

RFP 27-01
SUBSTITUTE STAFFING SERVICES
- Evaluation & Recommendation -

Procurement Method: Pursuant to 18A:18A-1 et seq. and 40A:11-4.5 the South River Board of Education (Board) is permitted to utilize Competitive Contracting instead of Competitive Bidding for Substitute Staffing Services. Therefore, this is NOT a bid, but rather a Request for Proposal (RFP). As such, the South River Board of Education shall award the contract to the Bidder whose proposal is determined to be the most advantageous based upon the Evaluation Criteria. The Board is not required to award on the basis of the lowest price and will award based on criteria as outlined in this request for proposal. The RFP is being made to ensure the district receives the highest quality of service at a fair and competitive price.

Request For Proposals (RFP): The Substitute Staffing Services RFP (27-01) was advertised on April 22, 2026, and seven (7) potential firms sought and received the Specifications.

Proposal Opening: Four (4) proposals were submitted and opened on May 13, 2026, with the following composite results:

ESS: 4.26 out of 5
Delta T Group: 4.13 out of 5
Edustaff: 3.32 out of 5

RFP Evaluation Method: In accordance with the methodology in 18A:18A-4.4b and contained within the RFP, an evaluation criteria and score sheet was used with all prospective companies to score the candidate service providers. The three (3) criteria that were considered in evaluating the proposals are as detailed in the following table, weighted based upon importance to the district and in accordance with the Department of Local Government Services. The points awarded ranged from 1 to 5, with 5 being the highest score and 1 being the lowest.

The Criteria Used in Evaluating Proposals <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>		Weighting Factor	Points 1-5	Score
1. Technical Criteria: Respondents should list all services to be rendered with their explanation in detail of how they will provide the services. Respondents shall also provide evidence of how services of a similar type were provided to other public school districts and charter schools in New Jersey. Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, work, and activity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.		35%		
2. Management Criteria: The respondent shall submit a full description of the business organization to include, but not be limited to: • Name, address, phone, fax, website, e-mail address, and other information of the professional firm or individual; • An organizational chart noting the names of all principals and partners; • Resumes of key staff members; and • Other information concerning individuals of the company would assist the school district in the evaluation process		25%		
3. Cost Criteria: All proposal forms have been submitted with the mark up percentage and the daily rate filled in.		40%		

Evaluation Committee: A panel of four (4) members, consisting of the Business Administrator, Director of Special Services, Assistant Superintendent, and the Superintendent served on the Evaluation Committee.

Evaluation of Proposals: The Evaluation Committee reviewed each of the three (3) companies that submitted proposals as above. Responses were graded in each of the sections of the Evaluation Criteria. Score sheets were completed by each committee member and were tabulated by the Business Administrator's Office. As per the RFP Specification, after points were awarded by the evaluators, a weighting factor was applied, and thus a total score derived. While each of the proposers shared insight into the Substitute Staffing Services for the District, the committee felt that the proposal by ESS best met the needs of the district.

Recommendation: It is the Evaluation Committee's recommendation to the Board of Education to approve ESS to provide Substitute Staffing Services to the South River School District. Based on references, training, teacher fill rate, and percent markup on services, ESS ultimately recorded a superior score in our evaluation process.