

**CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
CHESTERFIELD, NEW JERSEY 08515**



REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR

Competitive Contracting-- Request for Proposals (RFP)

**SUBSTITUTE STAFFING SERVICES;
PARAPROFESSIONALS**

Proposal No: CC/RFP #01-202627

DR. SCOTT J. HOGAN

School Business Administrator/Board Secretary

June 11, 2026

**SUBSTITUTE STAFFING SERVICES;
PARAPROFESSIONALS
Competitive Contracting Proposal
CC/RFP #01-202627**

This report, offered by the School Business Administrator, complies with N.J.S.A. 18A:18A-4.5 (d) when the District uses the Competitive Contracting (CC) process to procure certain goods and services.

The CC/RFP for Substitute Staffing Services, Paraprofessionals was advertised for proposals to be received on Tuesday, June 9, 2026, at 11:00 a.m. On that day and time, the District received two (2) proposals in response to the Board of Education's advertisement for the Competitive Contracting proposal CC/RFP #01-202627.

Vendor	City, State
Delta-T Group North Jersey, Inc.	Woodbridge, New Jersey 07095
ESS Support Services LLC	Cherry Hill, New Jersey 08002

Evaluation Process

The proposals were evaluated in accordance with the model Technical, Management, and Cost criteria as noted in N.J.A.C. 5:34-4.2 and from the guidance of the New Jersey State Comptroller's Office with their following publication issued in 2010:

Best Practices in Awarding Service Contracts

The Board prepared an Evaluation Scoring system, assigning points to the criteria based on their importance. This form is to be based upon a value of one hundred (100) points.

The Competitive Contracting Proposal was evaluated on the following factors:

Scoring of Technical, Management, and Cost Criteria—100 Points

Criteria	Points
Technical	30
Management	30
Cost	40

Evaluation of Process– Selection of a Committee

The School Business Administrator selected a committee to assist in the evaluation process. The committee members were as follows:

Official	Title
Dr. Scott J. Hogan	School Business Administrator/Board Secretary
Marnie Briel	Business Office/ HR Secretary
Dr. Melissa Carlton	Supervisor Special Services
Coletta Graham	Principal
Heather Merrick	Curriculum & Instruction/CST Secretary
Bailey Nielson	Main Office Secretary
Jennifer O'Brien	Teacher/CTEA President
James Shoop	Technical Advisor; Cost Criterion Scoring

Evaluation of Presentation Package

Vendors were asked to prepare a presentation package outlining their approach to the scope of service and the program requirements. They were to provide information on the following:

A. TECHNICAL CRITERION (30 Points)

The Presentation Package shall include, at a minimum, the following:

➤ **Description of Services**

Vendors should list all services to be rendered, along with a detailed explanation of how they will provide the services. Vendors shall also provide evidence of how services of a similar type were provided to other public school districts and charter schools in New Jersey. Vendors, by submitting a proposal, acknowledge that they fully understand the scope of service, work, and activity to be performed. Vendors are to provide evidence of any innovation and/or successful approach in providing the services requested.

The proposal must also include how the vendor plans to implement and support items previously listed above by providing the following:

- A description of the vendor's recruiting, hiring, credentialing, and evaluation process.
- Describe in detail the recruiting, hiring, and credentialing processes for the State of New Jersey.
- A detailed explanation of the vendor's training program for all new and transitioning substitute paraprofessionals. Also, provide the experience and credentials of any Training Coordinators.
- Description of process to be followed when and if the vendor cannot meet the demand for substitutes on a daily or ongoing basis, or late notification of an absence.

- Description of the transition process from one staffing solution to the company's program, if applicable, including:
 - District Implementation
 - Employee Implementation
 - Technology Implementation

B. MANAGEMENT CRITERION (30 Points)

➤ Business Organization

The vendor shall submit a complete 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

Identify the person(s) who will be primarily responsible for administering the services required by the District and the person(s) who will serve as backup to the primary person. For each, describe their experience with projects and issues similar to those contemplated by this RFP and attach their resumes. Attach resumes of all other company personnel who will be assigned to handle the District's contract.

➤ Qualifications: Relevant Experience

The vendor must have a positive record of providing successful substitute paraprofessional services to New Jersey public school districts. Having the unique experience of working with public school districts is critical to this contract's success. To satisfy these criteria, the vendors must provide documented evidence of successfully managing and operating substitute paraprofessional services programs in New Jersey public school districts, including public charter schools.

Vendors shall submit documentation highlighting their qualifications and experience to assist the school district in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Client list—vendor shall provide a current list of New Jersey public school districts or charter school clients;

- Staffing service shall currently be providing substitute teaching services to at least five (5) New Jersey public school districts, with at least three (3) districts of comparable size or greater than the District. Please provide the contact name, title, and telephone number for each listed district.
- List of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceedings.
- Availability of personnel, facilities, equipment, and other resources to provide the services requested.

As part of the evaluation process, the District will conduct inquiries and investigations into the vendor's clients to assess the vendor's ability to provide the services. Any vendor that omits any requested information or fails to comply with this section is subject to having their proposal deemed non-responsive and non-responsible.

Start-up/Transition Plan

Finally, the District requires all vendors to detail the Start-Up/Transition Plan from the present operation to the vendor's operation. The plan should include all implementation dates.

C. COST CRITERION

(40 Points)

CONTRACTOR TO PAY SUBSTITUTES—PAY RATE

SUBSTITUTE PAY RATES

Pay Rate

The Board of Education has set the pay rates for substitute staffing paraprofessionals for the school year.

Markup Rate; Contractor (Percentage)

The Board of Education requires all vendors to provide a percentage (%) markup for providing services and personnel to the District. The markup rate percentage will be applied to the District Pay Rate, resulting in the final product known as the Bill Rate.

- For Example

The District Pay Rate for a Substitute Paraprofessional is \$20.00 per hour.

The mark-up rate of the contract is 30%

The Bill Rate, or what the District will pay the vendor, is \$26.00 per hour.

The above examples are provided for clarity's sake and in no way represent any recommendations by the District.

Pay Rate and Bill Rate—The Board of Education will pay the Contractor

- **Pay Rate**

The District provides the Pay Rate for each position on the Proposal Form. The contractor is to pay the substitute employee the listed Pay Rate.

- **Bill Rate; Mark-up Rate**

Contractors must list the markup percentage to be applied to the Pay Rate on the Price Proposal Form, resulting in the Bill Rate for which the Board will pay the contractor for providing substitute staffing positions. The Contractor's Bill Rate listed on the Price Proposal Form will be the only payment the contractor will receive. The School District will pay no extra contract expenses to the contractor.

Evaluation Scoring—Technical and Management

The Technical and Management Criteria sections of each proposal were evaluated and scored by the Committee members. The total points for each vendor were divided by the number of evaluators, seven. The results of the scoring are hereby provided.

	Technical Scores	Technical Scores
Committee Member	Delta-T	ESS
Dr. Scott J. Hogan	25	30
Marnie Briel	25	30
Dr. Melissa Carlton	25	30
Coletta Graham	20	30
Heather Merrick	25	30
Bailey Nielson	20	30
Jennifer O'Brien	25	30
	165	210
Average Score	23.6 Points	30 Points
	Management Scores	Management Scores
Committee Member	Delta-T	ESS
Dr. Scott J. Hogan	25	30
Marnie Briel	25	30
Dr. Melissa Carlton	20	30
Coletta Graham	20	30
Heather Merrick	25	30
Bailey Nielson	20	30
Jennifer O'Brien	25	30
	160	210
Average Score	22.9 Points	30 Points

Scoring of Cost Criterion

The Cost Criterion was scored separately using a mathematical formula based on the submitted Markup Percentage rates.

SCORING OF PROPOSALS

The District scored all proposals based on the submitted markup rate percentage. The vendor who submitted the lowest markup rate percentage received forty (40) points.

ESS Support Services LLC receives 40 points.

The School Business Administrator used the following mathematical formula to evaluate and score the Cost Proposal pricing.

Lowest Percentage Rate Submitted by **ESS Support Services LLC** **27.9%**

Divided by

Percentage Rate Submitted by **Delta-T Group North Jersey LLC** **32%**

Times

Maximum Possible Points 40 points

Total Points for Delta-T Group North Jersey LLC 34.9 points

POINTS ASSIGNED TO THE VENDORS MARKUP RATE PERCENTAGES

Vendor	Markup %	Points
ESS Support Services LLC	27.9%	40
Delta-T Group North Jersey, Inc.	32%	34.9

SUMMARY OF SCORING

Criteria	Max Points	Delta-T	ESS
Technical	30	23.6	30
Management	30	22.9	30
Cost	40	34.9	40
Total	100	81.4	100

PROPOSAL SUMMARY/KEY POINTS

Committee members were impressed with the proposal package submitted by ESS Support Services. Officials noted a past positive experience with the vendor, highlighting good communication, accountability to staff, and timely resolution of any District's concerns. Committee members noted concerns about the Delta-T Group North Jersey's ability to provide substitutes to meet the District's needs.

Recommendation of Award:

Based on the evaluation and scoring by the Committee members and pursuant to N.J.S.A. 18A-18A-4.5 (d), I am recommending to the Board of Education that the contract for Substitute Staffing Services, Paraprofessionals, in accordance with the terms and conditions of proposal CC/RFP #01-202627, and at the **27.9% markup Bill Rate**, be awarded to

ESS Support Services, LLC
3 Executive Campus, Suite 430
Cherry Hill, New Jersey 08002

The contract term will start July 1, 2026, and continue through June 30, 2027. The total contract amount is estimated at \$1,112,000.

Dr. Scott J. Hogan

School Business Administrator/Board Secretary
June 11, 2026