with any and all applicable Federal and State laws, rules, ordinances and School District policies and regulations. This shall include, but not be limited to:

- 3.9.2.1** Establishing tests acceptable to, and approved by, the School District that are designed to determine the presence of illegal drugs, controlled substances or alcohol. The Contractor shall conduct random and reasonable suspicion drug and alcohol testing for all safety sensitive employees

according to Federal and Michigan law, rules and regulations and School District policy at the School District's request. The Contractor shall have a zero tolerance policy for testing positive to drugs and alcohol and shall immediately remove an employee if they refuse to submit to a drug test, tests positive for illegal drugs, controlled substances or alcohol or violates the law, possesses, sells or consumes illegal drugs, controlled substances or alcohol on District property.

- 3.9.2.2 Meeting the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g. The Contractor acknowledges and agrees that unless the School District notifies the Contractor that it is not subject to the provisions of Michigan Public Act 84 of 2006, as amended, the Contractor will have any and all of its agents, employees or representatives who will be on any District premises to carry out the clerical services contemplated by the Contract Documents, fingerprinted and subject to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in Public Act 84 of 2006, as amended, prior to commencing any work under this Contract by presenting themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal background checks, as directed and requested by the School District, with the assistance of the Contractor, or provide written notification to the School District that the Contractor or its employee(s) has previously completed fingerprinting and a criminal history and background check in connection with contracting or working for another Michigan public school district, intermediate school district, public school academy or non-public school (each an 'Agency') and consents to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency. If Contractor wishes to receive a copy of any report, it shall have the employee provide written consent to the School District acknowledging its consent to provide Contractor with a copy of the report at the time of fingerprinting and back-ground checks are initiated. Additionally, unless notified it is not subject to Michigan Public Act 84 of 2006, as amended, the Contractor represents and warrants to the School District that it will at all times during the Initial Term or any Renewal Term of this Contract be in

compliance with the provisions of Michigan Public Act 84 of 2006, as amended, including, but not limited to, reporting to the School District within 3 business days of when any of its agents, employees or representatives who will be on the School District's premises to carry out the clerical staffing services contemplated by the Contract Documents, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime. The Contractor shall indemnify, defend and hold the School District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorneys fees and actual expert witness fees, arising out of or in connection with any violation of, or the Contractor's failure to comply with the requirements of Michigan Public Act 84 of 2006, as amended, or this paragraph. The Contractor shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. The Contractor shall supply all necessary data and information, as requested by the School District, to enable the School District to properly submit Contractor and its employees and agents for inclusion in the State of Michigan Department of Education's list of 'registered educational personnel'.

3.9.2.3 Contractor shall have all clerical employees any other tests that are required by law.

3.10 Contractor's Records And Reporting Requirements

The Contractor shall make available at any time to the Troy School District all operating records that the Troy School District may request. Additionally, the Contractor will provide certain regular reports to the Troy School District as specified in this section and others as mutually agreed on by the Troy School District and Contractor.

3.10.1 Records to be Maintained by the Contractor

3.10.1.1 Operating Records

The Contractor shall maintain, for a minimum of eighteen (18) months daily records indicating absenteeism, accident occurrences and building complaints.

3.10.1.2 Personnel Records

The Contractor shall maintain records that include documentation of all clerical employees, management, and support staff compliance with all legal requirements and with all standards and requirements set forth in this Contract.

3.10.1.3 Accident Reports

All accidents or incidents involving the Troy School District students, personnel, and equipment shall be verbally reported to the Troy School District immediately. A written report shall be submitted to the Troy School District by the Contractor within two (2) working days. A verbal notification to the building principal or administrator of incident shall be reported immediately.

Accident reports shall make clear or provide at a minimum the following:

- Whether students were involved in the accident;
- Whether any injury occurred;
- The location and nature and extent of any property damage;
- The Contractor's assessment of chargeability of the accident; and
- Accident and incident reports completed by the Contractor's management.

3.11 Troy School District Designee

The Troy School District designee referred to throughout this RFP will refer to Jasen Witt, Assistant, Superintendent, Human Resources or his/her designee. The Troy School District Superintendent is authorized to modify this designation.

3.12 Identification Badges

Identification badges will be supplied by the Troy School District. All ID badges will be issued to the Contractor's staff.

3.13 Troy School District Rights And Responsibilities

3.13.1 Discipline of Contractor's Employees

The Contractor shall report to the Troy School District any incidents of misconduct of their employees and any corrective action taken. Every clerical employee shall at all times adhere to the Troy School District' established policies and the Troy School District Regulations and Policies as stated in the Troy School District' Board of Education Policy Manual.

3.13.2 Authority to Approve, to Reject and to Require Removal of Clerical Employees from Troy School District Service

The Troy School District reserves the right to approve or reject for Troy School District service under this Contract any and all proposed employees, including employees or subcontractors who may be providing clerical services at any time during the duration of this Contract. Further, at the request of the Troy School District, the Contractor shall immediately remove from service to the Troy School District, any and all employees, whether permanent, substitute or temporary, including all supervisory personnel.

4 REQUIRED AFFIDAVITS, ACKNOWLEDGMENTS AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

4.1 Addenda Receipt Acknowledgment

The Proposer acknowledges receipt of the following addenda:

Addendum Number: _____	Dated: _____
Addendum Number: _____	Dated: _____
Addendum Number: _____	Dated: _____
Addendum Number: _____	Dated: _____
Addendum Number: _____	Dated: _____
Addendum Number: _____	Dated: _____
Addendum Number: _____	Dated: _____
Addendum Number: _____	Dated: _____
Addendum Number: _____	Dated: _____
Addendum Number: _____	Dated: _____

4.2 References

Please list the K-12 school districts for which your company currently provides this type of service. Attach an additional sheet if necessary. List:

List five (5) Accounts for which this service is currently being performed by your company within the past three (3) years, and the Owner and/or their representatives we may contact as references. (School Districts preferred)

Proposer Reference #1	
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

Proposer Reference #2	
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

Proposer Reference #3	
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

Proposer Reference #4	
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

Proposer Reference #5	
School District Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

4.3 Affidavits

4.3.1 Affidavit of Proposer – Non-Collusion

STATE OF MICHIGAN)
)
) ss
COUNTY OF)

[Insert Name] being first duly sworn, deposes and says he/she is the [Insert Title] of [Insert Company Name], (the “Proposer”), which has submitted to the Troy School District a Proposal to provide clerical staffing services. Except as specified below, the Proposer constitutes the only firm having any interest in the Proposal or in any Contract, benefit or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

(If no exceptions, please state).

Affiant further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud; and that no employee, administrator or Board member of the Troy School District is directly or indirectly interested in the Proposal.

Affiant’s Signature

On this [Day] day of [Month], 2011, before me, a notary public, in and for [Insert County Name] County, personally appeared [Insert Name], who made oath that he/she has read the foregoing Affidavit of Proposer – Non-Collusion, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

_____, Notary Public

State of Michigan, County of

My Commission Expires:

Acting in the County of

4.3.2 Affidavit of Proposer – Familial Relationships

STATE OF MICHIGAN)
) ss
COUNTY OF)

[Insert Name] being first duly sworn, deposes and says he/she is the [Insert Title] of [Insert Company Name], (the “Proposer”), which has submitted to the Troy School District a Proposal to provide clerical staffing services hereby represents and warrants, except as provided below, that no familial relationships exist between the Proposer or any employee of the Proposer, and any member of the Board of Education of the Troy School District or the Superintendent of the School District.

List any Familial Relationships:

(If no exceptions, please state).

Affiant’s Signature

On this [Day] day of [Month], 2011, before me, a notary public, in and for [Insert County Name] County, personally appeared [Insert Name], who made oath that he/she has read the foregoing Affidavit of Proposer – Non-Collusion, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

Board of Education
Nancy Phillippart, *President*
Ida Edmunds, *Vice-President*
Paula Fleming, *Secretary*
Gary Hauff, *Trustee*
M'Liz Malven, *Trustee*
Todd Miletti, *Trustee*
Wendy Underwood, *Trustee*
Barbara Fowler, Ph.D., *Superintendent*

, Notary Public
State of Michigan, County of
My Commission Expires:
Acting in the County of

4.3.3 Affidavit of Proposer – Compliance with School Safety Initiative
Legislation

STATE OF MICHIGAN)
) ss
COUNTY OF)

[Insert Name] being first duly sworn, deposes and says he/she is the [Insert Title] of [Insert Company Name], (the “Proposer”), which has submitted to the Troy School District a Proposal to provide clerical staffing services warrants and represents that any and all persons who will work directly or indirectly for the Proposer, including, but not limited to, Proposer’s employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any “listed offenses.”¹ The Proposer further warrants and represents that all persons who will work directly or indirectly for the Proposer, including, but not limited to, Proposer’s employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g. In this regard, Proposer agrees, without limitation, to report within three (3) business days to the School District when any such person is charged with a crime listed in Section 1535a(1) of the Revised School Code² or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime. Proposer further agrees that it will require any and all persons who will work directly or indirectly for the Proposer in the furtherance of this bid to present themselves for fingerprinting to permit criminal history and criminal background checks to satisfy the legal provisions cited in this paragraph. Proposer will bear the full cost of any such fingerprinting.

Affiant’s Signature

On this [Day] day of [Month], 2011, before me, a notary public, in and for [Insert County Name] County, personally appeared [Insert Name], who made oath that he/she has read the foregoing Affidavit of Proposer – Non-Collusion, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

_____, Notary Public
State of Michigan, County of _____
My Commission Expires: _____
Acting in the County of _____

¹ The term listed offenses means those defined in section 2 of the Sex Offenders Registration Act (“SORA”), MCL 28.722.

² MCL 380.1535a(1).

4.4 Acknowledgements and Signature

The undersigned understands that the Troy School District reserves the right to reject any and all Proposals and to waive informalities and irregularities in proposing.

The Troy School District also reserves the right to withhold Proposals for a period of time (120 days) from proposal opening date.

The Troy School District reserves the right to accept or reject any or all Proposals in whole or in part, or to waive any informality therein. If in the Troy School District' opinion it is in their best interest, the contract may be awarded to other than the lowest proponent, for reason of establishing uniformity, delivery time, *etc.*

If award is made to us under this Proposal, we agree to enter into an Agreement with the Troy School District to furnish professional services for clerical staffing services, in strict accordance with this Proposal.

My signature certifies that the Proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that this firm has no business or personal relationships with any other companies or person that could be considered as a conflict of interest or potential conflict of interest to Troy School District, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relations with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Troy School District, pertaining to any and all work or services to be performed a result of this request and any resulting contract with Troy School District.

I hereby certify that I am authorized to sign as a Representative for the firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Title: _____

Signature: _____

Date: _____

Appendix A:

BUILDING LOCATIONS

Building	Address	
Barnard Elementary	3601 Forge Drive,	Troy, MI 48083
Bemis Elementary	3571 Northfield Parkway,	Troy, MI 48084
Costello Elementary	1333 Hamman,	Troy, MI 48085
Hamilton Elementary	5625 Northfield Parkway,	Troy, MI 48098
Hill Elementary	4600 Forsyth,	Troy, MI 48085
Leonard Elementary	4401 Tallman,	Troy, MI 48085
Martell Elementary	5666 Livernois,	Troy, MI 48098
Morse Elementary	475 Cherry,	Troy, MI 48083
Schroeder Elementary	3541 Jack Drive,	Troy, MI 48084
Troy Union Elementary	1340 E. Square Lake Rd.,	Troy, MI 48085
Wass Elementary	2340 Willard,	Troy, MI 48085
Wattles Elementary	3555 Ellenboro,	Troy, MI 48083
Baker Middle School	1359 Torpey,	Troy, MI 48083
Boulan Park Middle School	3570 Northfield Parkway,	Troy, MI 48084
Larson Middle School	2222 E. Long Lake Rd.,	Troy, MI 48085
Smith Middle School	5835 Donaldson,	Troy, MI 48085
Athens High School	4333 John R,	Troy, MI 48085
Troy High School	4777 Northfield Parkway,	Troy, MI 48098
International Academy East	1291 Torpey,	Troy, MI 48083
Niles Continuing Education	201 W. Square Lake Road,	Troy, MI 48098
Administrative Center	4400 Livernois,	Troy, MI 48098
Services Building	4420 Livernois,	Troy, MI 48098
Transportation	120 Hart,	Troy, MI 48098
Maintenance & Operations	1140 Rankin,	Troy, MI 48083
Troy Career Center	550 Stephenson Hwy, Suite 400,	Troy, MI 48083

In addition, a district map can be found at:

www.troy.k12.mi.us/about/attendance/attendance.html

**ENROLLMENT PROJECTIONS W/O INCREASING SCHOOLS OF CHOICE
AT KINDERGARTEN, FIRST GRADE AND IAE**

	ELEMENTARY	MIDDLE SCHOOLS	HIGH SCHOOLS	TOTAL
2010/2011	5176	2816	4053	12045
2011/2012				
HIGH	5177	2860	4186	12223
AVERAGE	5107	2831	4146	12084
LOW	5028	2805	4106	11939
2012/2013				
HIGH	5196	2816	4278	12290
AVERAGE	5055	2760	4197	12012
LOW	4905	2709	4116	11730
2013/2014				
HIGH	5161	2858	4296	12315
AVERAGE	4940	2773	4173	11886
LOW	4746	2696	4053	11495
2014/2015				
HIGH	5107	2909	4365	12381
AVERAGE	4838	2797	4197	11832
LOW	4585	2692	4040	11317
2015/2016				
HIGH	5032	3008	4391	12431
AVERAGE	4719	2863	4178	11760
LOW	4423	2728	3985	11136

Troy School District 2010/2011 School Calendar

AUGUST

Tuesday 31 Teacher Workday; No School for Students

SEPTEMBER

Wednesday 1 Teacher Workday (Professional Development); No School for Students

Thursday 2 Teacher Workday (Professional Development); No School for Students

Tuesday 7 K-12 Students – AM only (AM kindergarten students only); PM Teacher Workday

Wednesday 8 K-12 Students/Teachers Full Day (AM and PM kindergarten classes will be in session)

NOVEMBER

Friday 5 K-12 Students - No School; Teacher Workday; End of First Marking Period

Wednesday 17 K-8 Students AM only; (PM kindergarten students only); 9-12 Students Full Day
Elementary/Middle School - Afternoon and Evening Conferences
High School - Evening Conferences

Thursday 18 K-12 Students - AM only (AM kindergarten students only)
K-12 Conferences - Afternoon and Evening

Wednesday 24 K-12 Students - No School; Teachers Compensatory Time for Conferences

Thursday 25 Thanksgiving Recess – No School

Monday 29 School Resumes Full Day

DECEMBER

Friday 17 Last Full Day before Winter Recess for K-12 Students/Teachers

Monday 20 Winter Recess Begins

JANUARY

Monday 3 K-12 Students/Teachers - School Resumes Full Day

Monday 17 Martin Luther King Day – K-12 – No School

Tuesday 25 9-12 Students AM only (exams); PM Teacher Workday

Wednesday 26 9-12 Students AM only (exams); PM Teacher Workday

Thursday 27 9-12 Students AM only (exams); PM Teacher Workday

Friday 28 K-12 Students - No School; Teacher Workday; End of First Semester

FEBRUARY

Monday 21 Mid-Winter Recess Begins

Wednesday 23 School Resumes Full Day

MARCH

Thursday 17 K-12 Students - AM only (PM kindergarten students only)
K-12 Spring Conferences - Afternoon and Evening

APRIL

Monday 4 K-12 Students/Teachers - No School; Spring Recess Begins

Monday 11 K-12 Students/Teachers - School Resumes Full Day

Friday 15 K-12 Students – No School; Teacher Workday; End of Third Marking Period

Friday 22 K-12 Students/Teachers - No School; Good Friday

MAY

Friday 27 K-12 Students –AM only; (AM kindergarten students only); PM Teacher Compensatory
Time for Spring Conferences

Monday 30 Memorial Day - No School

JUNE

Thursday 16 K-8 Students-Full Day; 9-12 Students-AM only (HS exams); PM Teacher Workday

Friday 17 K-12 Students-AM only (HS exams); (PM kdg. students only); PM Teacher Workday

TESA CALENDAR 52 WEEK SECRETARY 2010-11

JULY, 2010					AUGUST, 2010					SEPTEMBER, 2010					
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI	
			1	2	2	3	4	5	6			1	2	3	
5/H	6	7	8	9	9	10	11	12	13	6/H	7	8	9	10	
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	
26	27	28	29	30	30	31				27	28	29	30		
Work Days:				21					22					21	
OCTOBER, 2010					NOVEMBER, 2010					DECEMBER, 2010					
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI	
				1	1	2	3	4	5			1	2	3	
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	
18	19	20	21	22	22	23	24	25/H	26/H	20	21	22/F	23/H	24/H	
25	26	27	28	29	29	30				27	28	29/F	30/H	31/H	
				21					20					17	
JANUARY, 2011					FEBRUARY, 2011					MARCH, 2011					
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI	
3	4	5	6	7		1	2	3	4		1	2	3	4	
10	11	12	13	14	7	8	9	10	11	7	8	9	10	11	
17	18	19	20	21	14	15	16	17	18	14	15	16	17	18	
24	25	26	27	28	Mid	Winter	23	24	25	21	22	23	24	25	
31					28					28	29	30	31		
				21					20					23	
APRIL, 2011					MAY, 2011					JUNE, 2011					
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI	
				1	2	3	4	5	6			1	2	3	
4	Spring	6	Recess	8	9	10	11	12	13	6	7	8	9	10	
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	
18	19	20	21	22/H	23	24	25	26	27	20	21	22	23	24	
25	26	27	28	29	30/H	31				27	28	29	30		
				20					21					22	
	RECESS				TOTAL WORK DAYS				249		FIRST/LAST STUDENT				
	HOLIDAY - 12				TOTAL HOLIDAY				12		DAY				
					TOTAL PAID DAYS				261						
52 Week Secy: Elem/Community Relations, Payroll Senior Clerk, Accounting, Athletic Director/CTE, Continuing Ed															
Director, Employee Benefits, High School Principal, Human Resource, Special Education Director,															

Curriculum Director, M&Opr, TRC, Purchasing Supervisor, Special Education Data Processor, Adult &													
Continuing Ed., Receptionist Athens & CO, Troy Career Center													
Revised: June 4, 2010													

TESA CALENDAR 46 WEEK SECRETARY 2010-11

JULY, 2010					AUGUST, 2010					SEPTEMBER, 2010				
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI
			1	2	2	3	4	5	6			1	2	3
5	6	7	8	9	9	10	11	12	13	6/H	7	8	9	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
26	27	28	29	30	30	31				27	28	29	30	
					Work Days:				21					21
OCTOBER, 2010					NOVEMBER, 2010					DECEMBER, 2010				
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI
				1	1	2	3	4	5			1	2	3
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25/H	26/H	20/V	21/V	22/V	23/H	24/H
25	26	27	28	29	29	30				27/V	28/V	29/V	30/H	31/H
				21					20					13
JANUARY, 2011					FEBRUARY, 2011					MARCH, 2011				
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI
3	4	5	6	7		1	2	3	4		1	2	3	4
10	11	12	13	14	7	8	9	10	11	7	8	9	10	11
17	18	19	20	21	14	15	16	17	18	14	15	16	17	18
24	25	26	27	28	Mid	Winter	23	24	25	21	22	23	24	25
31					28					28	29	30	31	
				21					18					23
APRIL, 2011					MAY, 2011					JUNE, 2011				
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI
				1	2	3	4	5	6			1	2	3
4	Spring	6	Recess	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22/H	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30/H	31				27	28	29	30	
				15					21					21
	RECESS				TOTAL WORK DAYS				215		FIRST/LAST STUDENT			
	HOLIDAY - 9				TOTAL HOLIDAY				9		DAY			
	46 WEEK FIRST/LAST WORK DAY				TOTAL POSS. VACATION				6					
					TOTAL PAID DAYS				230					
46 Week Secy: M.S. Principal, Food Services														

TESA CALENDAR 41 WEEK SECRETARY 2010-11

JULY, 2010					AUGUST, 2010					SEPTEMBER, 2010					
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI	
			1	2	2	3	4	5	6			1	2	3	
5	6	7	8	9	9	10	11	12	13	6/H	7	8	9	10	
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	
26	27	28	29	30	30	31				27	28	29	30		
					Work Days:					1					21
OCTOBER, 2010					NOVEMBER, 2010					DECEMBER, 2010					
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI	
				1	1	2	3	4	5			1	2	3	
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	
18	19	20	21	22	22	23	24	25/H	26/H	20/V	21/V	22/V	23/F	24/H	
25	26	27	28	29	29	30				27/V	28/V	29/V	30/F	31/H	
				21					20					13	
JANUARY, 2011					FEBRUARY, 2011					MARCH, 2011					
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI	
3	4	5	6	7		1	2	3	4		1	2	3	4	
10	11	12	13	14	7	8	9	10	11	7	8	9	10	11	
17	18	19	20	21	14	15	16	17	18	14	15	16	17	18	
24	25	26	27	28	Mid	Winter	23	24	25	21	22	23	24	25	
31					28					28	29	30	31		
				21					18					23	
APRIL, 2011					MAY, 2011					JUNE, 2011					
M	T	W	TH	FRI	M	T	W	TH	FRI	M	T	W	TH	FRI	
				1	2	3	4	5	6			1	2	3	
4	Spring	6	Recess	8	9	10	11	12	13	6	7	8	9	10	
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	
18	19	20	21	22/H	23	24	25	26	27	20	21	22	23	24	
25	26	27	28	29	30/H	31				27	28	29	30		
				15					21					16	
	RECESS				TOTAL WORK DAYS				190		FIRST/LAST STUDENT				
	HOLIDAY - 9				TOTAL POSS. VACATION				6		DAY				
	41 WEEK FIRST/LAST DAY				TOTAL HOLIDAY				9						
					TOTAL PAID DAYS				205						
41 Week Secy: Special Ed Class V															
Revised: June 4, 2010															

TESA CALENDAR 42 WEEK SECRETARY 2010-11

JULY, 2010				
M	T	W	TH	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST, 2010				
M	T	W	TH	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER, 2010				
M	T	W	TH	FRI
		1	2	3
6/H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Work Days: 6

OCTOBER, 2010				
M	T	W	TH	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER, 2010				
M	T	W	TH	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25/H	26/H
29	30			

DECEMBER, 2010				
M	T	W	TH	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20/V	21/V	22/V	23/F	24/H
27/V	28/V	29/V	30/F	31/H

21

20

13

JANUARY, 2011				
M	T	W	TH	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY, 2011				
M	T	W	TH	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
Mid	Winter	23	24	25
28				

MARCH, 2011				
M	T	W	TH	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

21

18

23

APRIL, 2011				
M	T	W	TH	FRI
				1
4	Spring	6	Recess	8
11	12	13	14	15
18	19	20	21	22/H
25	26	27	28	29

MAY, 2011				
M	T	W	TH	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30/H	31			

JUNE, 2011				
M	T	W	TH	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

15

21

16

	RECESS
	HOLIDAY - 9
	42 WEEK FIRST/LAST DAY

TOTAL WORK DAYS 195
 TOTAL POSS. VACATION 6
 TOTAL HOLIDAY 9
 TOTAL PAID DAYS 210

	FIRST/LAST STUDENT DAY
--	------------------------

42 Week Secy: Attendance, Elementary Clerk V

Revised: June 4, 2010

TESA CALENDAR 44 WEEK SECRETARY 2010-11

JULY, 2010				
M	T	W	TH	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST, 2010				
M	T	W	TH	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER, 2010				
M	T	W	TH	FRI
		1	2	3
6/H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Work Days: 11

OCTOBER, 2010				
M	T	W	TH	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER, 2010				
M	T	W	TH	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25/H	26/H
29	30			

DECEMBER, 2010				
M	T	W	TH	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20/V	21/V	22/V	23/F	24/H
27/V	28/V	29/V	30/F	31/H

21

20

13

JANUARY, 2011				
M	T	W	TH	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY, 2011				
M	T	W	TH	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
Mid	Winter	23	24	25
28				

MARCH, 2011				
M	T	W	TH	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

21

18

23

APRIL, 2011				
M	T	W	TH	FRI
				1
4	Spring	6	Recess	8
11	12	13	14	15
18	19	20	21	22/H
25	26	27	28	29


MAY, 2011				
M	T	W	TH	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30/H	31			

JUNE, 2011				
M	T	W	TH	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

15

21

21

-  RECESS
-  HOLIDAY - 9
-  44 WEEK FIRST/LAST DAY

TOTAL WORK DAYS 205
 TOTAL POSS. VACATION 6
 TOTAL HOLIDAY 9
 TOTAL PAID DAYS 220

-  FIRST/LAST STUDENT DAY

TESA CALENDAR 45 WEEK SECRETARY 2010-11

JULY, 2010				
M	T	W	TH	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST, 2010				
M	T	W	TH	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER, 2010				
M	T	W	TH	FRI
		1	2	3
6/H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Work Days: 16

OCTOBER, 2010				
M	T	W	TH	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER, 2010				
M	T	W	TH	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25/ H	26/H
29	30			

DECEMBER, 2010				
M	T	W	TH	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20/V	21/ V	22/ V	23/ F	24/H
27/V	28/ V	29/ V	30/ F	31/H

Work Days: 21

JANUARY, 2011				
M	T	W	TH	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY, 2011				
M	T	W	TH	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
Mid	Winte r	23	24	25
28				

MARCH, 2011				
M	T	W	TH	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	




Work Days: 20

APRIL, 2011				
M	T	W	TH	FRI
				1
4	Spring g	6	Reces s	8
11	12	13	14	15
18	19	20	21	22/ H
25	26	27	28	29

MAY, 2011				
M	T	W	TH	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30/ H	31			

JUNE, 2011				
M	T	W	TH	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Work Days: 18

 RECESS
 HOLIDAY - 9
 45 WEEK FIRST/LAST DAY

TOTAL WORK DAYS 210
 TOTAL HOLIDAY 9
 TOTAL POSS. VACATION 6
 TOTAL PAID DAYS 225

 FIRST/LAST STUDENT
 DA
 Y

Revised: June 4, 2010

APPENDIX B:

I. Current Staffing Allocation
May 10, 2011

The Troy School District currently provides secretarial services at each of the district’s building locations and departments. Most positions are full time but some are less than 12 months/40 hours. Below is a breakdown of positions. Vendors are to base their cost projections on duplicating the services in four options as listed below.

All contractor employees must meet minimum requirements to hold any secretarial position. Inclusive of minimum requirements held by school code or law, employees must have a minimum 45 word typing ability; pass a math aptitude test, Basic or Intermediate Excel, Word, professional phone etiquette and a positive attitude. Some positions may require additional skills including, database and accounting skills. Some positions are shared with other locations. Most positions do not work during student/teacher recess but some do.

Option 1 – All Positions:

Central Office (8.5 FTE)	FTE	Classification/ Level	Work Period	PAY – Min.	Max.	QUOTE
• Accounting Clerk	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
• Accounting Clerk	1.0	IV	52 wks/40 hrs/wk	14.27	21.05	
• HR-Benefits	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
• HR – AESOP Opr	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
• HR – Bldg Receptionist	1.0	IV	52 wks/40 hrs/wk	14.27	21.05	
• Data Processing	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
• Data Processing	0.5	II	52 wks/20 hrs/wk	15.20	22.09	
• Curriculum	1.0	IA	52 wks/40 hrs/wk	17.03	24.23	
• Community Relations	1.0	I	52 wks/40 hrs/wk	16.26	23.86	
Services Building (8 FTE)						
• Curriculum	1.0	III	52 wks/40 hrs/wk	14.56	21.41	
• Technology Secretary	1.0	III	52 wks/40 hrs/wk	14.56	21.41	
• Athletics/CTE	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
• Special Ed.-Director Secy	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
• Special Ed	1.0	V	41 wks/35 hrs/wk	13.64	20.28	
• Special Ed.	1.0	IV	45 wks/35 hrs/wk	14.27	21.05	
• Special Ed-DP	1.0	III	52 wks/35 hrs/wk	14.56	21.41	
• District Media	1.0	V	42 wks/35 hrs/wk	13.64	20.28	
High School (2 sites:: AH 8, TH 8)						
• HS Principal Secretary	2.0	II	52 wks/40 hrs/wk	15.20	22.09	
• HS AP Secretary	6.0	IV	45 wks/40 hrs/wk	14.27	21.05	
• HS AP/DP Secretary	2.0	III	46 wks/40 hrs/wk	14.56	21.41	
• HS Guidance	2.0	III	44 wks/40 hrs/wk	14.56	21.41	
• HS Attendance	2.0	V	42 wks/40 hrs/wk	13.64	20.28	
• Career Room	1.0	IV	44 wks/40 hrs/wk	14.27	21.05	
• Receptionist (Athens Only)	1.0	IV	52 wks/40 hrs/wk	14.27	21.05	
Middle School (4 sites – 8 FTE)						
• MS Principal Secretary	4.0	II	46 wk/40 hrs/wk	15.20	22.09	
• MS AP Secretary	4.0	IV	45 Wk/40 hrs/wk	14.27	21.05	
Elementary (12 sites – 18 FTE)						
• Principal Secretary	12.0	II	45 wks/37.5 hrs wk	13.64	20.28	

• Elementary Clerk 12 .5 positions shared*	6.0	V	42 wks/ 3.5 hrs/day* varies	13.64	20.25	
Niles Community (4 FTE)						
• Community High School	0.5	IV	45 wks/20 hrs/wk	14.27	21.05	
• CE Director Secretary	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
• Adult & Continuing Ed	2.0	IV	52 wks/40 hrs/wk	14.27	21.05	
• Adult Ed/Enrichment	0.5	V	46 wks/20 hrs/wk	13.64	20.28	
Other						
• Purchasing	1.0	III	52 wks/40 hrs/wk	14.56	21.41	
• TCC	1.0	IV	52 wks/40 hrs/wk	14.27	21.05	
• TCC	1.0	V	52 wks/40 hrs/wk	13.64	20.28	
• Maintenance	0.5	III	52 wks/20 hrs/wk	14.56	21.41	
Administrative Cost						
Extra work per hour rate						
Substitute rate						
Total bid						

Option 2 – Current Vacant Positions:

	FTE	Classification/ Level	Work Period	PAY – Min.	Max.	QUOTE
Maintenance III - part time	0.5	III	52 weeks – 20 hrs	14.56	21.41	
Enrichment V –part time	0.5	V	46 weeks – 20 hrs	13.64	20.28	
Data Processor –part time	0.5	III	52 weeks – 30 hrs	15.20	22.09	
AESOP Operator II	1.0	II	52 weeks – 40 hrs	15.20	22.09	
Administrative Cost						
Extra work per hour rate						
Substitute rate						
Total bid						

Option 3 - Central Office/Services Positions

Central Office (8.5 FTE)	FTE	Classification/ Level	Work Period	PAY –Min.	Max.	QUOTE
Accounting Clerk	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
Accounting Clerk	1.0	IV	52 wks/40 hrs/wk	14.27	21.05	
HR-Benefits	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
HR – AESOP Opr	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
HR – Bldg Receptionist	1.0	IV	52 wks/40 hrs/wk	14.27	21.05	
Data Processing	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
Data Processing	0.5	II	52 wks/20 hrs/wk	15.20	22.09	
Curriculum	1.0	IA	52 wks/40 hrs/wk	17.03	24.23	
Community Relations	1.0	I	52 wks/40 hrs/wk	16.26	23.86	
Services Building (8 FTE)						
Curriculum	1.0	III	52 wks/40 hrs/wk	14.56	21.41	
Athletics/CTE	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
Special Ed.-Director Secy	1.0	II	52 wks/40 hrs/wk	15.20	22.09	
Special Ed	1.0	V	41 wks/35 hrs/wk	13.64	20.28	
Special Ed.	1.0	IV	45 wks/35 hrs/wk	14.27	21.05	
Special Ed-DP	1.0	III	52 wks/35 hrs/wk	14.56	21.41	
District Media	1.0	V	42 wks/35 hrs/wk	13.64	20.28	
Technology Secretary	1.0	III	52 wks/40 hrs/wk	14.56	21.41	
Troy Career Center						
TCC	1.0	IV	52 wks/40 hrs/wk	14.27	21.05	
TCC	1.0	V	52 wks/40 hrs/wk	13.64	20.28	
Administrative Cost						
Extra work per hour rate						
Substitute rate						
Total bid						

Option 4 – Elementary Clerk Positions

Elementary Buildings	FTE	Classification/ Level	Work Period	PAY –Min.	Max.	QUOTE
Principal Secretary	12.0	II	45 wks/37.5 hrs wk	13.64	20.28	
Elementary Clerk 12 .5 positions shared*	6.0	V	42 wks/ 3.5 hrs/day* varies	13.64	20.25	
Administrative Cost						
Extra work per hour rate						
Substitute rate						
Total bid						

Appendix B: II. Summary of Duties
May 5, 2011

All secretarial positions must include the desire to work with children in the appropriate age grouping and desire to serve the public in addition to listed duties. Secretarial positions must have the ability to understand the legal requirements related to their work and be able to accurately compile state and federal reports (ex: FERPA, immunizations compliance, registration compliance, etc.) All positions must represent the building and school district in a positive way. All must be able to speak using proper grammatical English. Below are a summary of general duties.

Job Title	Job Description/Duties
Clerk V	Greets/provides customer service, opens and routes mail. Performs general filing, sorting of files; correspondence, records, forms in alpha, numerical, date, subject or color-coded system. Sets up and maintains students CA-60's to comply with regulations, guides parents through registration process, enters & maintains student daily & quarterly attendance, enters and maintains student immunization data in accordance with regulations. Has the ability to use basic office equipment including copier, scanner, fax machines, binding machines and voice, video and computers with related software. Provides first aid and administers medication. Is able to proofread documents, complete forms. Counts documents or data and is able to group and tabulate such data. Handles money and financial transactions to assure proper handling and documentation of funds. Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Patience in dealing with parents and children and enjoy serving the public. Many of these duties are also the principal secretary's responsibility in the absence of the clerk. Years exp: 1 – 2
Accounting Clerk	Verifies the accuracy of information (PO, Invoices, payments, vendor information, etc). Performs various clerical duties (copies, filing). Possesses knowledge of basic accounting concepts of manual and automated practices. Year's experience: 1 -2 years.
Accounting Clerk II	Duties of Accounting Clerk I plus balances accounts, assist with year-end audit, answers questions related to expenditures. Year's experience: 3 years.
Data Entry	Performs data entry, basic management of electronic files (print, copy, transfer, delete). Accesses information from a computer/database. Detects and corrects errors in database and in other work. Uses word-processing, spreadsheet, database programs.
Receptionist	Answers and routes multi-line phone, greets, announces, and escorts visitors. Organizes building meetings and manages building-wide calendar/room usage. Is gracious and patient with callers/visitors. Possess basic computer skills (Word, internet, Excel). Ability to use basic office equipment, copier, fax, scanner, etc. Year's experience: 1 year.
Principal Secretary	Coordinates work of other secretaries, acts as confidential secretary to the principal, answers/routes incoming calls, greets/assists/escorts visitors. Manages and balances building budgets, enters all student data into database and maintains pupil accounting information. Anticipates coming events, plans and coordinates with principal. Sets up and manages student CA-60 file and immunization records in accordance with regulations. Guides parents through registration process. Enters and maintains student daily & quarterly attendance. Provides first aid and administers medication to students. Maintains ordering for building supplies such as paper and inventory. Has high level of computer skills: advanced Word, intermediate Excel, Basic PowerPoint, database and internet skills. Takes notes, transcribes and plans meetings. Has ability to write routine correspondence with limited direction. Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to develop working relationships with students, staff and school community. Year's experience: 3 – 5 years.
Central Office Secretary	Compiles and maintains records, schedules meetings/appointments, takes dictation/transcribes and relieves officials of clerical work and minor administrative

	details. Compiles state and federal reports with limited supervision. Ability to read and interpret documents and directions. Ability to apply commonsense understanding to carry out instructions furnished in a variety of ways. Ability to speak effectively to a wide range of people. Year's experience: 3-5 years
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APPENDIX B: Current Staffing Allocation
May 20, 2011

The Troy School District currently provides secretarial services at each of the district’s building locations and departments. Most positions are full time but some are less than 12 months/40 hours. Below is a breakdown of positions. Vendors are to base their cost projections on duplicating the services in four options as listed below.

All contractor employees must meet minimum requirements to hold any secretarial position. Inclusive of minimum requirements held by school code or law, employees must have a minimum 45 word typing ability; pass a math aptitude test, Basic or Intermediate Excel, Word, professional phone etiquette and a positive attitude. Some positions may require additional skills including, database and accounting skills. Some positions are shared with other locations. Most positions do not work during student/teacher recess but some do.

Option 1 – All Positions:

JOB NAME	WORK SCH				QUOTE
	Class	Work Period	Actual hourly rate	Monthly Benefit Cost	
Central Office (9)					
• Accounting Clerk 1 positions	II	52 wks/40 hrs/wk	22.09	1,579.51	
• Accounting Clerk 1 positions	IV	52 wks/40 hrs/wk	21.05	1,579.51	
• HR-Benefits	II	52 wks/40 hrs/wk	21.49	1,579.51	
• HR – AESOP Opr	II	52 wks/40 hrs/wk	open		
• HR – Bldg Receptionist	IV	52 wks/40 hrs/wk	20.45	787.11	
• Data Processing – 1 position	II	52 wks/40 hrs/wk	21.74	787.11	
• Data Processing - .5 position	II	52 wks/20 hrs/wk	open		
• Curriculum	IA	52 wks/40 hrs/wk	23.88	1,579.51	
• Community Relations	I	52 wks/40 hrs/wk	23.26	1,579.51	
Services Building (8)					
• Curriculum	III	52 wks/40 hrs/wk	21.41	1,737.99	
• Tech Secy (TRC)	III	52 wks/40 hrs/wk	20.81	124.28	
• Athletics/CTE	II	52 wks/40 hrs/wk	21.49	1,579.51	
• Special Ed-Director Secy	II	52 wks/40 hrs	21.49	1,737.99	
• Special Ed	V	41 wks/35 hrs/wk	20.28	1,579.51	
• Special Ed	IV	45 wks 35 hrs	20.45	1,737.99	

REVISED-5/20/11

JOB NAME	WORK SCH				
Services Building-cont	Class	Work Period	Actual hourly rate	Monthly Benefit Cost	QUOTE
• Special Ed-DP	III	52 wks 35 hrs	21.41	1,579.51	
• District Media	V	42 wks/35 hrs/wk	19.93	1,579.51	
High School (2 sites: Positions: AH 8, TH 8)					
• HS Principal Secretary (A)	II	52 wks/40 hrs/wk	22.09	1,579.51	
• HS principal Secretary (B)	II	52 wks/40 hrs/wk	19.25	1,737.99	
• HS AP Secretary (A)	IV	45 wks/40 hr	18.88	1,737.99	
• HS AP Secretary (B)	IV	45 wks/40 hr	20.45	1,737.99	
• HS AP Secretary (C)	IV	45 wks/40 hr	19.60	1,737.99	
• HS AP Secretary (D)	IV	45 wks/40 hr	20.45	1,579.51	
• HS AP Secretary (E)	IV	45 wks/40 hr	20.70	1,579.51	
• HS AP Secretary (F)	IV	45 wks/40 hr	20.70	1,579.51	
• HS AP/DP Secretary (A)	III	46 wks/40 hr	19.69	1,579.51	
• HS AP/DP Secretary (B)	III	46 wks/40 hr	21.06	1,737.99	
• HS Guidance (A)	III	44 wks/40 hrs wk	18.34	1,737.99	
• HS Guidance (B)	III	44 wks/40 hrs wk	20.81	1,737.99	
• HS Attendance (A)	V	42 wks/40 hr	14.16	1,737.99	
• HS Attendance (B)	V	42 wks/40 hr	19.68	1,579.51	
• Career Room	IV	44 wks/40 hr	20.81	787.11	
• Receptionist (Athens Only)	IV	52 wks/40 hrs/wk	20.45	1,737.99	
Middle School (4 sites)					
• MS Principal Secretary (A)	II	46 wk/40 hrs	17.90		
• MS Principal Secretary (B)	II	46 wk/40 hrs	20.64	1,579.51	
• MS Principal Secretary (C)	II	46 wk/40 hrs	20.64	1,579.51	
• MS Principal Secretary (D)	II	46 wk/40 hrs	21.49	1,737.99	
• MS AP Secretary (A)	IV	45 Wk/40 hrs	20.45	787.11	
• MS AP Secretary (B)	IV	45 Wk/40 hrs	18.25	1,737.99	
• MS AP Secretary (C)	IV	45 Wk/40 hrs	19.60	1,737.99	
• MS AP Secretary (D)	IV	45 Wk/40 hrs	21.06	1,579.51	
Elementary					
• Principal Secretary (A)	II	45 wks/37.5 hrs	22.09	1,579.51	
• Principal Secretary (B)	II	45 wks/37.5 hrs	21.49	1,737.99	
• Principal Secretary (C)	II	45 wks/37.5 hrs	21.49	1,737.99	
• Principal Secretary (D)	II	45 wks/37.5 hrs	21.49	1,579.51	
• Principal Secretary (E)	II	45 wks/37.5 hrs	21.49	1,737.99	
• Principal Secretary (F)	II	45 wks/37.5 hrs	21.74	1,737.99	
• Principal Secretary (G)	II	45 wks/37.5 hrs	17.90	1,737.99	

JOB NAME	WORK SCH			Actual hourly rate	Monthly Benefit Cost	QUOTE
	Class	Work Period				
• Principal Secretary (H)	II	45 wks/37.5 hrs		19.52	1,737.99	
• Principal Secretary (I)	II	45 wks/37.5 hrs		18.44	1,737.99	
• Principal Secretary (J)	II	45 wks/37.5 hrs		21.74	1,737.99	
• Principal Secretary (K)	II	45 wks/37.5 hrs		21.49	1,579.51	
• Principal Secretary (L)	II	45 wks/37.5 hrs		21.49	1,579.51	
• Elementary Clerk (A)*	V	42 wks/ 3.5 hrs/day		14.16	0	
• Elementary Clerk (B)*	V	42 wks/ 3.5 hrs/day		13.64	0	
• Elementary Clerk (C)*	V	42 wks/ 3.5 hrs/day		16.50	0	
• Elementary Clerk (D)*	V	42 wks/ 3.5 hrs/day		19.68	0	
• Elementary Clerk (E)*	V	42 wks/ 3.5 hrs/day		16.24	0	
• Elementary Clerk (F)*	V	42 wks/ 3.5 hrs/day		18.83	0	
• Elementary Clerk (G)*	V	42 wks/ 3.5 hrs/day		19.68	0	
• Elementary Clerk (H)*	V	42 wks/ 3.5 hrs/day		13.64	0	
• Elementary Clerk (I)*	V	42 wks/ 3.5 hrs/day		13.64	0	
• Elementary Clerk (J)*	V	42 wks/ 3.5 hrs/day		19.68	0	
• Elementary Clerk (K)*	V	42 wks/ 3.5 hrs/day		16.50	0	
• Elementary Clerk (L)*	V	42 wks/ 3.5 hrs/day			0	

JOB NAME	WORK SCH				
	Class	Work Period	Actual hourly rate	Monthly Benefit Cost	QUOTE
Niles Community (4 positions)					
• Community High School	IV	45 wks/20 hrs	18.78	1,737.99	
• CE Director Secretary	II	52 wks/40 hrs	21.74	787.11	
• Adult & Continuing Ed (A)	IV	52 wks/40 hrs	19.05	1,737.99	
• Adult & Continuing Ed (B)	IV	52 wks/40 hrs	19.60	1,737.99	
• Adult Ed/Enrichment	V	46 wks/20 hrs	open		
Other					
• Purchasing	III	52 wks/40 hrs/wk	21.41	1,579.51	
• TCC	IV	52 wks/40 hrs/wk	21.05	1,737.99	
• TCC	V	52 wks/40 hrs/wk	19.68	787.11	
• Maintenance	III	52 wks/20 hrs/wk	open		
•					
Administrative Cost					
Extra work per hour rate					
Substitute rate					
OPTION 1 - Total Bid					

*Elementary Clerk V work 3.5 or 3.75 hours per day and some sites share one incumbent.

Option 2 – Current Vacant Positions:

JOB NAME		WORK SCH	MIN	MAX	QUOTE
Maintenance - part time	III	52 wks/20 hrs	14.56	21.41	
Enrichment–part time	V	46 wks/ 20 hrs	13.64	20.28	
Data Processor –part time	II	52 wks/ 30 hrs	15.20	22.09	
AESOP Operator	II	52 wks/ 40 hrs	15.20	22.09	
Administrative Cost					
Extra work per hour rate					
Substitute rate					
OPTION 2 - Total Bid					

Option 3 - Central Office/Services Positions

JOB NAME		WORK SCH		QUOTE
Accounting (CO)	II, IV	2 positions 52 wks/40 hrs		
Human Resources (CO)	II, II, IV	3 positions 52 wks/40 hrs		
Curriculum (CO)	IA, I	2 positions 52 wks/40 hrs		
Athletics/CTE (SB)	II	1 position 52 wks/40 hrs		
Curriculum (SB)	III	1 position 52 wks/40 hrs		
Special Ed (SB)	IV, V	2 positions 41-45 wks 35 hrs		
Special Ed (SB)	II, III	2 positions 52 wks 35 & 40 hrs		
Media Services	V	1 position 42 wks/35 hrs		
Technology (SB)	III	1 position 52 wks 40 hrs		
Troy Career Center (TCC)	IV, V	2 positions 52 wks 40 hrs		
Administrative Cost				
Extra work per hour rate				
Substitute rate				
OPTION 3 - Total Bid				

Option 4 – Elementary Clerk Positions

JOB NAME	WORK SCH	QUOTE
Elementary Clerk V (12) shared*	42 wks/ 3.5 hrs-3.75 hr day varies	
Or (6)	42 wks/7.0 hrs/day shared*	
Administrative Cost		
Extra work per hour rate		
Substitute rate		
OPTION 4 - Total Bid		

**Troy School District
Clerical Staffing Services Pre-Bid Meeting
May 17, 2011**

A pre-bid meeting to review the terms and conditions contained within the Troy School District Request for Proposal #9713 – Clerical Staffing Services was held at 4400 Livernois, Troy, Michigan 48098 at 1:00 p.m., May 17, 2011. The following individuals were in attendance:

M. Rajter – Troy School District	K. Badder – PCMI
B. Lobert – Troy School District	J. Johnson - PCMI
J. Oberheide – Troy School District	M. Cortese - PCMI
A. DeLeo – Troy School District	S. Weaver - Manpower
F. Lams – Avondale School District	R. Streetman – TSS

Mark Rajter, Assistant Superintendent Business Services for the School District opened the meeting with brief introductions.

Mr. Rajter then opened up the floor to questions. The questions and related responses are documented below.

1. Q. Is the clerical RFP something new or is there an existing contract?
A. This RFP is a new endeavor.
2. Q. Appendix B – Page 8 references FTE's. Is that the number of positions to be filled?
A. Yes.
3. Q. Does the District want the background check included in rate?
A. The District anticipates that any fees/costs related to Contractor hiring would be costs of the Contractor and not directly passed along to the District. Respondents to this RFP should provide the rate per hour to be charged for the related services as an all inclusive cost.
4. Q. Does Troy School District have a contingent work force?
A. The District currently has a vendor that provides substitutes, which is not part of this RFP. The vendor may bid to offer substitute services. The district currently subcontracts with another vendor for these services. The current daily rate of pay is \$11.42/hr. Long term assignments pay more \$14.90/hr.
5. Q. What is the current sub rate? Current sub usage? Size of sub pool?
A. Current rate of pay is \$11.42/hr. Subs are not utilized for daily absences but rather long term assignments; there are approximately ten current subs in the available pool but the District only uses a percentage of those.
6. Q. A pay range is referenced in the bid for all positions. Is it possible to get the current rate of pay and benefits for each position?
A. Yes, we will develop a schedule of these costs and publish under separate cover in time for respondents to incorporate the information within their RFP response.
7. Q. What day, date and time is the RFP due? The bid references conflicting dates.
A. The RFP is due Tuesday, May 31, 2011 by 2:00 p.m. at 4400 Livernois, Troy, MI 48098
8. Q. The RFP references background checks for safety sensitive positions. Is this required?
A. The positions contemplated within this RFP are NOT safety sensitive positions under the Federal Motor Highway Administration (FMHA). The Contractor is responsible for compliance with the Michigan School Safety Initiative and PA 84.
9. Q. Page 1 references a specific bid envelope enclosed. Is that required?
A. No.
10. Q. Page 27, Section 3.12: The required ID badges are at whose expense?
A. Troy School District will provide initial badges, replacement badges may be provided at a cost per badge. Current cost per badge is \$3.00.
11. Q. Does the District want a minimum/maximum pay rate, dollar amount or percentage?
A. Troy School District is seeking the actual billing rate at which the District would be billed for these services.

12. Q. How many hard copies of the response are required to be submitted?
A. One original (clearly marked) and five copies.
13. Q. Referencing Troy School District Rights and Responsibilities, specifically the hiring, firing and placement—what is the District's position?
A. The awarded Contractor is solely responsible for the hiring and termination of its employees. The Troy School District would have final approval rights regarding placement of any person within the District.
14. Q. Are there present employees the District may not want to retain?
A. The District will rely on the selected vendor to hire the best qualified applicant for each position. All current staff would be encouraged to apply for any of the available positions with the chosen vendor.
15. Q. Regarding Option 4: Elementary Clerk Positions—the Principal Secretary is listed along with the Elementary Clerk as part of the RFP. Is this correct?
A. No. Option 4 is seeking cost savings for the Elementary Clerks only, not the Elementary Principal Secretaries. See the corrected Appendix B Option \$ format attached.
16. Q. Twelve (.5) elementary clerks, 6.0 FTE are listed under Option 4. Is this how it must be staffed?
A. No. Contractor may use 12 individuals working 3.75 hours split between two buildings or 6 individuals working 7.5 hours each, or any other way in which the Contractor would propose to staff these positions which the district would find acceptable.
17. Q. Appendix B Principal Secretary: Is there a breakdown of duties between middle school and high school secretaries?
A. The purpose of Appendix B is to provide a summary of overall duties and give a flavor of what the position entails. It is not meant to be all inclusive.
18. Q. Is a drug test required for employees?
A. No, not at this time.
19. Q. In reference to 3.9.2.2. (page 24) is a criminal background check and fingerprinting required as part of the School Safety Initiative?
A. The awarded Contractor is responsible for compliance with the School Safety Initiative Act which currently requires fingerprinting using state and federal background checks. Any changes to this statute would be the Contractor's responsibility to comply. The current approximate cost is \$65 per check.
20. Q. Is July 1, 2011 a firm or flexible contract date?
A. The District prefers as soon as possible but no sooner than July 1, 2011. The date is flexible and could be delayed.
21. Q. Can a company bid on only one option or is a response required for all four options?
A. A response is preferred for all four options.

22. Q. Would the District divide the award between more than one awardees?
A. At this time, the District does not plan on splitting the contract between two or more Contractors.
23. Q. Three specific positions are missing from the RFP: Secretary to Superintendent, Secretary to Assistant Superintendent Human Resources and Secretary to Assistant Superintendent Business Services. Is this an oversight?
A. No. These three positions are administrative and not considered part of the clerical bargaining unit.
24. Q. Is the District seeking an hourly rate including pre-employment cost?
A. The District wants a flat billing rate with administrative fees broken out. Implementation fees, start up fees shouldn't be included in the hourly rate. What do you think?
25. Q. The bid states that most secretaries do not work during student/teacher recess. Please clarify.
A. Please refer to appended calendars for specific working dates. There could be further adjustments/requirements depending on negotiated school calendars and state requirements. Central Office, Services and high school secretary work all year. Other positions work less than 52 weeks and do not work student breaks such as Winter Recess - December, Mid-Winter Recess-February and Spring Recess-April, but may work teacher days without student/instructional days.
26. Q. The bid lists 4.0 FTE for Middle School Assistant Principal Secretaries. Does this mean there are four employees? And if so, are they paid at different rates?
A. There are currently four different individuals employed under this title. Please refer to the revised Appendix B schedule for their salaries and benefits.
27. Q. Will the District provide the employee rate of pay for each and disclose the total cost to the district?
A. Yes. The district provided a revised Appendix B schedule detailing the individual position by building and the related pay rates.
28. Q. The District has outsourced various positions in the past. What is the overall goal? What is the driving force behind this RFP?
A. The District is faced with a potential operating deficit of \$16 million in 2011-12 and continued financial pressures beyond next fiscal year. We are exploring and seeking all potential savings opportunities.

Troy School District
RFP #9713
Clerical Staffing Services
Response to Questions – Set 2

Q. They ask specifically for School District experience and state that it is a requirement in order to be considered with a bare minimum of two references. Will they consider us as a vendor without that since this is a large investment of time and we are required to send payment with our proposal? **They also say that the company must have 5 years experience working with public schools K-12...attached is more details.

A. ***The item related to School District experience is a “preference” (not a specific requirement) for us to consider a particular vendor who elects to respond to this RFP. (We recognize that not many school districts within the state have even considered this option.) So, the response to this “requirement” will be one of many factors which the District considers.***

Q. They want a check with the proposal for 5% of the contract total but they don't plan to give the contract to any one company exclusively so what amount would they like us to use?

A. ***We presume your question of how much to submit for a bid bond is in reference to Section 1.11 Bid Bond. Respondents surety or bid bond should be equal to 5% of the submitted total year one proposal price. Though there are four options to choose to bid on, we would be looking for a bid bond equal to the price of your Option 1 bid. That's why there is not a stated amount, because each proposal will have its own unique individual price.***

Clarification on answers to Question 16 and Question 24 in Response to Questions - Set 1:

Answer to #16 should read: “No. Contractor may use 12 individuals working 3.75 hours or 6 individuals working 7.5 hours each split between two buildings or any other way in which the Contractor would propose to staff these positions which the District would find acceptable.”

Answer to #24 should read: “The District wants a flat billing rate with administrative fees broken out. Implementation fees and start up fees shouldn't be included in the hourly rate.”