

Request for Proposal (RFP) for Staffing Agency Services

Issued by: Raytown C-2 School District

Date Issued: April 15, 2025

Proposal Due Date: May 5, 2025

1. Introduction

Raytown C-2 School District is seeking proposals from qualified staffing agencies to provide staffing services for a variety of roles with the Special Education department. We are looking for experienced and reliable staffing partners to help us meet our workforce needs and enhance operational efficiency by delivering top-tier talent. The selected agencies will be responsible for recruiting, screening, and assisting our district in placing candidates for the 25/26 school year in positions that are unable to be filled with district applicants.

2. Scope of Work

The selected staffing agency will be responsible for the following tasks:

- **Recruitment:** Source and recruit qualified candidates for various positions including but not limited to:
 - Instructional Assistants (paraprofessional)
 - Special Education Teachers
 - Speech and Language Pathologists
 - Occupational Therapists
 - Physical Therapists
 - **Screening:** Conduct initial screenings, including resume review, interviews, and background checks.
 - **Placement:** Present candidates for consideration to Raytown School District Special Education Department and assist with placement.
 - **School year Staffing:** Provide school year placement services.
 - **Onboarding Assistance:** Assist with the onboarding process for hired candidates, including orientation and documentation.
 - **Compliance:** Ensure that all candidates meet the legal and regulatory requirements for employment in Jackson County, Missouri.
 - **Ongoing Support:** Provide post-placement support to both the candidate and Raytown School District to ensure smooth integration and retention.
-

3. Proposal Requirements

Interested staffing agencies should submit a proposal that includes the following:

1. **Agency Overview:** A brief description of your agency, including the history, mission, and services you offer.
2. **Experience and Qualifications:** Demonstrated experience in recruiting for the positions listed in the Scope of Work. Please provide case studies or examples of similar work performed for other clients.
3. **Staffing Process:** A detailed description of your recruitment, screening, and placement process. This should include how you source candidates, screen them, and ensure they meet the required qualifications.
4. **Timeline:** A proposed timeline for the recruitment and placement of candidates for each role.
5. **Pricing Model:** A breakdown of your pricing structure, including any fees for recruitment, placement, background checks, and other services.
6. **References:** Provide at least three client references from organizations of similar size or industry.
7. **Compliance and Legal Requirements:** An explanation of your process for ensuring compliance with employment laws, including background checks, eligibility verification, and adherence to relevant labor regulations.
8. **Quality Assurance:** How your agency ensures the quality of placements, including candidate retention strategies and handling performance issues.
9. **Contact Information:** The contact details of the person responsible for managing the proposal process.
10. **Exhibit A, Insurance:** See exhibit A for required proof of insurance requirement.
11. **Exhibit B, New Vendor:** See exhibit B, New Vendor form
12. **Sample contract:** A blank contract obligation information, regarding, hiring ability, non-work payday and payment deadlines.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** The agency's proven track record in placing candidates in the required roles.
- **Recruitment and Screening Process:** The effectiveness and efficiency of the agency's recruitment and screening procedures.
- **Pricing:** Competitiveness and transparency of pricing.
- **Compliance:** Ability to ensure legal and regulatory compliance in all staffing activities.
- **References and Reputation:** Positive feedback from previous clients and overall industry reputation.
- **Customer Service and Support:** Ongoing support and commitment to client satisfaction.

5. Submission Guidelines

Please submit your proposal electronically to the following contact by May 5, 2025:

- **Contact Name:** Kimberly Beets, Special Education-Finance Specialist
- **Email Address:** Kimberly.beets@raytownschools.org
- **Phone Number:** 816-268-7000 ext 2707

Proposals must be submitted in PDF format. Any questions regarding the RFP can be directed to the contact listed above before May 2, 2025.

6. Terms and Conditions

- **Rights of Rejection:** Raytown School District reserves the right to reject any or all proposals received.
- **Rights to Request Clarifications:** Raytown School District reserves the right to request clarification or any additional information pertaining to the bidder's response.
- **Contract Negotiation:** Selections shall be issued to the staffing agencies deemed fully qualified and best-suited among those submitted proposals based on evaluation factors included in the RFP, including price. No service agreements or contracts will be signed prior to July 1, 2025 following with Federal funding regulations.

7. Conclusion

Raytown School District looks forward to receiving your proposal and working together to build a successful partnership. We are committed to finding staffing agencies that shares our values of professionalism, integrity, and commitment to delivering high-quality candidates.

Thank you for your interest.

Raytown C-2 School District

10750 E 350 Hwy

Raytown, MO 64138

[816-268-7000 ext 2707]

[Kimberly.beets@raytownschools.org]