MARSHFIELD R-1 SCHOOL DISTRICT

REQUEST FOR PROPOSALS (RFP)

SUBSTITUTE STAFFING & MANAGEMENT SERVICES

170 State Highway DD
Marshfield, Missouri 65706

Proposals Due: April 15 at 2:00 p.m. (local time)

Anticipated Contract Start Date: July 1, 2026

1. PURPOSE

The District is soliciting proposals for full-service substitute staffing including recruiting, hiring, training, compliance, and management of substitute personnel.

2. DISTRICT BACKGROUND

Approximately 3,050 students across six buildings (PreK–12). Services include all buildings, summer school, and district-sponsored programs.

3. CONTRACT TERM

The initial contract term shall be one (1) year, beginning July 1, 2026 and ending June 30, 2027. The District may renew for up to three (3) additional one-year terms.

4. SCOPE OF SERVICES

Recruiting, screening, hiring, compliance, assignment management, reporting, training, and employer-of-record responsibilities.

5. SERVICE LEVEL REQUIREMENTS

The District requires a minimum fill rate of 98% and expects 100%. Fill rate shall include all assignments, including same-day and short-notice absences.
Failure to meet expectations will result in:
- Immediate corrective action plan
- Mandatory performance review after two consecutive months below 98%
- Termination consideration if below 95%

Fill rate performance will be contractually enforced and monitored monthly.

6. REPORTING REQUIREMENTS

- Daily, weekly, and monthly fill reports
- Assignment-level detail reports
- Trend and performance analysis

7. INSURANCE REQUIREMENTS

Workers Comp, $1M General Liability, $3M aggregate, $1M excess, $3M professional liability.

8. PROPOSAL REQUIREMENTS

Include company experience, recruiting strategy, fill rate history, technology, pricing, and references.

9. EVALUATION CRITERIA

Experience (20%), Staffing Capacity (20%), Fill Rate Performance (25%), Compliance (15%), Cost (20%).

ATTACHMENT A – PRICING FORM

Position	Pay Rate	Markup %	Bill Rate
Sub Teacher			
Retired Teacher			
Para			
Long-Term			

ATTACHMENT B – VENDOR INFORMATION

Vendor Name:
Address:
Contact:
Phone:

ATTACHMENT C - REFERENCES

District Name	Contact Name	Title	Phone	Email

ATTACHMENT D – EXCEPTIONS

List any exceptions or state NONE.