Muscle Shoals City Schools

"Providing opportunities for all students to obtain wisdom and achieve their greatest potential!"

Dr. Chad Holden
Superintendent

Subject:Request for Proposal for Substitute Teachers and Non-Instructional Staffing Services

To Whom it May Concern.

Muscle Shoals City Schools is seeking a qualified and reliable service provider to fulfill our substitute teacher and non-instructional staffing service needs. The positions in need include, but are not limited to, teacher, paraprofessional aide, Child Nutrition, librarian, nurse and custodian. We invite your organization to submit a proposal outlining its capabilities, experience, and pricing structure for delivering substitute services in accordance with the requirements outlined in this Request for Proposal (RFP).

Proposals must be submitted no later than 4:00 pm Friday, May 15, 2026 to:

Muscle Shoals City Board of Education
Attention: Sherry Langley, CSFO
3200 South Wilson Dam Road
Muscle Shoals, Alabama 35661

Vendors are required to carefully review the specifications and proposal information provided. On the final page, vendors must enter their proposal, sign, and have it notarized. Failure to submit the document as instructed may result in the offer not being classified as a legitimate proposal.

Alabama Laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama; the business or entity must provide documentation of enrollment in the E-Verify program (if applicable). More information regarding these new requirements may be found under Section XII in this bid document titled "Alabama Immigration Law".

The Muscle Shoals City Board of Education reserves the right to reject any/and/or all proposals and to waive informalities in awarding this proposal.

Interested vendors should thoroughly review the information provided, paying close attention to deadlines and required documentation. For any questions, please contact Sherry Langley, Chief School Financial Officer via email at slangley@mscs.k12.al.us.

1. General Information:
    a. All vendors (service providers) must use the provided proposal form for submission.
    b. The Muscle Shoals City Board of Education (Board) is tax-exempt under State and Federal law. Proposals should not include State Sales tax, Federal Excise Taxes, or any other fee.
    c. Records showing successful vendors and prices quoted will be placed on file and may be examined upon request. If the contract is awarded to someone other than lowest service provider, a note of explanation will appear in the file.
    d. Although the Board is seeking proposals on specific services, the use of trade names should be interpreted as establishing standard of quality and shall not be construed as limiting competition.

2. Terms and Conditions:
   The purpose of this proposal is to contract with a qualified vendor to perform in accordance with proposal requirements and specifications to provide Muscle Shoals City Board of Education Temporary Instructional and Non-Instructional Staffing Services as indicated and specified below.

    a. Evaluation: The proposals will be initially evaluated for conforming to the requirements of the Request for Proposal.
    b. Terms of Award: It is the intent of the Board to issue a contract for a period as indicated in the scope of services. Awards will not be based on price alone.
    c. Any deviations from the general terms and conditions or exceptions taken shall be described fully and appended to the proposal form on the vendor's letterhead over the signature of the person signing the proposal form. Such appendages shall be considered part of the vendor's formal proposal. For the absence of any statements of deviation or exception, the proposal shall be accepted as in strict compliance with all terms and conditions.
    d. If a vendor receives a proposal award, an order is placed and vendor is unable to meet the delivery requirements, meet service requirements, or material that meets the Boards needs as outlined in the Request for Proposal, or is unable to hold quoted price, or fails to provide product or service within a reasonable period of time, AND/OR fails to provide product complying with proposal specifications, as determined by the Board , the Board reserves the right to go to the next responsible service provider that meets proposal specifications.
    e. Price Clauses: Prices shall be firm for the initial term of the contract. Prices as stated must be complete for the services offered and shall include all associated costs. DO NOT include sales tax on any item in the proposal. Your firm is to indicate the cost of each service.
    f. Evaluation and Selection Process:
       Award will be made to the responsive and responsible vendor whose proposal is determined in writing to be most advantageous to the Muscle Shoals City Board of Education based on the following criteria.
        1. Qualifications of the Vendor, financial and otherwise, to provide the Board with these services for the required period of time, provide appropriate staffing, provide necessary resources and show a history of demonstrated competence.
        2. Board's assessment of the Vendor's abilities to meet and satisfy the needs of the Board, taking into consideration additional services, or expertise offered, that exceed the requirements, or the vendor's inability to meet some of the requirements of the specifications.

3. Cost – While cost is a significant factor in considering the placement of the awards, it is not the only factor. The award will not be based on price alone, nor will it be based solely upon the lowest fees submitted.
4. Past performance of work with other school boards.
5. Information obtained by the Board from Vendor's references or other clients.
6. Responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the Request For Proposal.
7. The decision will be communicated to the selected vendor following the approval of the Board on Tuesday, May 19, 2026.

3. Term/Termination:
   It is the intent of the Board to award a multi-term contract, beginning from the time of award through 12 (twelve) months. Providing funds are appropriated to support continuation of performance in a subsequent fiscal period, the contract may, by mutual agreement between the awarded vendor and Muscle Shoals City Board of Education, may be extended on an annual basis up to two (2) additional one-year contracts. Contract renewal will also be based on the performance of successful service provide and what is in the best interest of Muscle Shoals City Board of Education.

4. Scope of Work:
   The selected service provider must be able to manage substitute teachers and after school programs, as well as non-instructional staff such as cafeteria workers, administrative assistants, paraprofessionals, and school nurses. Such a program should contain automated scheduling as well as absentee fills.
   The selected service provider will be the employer of Assigned Employees and will be responsible for the staffing services listed below.

   a. Recruit, select, train and hire assigned employees.
   b. Provide qualified substitute teachers across various grade levels (K-12) and subject areas as per the needs of the schools and offices throughout the Muscle Shoals City School system.
   c. Endure prompt and reliable substitute coverage for planned and unplanned absences.
   d. Comply with laws, rules or regulations applicable to providers.
   e. Maintain assigned employees' personnel and payroll records related to their employment.
   f. Pay assigned employees their wages and provide optional benefits.
   g. Pay or withhold payroll taxes and insurance premiums and fulfill its obligations for unemployment compensation.
   h. Provide workers' compensation benefits and coverage for assigned employees.
   i. Require employees to deliver instruction and follow lesson plans provided by the absent teacher.
   j. Require employees to manage classroom behavior and ensure a conducive learning environment.
   k. Require employees to adhere to school policies, procedures and code of conduct.
   l. Require employees to complete necessary administrative tasks, such as taking attendance and reporting to the main office.
   m. Require employees to communicate effectively with school staff, including administrators, teachers and other staff.

n. Require employees to agree when writing to protect the confidentiality of board's proprietary information.
o. Require employees to execute agreements that customer requests with regard to intellectual property developed by them in performance of their work for customer.
p. Require employees to acknowledge in writing that they have no right to participate in customers employee benefit plans.

5. Screening Requirements:
    a. Provide screening requirements for substitute teachers and non-instructional personnel to comply will all Alabama state requirements and local school board screening requirements. (See Alabama Administrative Code 290-3-2 and 290-3-2.03.)
    b. All applicants for substitute teachers and non-instructional positions in public or private schools in Alabama must submit to a fingerprint background check through the Alabama Bureau of Investigation and the Federal Bureau of Investigation.
    c. Vendor will comply with the school board's local screening requirements for substitute teachers and non-instructional personnel including criminal background check requirements.
    d. Employee Eligibility Verification
    Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to their employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of the warranty shall be deemed a material breach of the contract subject to penalties up to and including termination of the contract.
    e. Additional information regarding Alabama non-instructional personnel screening requirements, visit https://www.alabamaachieves.org.

6. Registered Sex Offender Restriction:
    Pursuant to this Proposal, the successful service provider by acceptance of award and a purchase order, agrees by acceptance, that no employee of the successful service provider or a sub-contractor of the successful service provider, who has been adjudicated to be a registered sex offender, will perform work on Board premises or equipment at any time when Board students are, or are reasonably expected to be, present. The successful service provider further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the contract at the Board's discretion.

7. Background Information:
    a. Provide an overview of your company, including its history, experience and core values.
    b. Describe the qualifications, certifications, and experience of the substitutes who will be assigned to our school.
    c. Describe your approach to providing substitute teacher and support services, including how you ensure a smooth transition during teacher absences and your strategies for effective classroom management.

d. Detail the process for requesting substitutes and the availability of your services during regular school hours. Indicate ability to provide substitutes on short notice and any limitations on service availability.
e. Describe your training programs for substitute teachers and support staff to ensure they are equipped with the necessary skills and knowledge to effectively perform duties.
f. Describe your method for evaluating the performance of substitutes.
g. Provide at least five (5) current references from other Alabama school systems where you provide substitute teacher and support services.

8. Alabama Immigration Law:
    a. The Beason-Hammon Alabama Taxpayer and Citizen Protection Act includes several sections that affect the financial operations of Alabama School boards.
    b. Effective April 1, 2012, every business entity or employer doing business in Alabama is required to enroll in E-Verify* and follow the related federal law and regulations for verifying the employment eligibility of newly hired employees using the E-Verify program. {See Section 31-13-15(b)}
    c. Two other sections of the law require business entities and employers with one or more employees working in Alabama to utilize the E-Verify program for newly hired employees as a condition of a contact, grant, or incentive awarded by a public entity on or after January 1, 2012 through the competitive bidding process. {See Section 31-13-9(a) & (b) and Section 31-13-25(b)}.
    d. Alabama laws (see Title 31, Chapter 13 of the Code of Alabama 1975) require that, as a condition for the award of a contract* by a school board to a business entity or employer with one or more employees working in Alabama; the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-Verify Memorandum of understanding must be included with the proposal. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (http://immigration.alabama.gov) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish on E-Verify employer agent account.
    e. If you have not previously supplied evidence of compliance with the Alabama Immigration Law to Muscle Shoals City Board of Education you will need to submit evidence with your proposal response through the completion of Exhibit A and any necessary attachments.

9. Include Job Description Specifications:
   Non-Instructional Personnel anticipated as follows:
   Paraprofessional
   Child Nutrition Program (CNP) Worker
   Clerical Worker
   Nurse – RN and LPN

10. Proposal Submission:
    Deadline: Proposals must be submitted no later than 4:00 pm Friday, May 15, 2026.
    Submit proposal by using one of the following methods of delivery:

    Muscle Shoals City Board of Education
    Attention: Sherry Langley, CSFO
    3200 South Wilson Dam Road
    Muscle Shoals, Alabama 35661

    Muscle Shoals City Board of Education
    Attention: Sherry Langley, CSFO
    P O Box 2610
    Muscle Shoals, Alabama 35662

11. **Decision: The selected service provider will be contacted following the approval of the Board on Tuesday, May 19, 2026.**

Thank you for your interest in serving the students and staff of Muscle Shoals City Schools. We look forward to receiving your proposal and offerings in detail. Should you need additional information, please do not hesitate to contact Sherry Langley, Chief School Financial Officer, at slangley@mscs.k12.al.us.

Pricing and Cost Structure

Muscle Shoals City Schools will provide the base pay rate each substitute is to be compensated. Provide markup rate and total bill rate for the different levels of substitutes listed and any additional costs associated with your services.

Position	Pay Rate	Pay Type	Markup	Bill Rate
Teacher - Non-Certified	$ 90.00	Daily		
Teacher - Certified	$100.00	Daily		
Teacher - Long Term Certified	$220.00	Daily		
Paraprofessional	$ 11.00	Hourly		
Paraprofessional – Certified	$ 12.00	Hourly		
Paraprofessional – Permanent	$ 16.80	Hourly		
CNP Worker	$ 12.00	Hourly		
CNP Worker – Long Term	$ 16.00	Hourly		
Clerical Worker	$ 11.00	Hourly		
Clerical Worker – Certified	$ 12.00	Hourly		
Librarian – Non-Certified	$ 12.00	Hourly		
Librarian – Certified	$ 13.33	Hourly		
Nurse – LPN	$ 18.00	Hourly		
Nurse – RN	$ 33.00	Hourly		

Additional Cost to be added and reason:

_____

_____

OFFER AND ACCEPTANCE

The undersigned hereby offers and agrees to furnish the services in compliance with all terms, conditions, specifications and amendments in the Proposal.

Company: _____

Federal Employee Identification #: _____

Address: _____

This ___day of _____ 2026

Telephone Number: _____

Name (Print or type): _____

Notary Public

Title: _____

_____

Signature: _____

THIS PROPOSAL MUST BE NOTARIZED.

Email: _____

EXHIBIT A
ALABAMA IMMIGRATION LAW COMPLIANCE NOTIFICATION

All Vendors wishing to submit proposals must be able to provide the Muscle Shoals City Board of Education with evidence of their compliance with the Alabama Immigration Law as described in Section 8 of this proposal.

Please respond to the following and submit this form with your proposal.

____ I have read and understand the expectations for materials which will demonstrate compliance with the Alabama Immigration Law.

____ I understand that any award is contingent upon receipt of all materials necessary that demonstrate compliance.

____ This company has no operations or employees within the state of Alabama, therefore the Alabama Immigration Law requirements do not apply. However, should this company be awarded this contract and should this company later employ individuals in the state of Alabama, this company will comply with and submit all necessary documentation for compliance with this law.

Or

____ This company has already submitted all necessary documents to the Muscle Shoals City Board of Education Accounting Department which verify compliance with the Alabama Immigration Law.

Or

____ This company meets the requirements for compliance with the Alabama Immigration Law and has included the necessary materials within this proposal response.

Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Name (Print or type): _____

Title: _____

Signature: _____