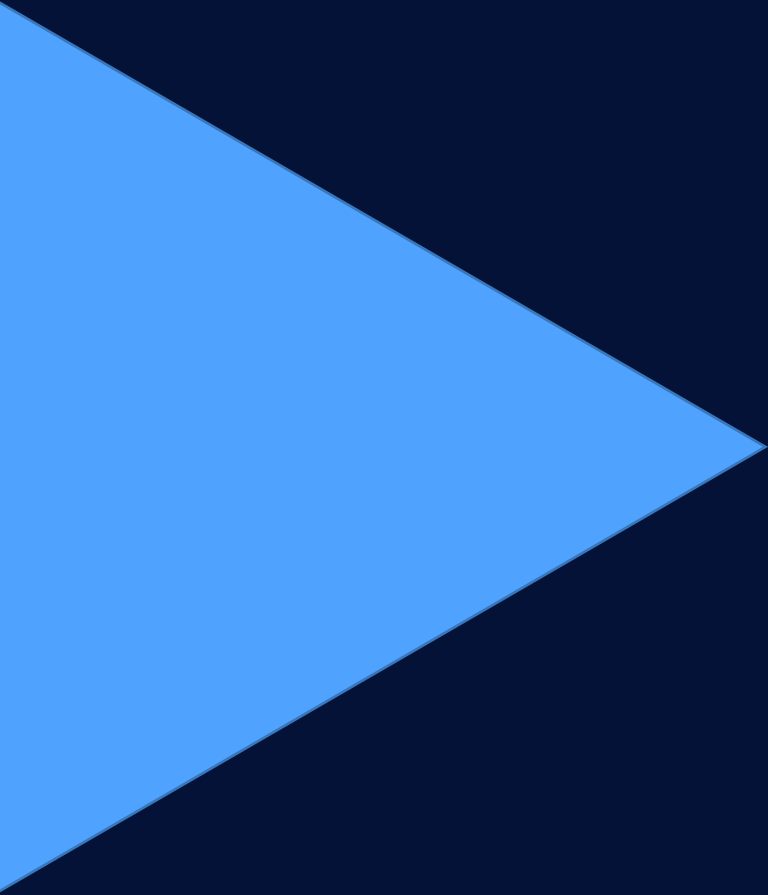




# Edustaff

Excellence in Staffing



[www.edustaff.org](http://www.edustaff.org)



# Edustaff

Excellence in Staffing

## Proposal

### Educational Substitute Staffing Services

RFQu No. HV-96269-110923

January 9, 2024

[www.edustaff.org](http://www.edustaff.org)



January 9, 2024

Stacey Shaw

Sourcing Consultant

Huron Valley Schools

2390 S. Milford Rd

Highland, MI 48357

Greetings Ms. Shaw,

The Edustaff team is delighted to submit a response to Huron Valley Schools's Request for Proposal for Temporary Staffing Services.

Throughout this response, you will see why Edustaff has become one of the largest and fastest-growing educational substitute staffing organizations in the nation.

- We focus exclusively on K-12 organizations
- We lead the industry in our level of service
- Our school and teacher support are unmatched

Our approach is simple, efficient, and effective; we focus on what our customers need. Our core values of Servanthood, Excellence, and Wholeheartedness drive our decisions and the way we do business. This approach makes Edustaff an invaluable partner to the 600+ school districts we serve from coast to coast.

As you work through the selection process, you will soon discover the Edustaff Advantage that has made us the acknowledged leader in national school district satisfaction. With the Edustaff Advantage program, our partnering school districts benefit from proven practices and processes, crystal clear pricing, and higher fill rates. Our approach is unique, especially in K-12 services. We are excited to share more about this later within our proposal.

For any communication during the RFP evaluation process, I can be reached at:

Office: (877) 974-6338 x 138

Cell: (810) 845-9427

Email: [bdunn@edustaff.org](mailto:bdunn@edustaff.org)

Through submission of this letter and response, Edustaff agrees to the general conditions of the contract presented in the RFP. Edustaff also acknowledge receipt of Addendum #1 of this RFP. Edustaff reserves the right to decline the award of bid if district intends to award contract to more than one bidder. [Additionally, Edustaff will only confirm award if employee orders are placed through an absence management system \(Frontline, Red Rover, SmartFind Express\) using an Edustaff-initiated ACH payment structure.](#)

Sincerely,

A handwritten signature in black ink that reads "Brian Dunn".

Brian Dunn

District Sales Representative

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**EXCELLENCE**



**WHOLEHEARTEDNESS**



**SERVANTHOOD**



“Edustaff stands out in their efforts in the area of customer service to the district and their sub employees. They go out of their way to get to know the community and how the district operates. Edustaff is the future of sub service in New Jersey.”

Brian Bonanno, Manager of HR  
Franklin Township Public Schools

## Executive Summary

### **Educational Staffing is All We Do**

With 13 years of experience serving public school districts from coast to coast, we have a deep understanding of educational staffing needs. We understand the critical role substitute staff members play in a school district and the positive, lasting impact they have on our school district partners.

### **Best in the Business Retention Level**

One key way to measure a staffing provider’s overall customer satisfaction is their client retention rate. Generally, happy customers renew their contracts and unhappy customers look for opportunities to replace poorly performing vendors. We are proud of our industry-leading retention rate.

### **Exceptional Fill Rates**

Edustaff has the proven methods and tools to raise the fill rates in your schools. Our rigorous recruiting strategies and community-based awareness campaigns have been incredibly effective at increasing fill rates for our partner districts even in the face of a nationwide substitute staffing shortage.

### **Complete Transparency — No Hidden Fees or Upfront Payments**

Our pricing is simple, with no hidden fees for PTO mark-ups or separate service items. We don’t charge for IT access, infrastructure, or transition costs. There is one rate – *period*. We don’t ask for deposits or large upfront payments to fund payroll. There are no upfront payments at all with Edustaff.

### **Guaranteed 24-Hr. Communication Response Time**

We pride ourselves on our guarantee to return all calls and emails promptly. All calls and emails will be answered within 24 hours.

### **Growing to Meet the Future**

Edustaff recently capitalized with Public Pension Capital LLC (PPC) as an ongoing partner. This partnership has been strategic for Edustaff to continue its growth throughout the nation.



## Unrestricted Access to Absence Management Software

Do other staffing providers allow for unrestricted access to your dispatching system? Our system gives you access at all times. You will have 24x7x365 access to run reports and full control of your employee data, allowing for open collaboration and communication between your school district and our team.

## Superior Classroom Management Training

Our substitute teachers receive in-person training so they arrive at your district ready for a successful day. Well-trained substitutes perform better and work more frequently. Ongoing training modules keep them up-to-date on their skills and allow them to pursue further training at their convenience.

## Solid Financials — You Can Call Our Bank

Have you checked the financial statements and stability of potential staffing providers? You can call our bank directly with any questions.

## Ability to Integrate with any Absence Management Software

Our staffing model is compatible with multiple absence management software platforms. Whether your district is using Frontline, SmartFind Express, or another platform, we can integrate our services and systems into your current software platform so no transition is required. If you choose to change software platforms in the future, Edustaff can adapt to that system as well. We have experts who can assist your staff with software questions if they arise.

**“Edustaff’s expertise and focus on recruiting and training substitutes has been a great support to our district. They actively monitor our absences and reach out to help fill these. In addition, if we have a special need for a long-term position or hard-to-fill-position, they work with us in identifying a list of subs to meet our needs.”**

Jenny Duvall, Human Resources Director  
Corvallis School District

## Proposer’s Responses

### Bidder Responses to Scope of Work and Pricing

Districts may have employees who report absences to the automated system but will not require a substitute. Some districts may be interested in subcontracting for longer term specialized assignments, such as coaching and other positions, and districts would welcome information regarding Contracting Agency’s interest and ability to provide that service.

***Please enter your responses in the “Proposer Response” text boxes provided. There is no requirement or limitation on the number of words for your responses.***

#### **1.2.2 Proposer Response:**

While Edustaff’s core service is focused on substitute teachers, we have years of experience staffing other important positions with high-quality employees:

- |                      |                     |                                |
|----------------------|---------------------|--------------------------------|
| • Administrative     | • Custodians        | • Paraprofessional Aides       |
| • Aquatic Staff      | • Event Staff       | • Principals                   |
| • Athletic Directors | • Food Service      | • Security                     |
| • Childcare          | • IT Services       | • Special Education Assistants |
| • Clerical           | • Librarians        | • Teachers                     |
| • Coaches            | • Maintenance       | • Tutors                       |
| • Counselors         | • Media Specialists |                                |

**As an exception, Edustaff is unable to provide transportation employee types with our services to Huron Valley Schools.**

#### **1.2.3 Requirements**

##### **A. General Requirements**

Any forms proposed to include as part of any agreement resulting from this request between the Contracting Agency and the districts *must* be submitted as part of the bid. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected by the districts. The requirement includes, but is not limited to, the following types of documents: contracts, licensing agreements, maintenance contracts, and system support agreements.

The Contracting Agency reserves the right to remove substitute teachers or temporary staff at any time for any reason.

The Contracting Agency also reserves the right to hire substitute teachers or temporary staff without penalty to the Contracting Agency, the substitute teachers or temporary staff at any time during the term of the Contract and after.

##### **1.2.3 A. Proposer Response:**

Substitute employees are expected to conduct themselves in a professional manner, perform accepted work duties with excellence, and always adhere to all Edustaff and school district policies.

Our employees’ performance is continuously evaluated through our Employee Performance Feedback (EPF) form. This form makes it easy for districts to provide feedback to us about our substitutes placed in their schools. We take all feedback

seriously, and any concerns raised in an EPF form will be handled with the employee in a professional manner by our Human Resources team.

If the district wishes to have the employee immediately removed from their pool, this can be easily accomplished. Edustaff will exclude the employee from all future assignments in the district.

Edustaff charges no fees for hiring our employees for full-time employment. We celebrate with our employees on their new opportunity.

## B. Contractor Requirements

The Contractor must:

- Have sufficient staffing to provide all client Districts a high substitute teacher fill rate.
- Recruit and provide highly qualified, certified substitute teachers and temporary staff.
- Provide quality and timely customer service to the Contracting Agency staff by quickly returning calls/emails when contacted and maintaining organized paperwork and files.
- Be responsible for the supervision and direction of work performed by its employees.
- Ensure that substitutes and temporary staff are appropriately qualified, certified, and experienced for their assignments.
  - Ensure that teacher and paraprofessional substitutes are adequately trained and prepared for the classroom, including training on legal issues as well as classroom management.
  - Ensure that substitute employees have appropriate permits/certifications, reference checking etc. prior to placement in school/district positions.
- Ensure that substitutes and temporary staff observe the hours, rules, and policies of the Districts while working on District premises.
- Ensure that substitutes and temporary staff shall refrain from smoking or use of tobacco products in any District facility, property, or vehicle. Any person wishing to use tobacco products must leave District property or vehicle to do so. It is illegal to smoke on any school premises in Michigan.
- Ensure that substitutes and temporary staff represent themselves professionally while on District property, including refraining from the use of vulgarities.
- Ensure that substitutes and temporary staff wear proper attire for assignments. The minimum standard of appropriate dress for all District assignments includes full-length pants, or jeans if allowable by the individual district, and appropriate shirts. Clothing shall have no vulgarities or sexually suggestive graphics or alcohol or tobacco advertising.
- Ensure that substitutes and temporary staff interact with District students and staff in the same manner the District expects its employees in a similar role would interact.
- Ensure that substitutes and temporary staff always have appropriate identification.
- Ensure that substitutes and temporary staff at no time be deemed an employee of the District.
- Ensure that substitutes and temporary staff confine their activities to the work site and area(s) designated for their use.
- Be responsible for informing staff that no overtime, travel and/or holiday pay will occur without prior authorization from the educational agency/public-school academy's Project Manager or designee.
- Perform any drug tests or background screenings necessary for position fulfillment as required.
  - Huron Valley Schools requires fingerprinting for background checks and are required to house the fingerprints within the HR department.
- Provide any ADA equipment needed, if applicable.

### 1.2.3 B. Proposer Response:

Edustaff agrees to meet all the requirements requested by Huron Valley Schools in Section 1.2.3.B.

For more information on our fill rates and recruiting, training, credentialing, and screening processes, see pages 22-24 and 29-36. All employees will be required to undergo background checks, drug tests, authorizations, and training before being permitted to work in our partnering school districts. Districts will also have the ability to view this information on Edustaff’s employee database, *Manager*, so they can feel confident their schools are receiving the high quality, professionally trained employees they need.

### C. Procedure

When requesting services, the Contracting Agency will provide the following information:

- Specific Job Type/Title
- Responsibilities & Duties
- Worksite Location & Hours
- Estimated Length of Assignment, if known
- Skills Needed – and any other information pertaining to the selection of staff (if temporary staffing)

After request is received, the Contractor must work with the Contracting Agency to:

- Review resume of proposed staff
- Schedule interviews
- Perform reference checks
- Perform any additional drug tests or background screenings necessary for position fulfillment.

Once a substitute teacher or temporary staff is selected, an “arrival phone call” to the Contracting Agency may be required on the 1<sup>st</sup> day.

### 1.2.3 C. Proposer Response:

Edustaff’s recruiting and credentialing process ensures that our substitute employees are a great fit for your district. Verification of employee credentials as outlined through district, local, state, and federal policies occurs through our database, *Manager*, which has been specifically customized to manage the exact requirements for our 600+ partnering school districts. Employees are considered “Approved” in our system and can begin accepting assignments when all requirements have been met and credentials are current.

Partnering districts will have access to view employee information at any time via the Edustaff Manager portal. School district representatives may view standard information for all employees, approved employees, unapproved applicants, and termed employees. Credential details accessible through the Edustaff Manager portal include:

- |                         |                         |                             |
|-------------------------|-------------------------|-----------------------------|
| • Background Check      | • Endorsements          | • Status Information        |
| • Educational Documents | • Reference Check       | • Education Requirements    |
| • Other Requirements    | • Conviction Disclosure | • I-9 Documents             |
| • Certification         | • GCN Tutorials         | • Substitute License/Permit |

Upon being fully approved in our system, employee badges are provided to our substitute employees at no cost to the school district or employee. If requested by the district, employees are required to wear the badges while working in your schools. Applicant tracking through our database will identify those employees who need updated credentials. We have created an automated follow-up process to notify employees 30 days prior to the expiration date of their credentials. If credentials are expired or missing, employees become “Not Approved” in our system and cannot accept assignments. Our Employee Services team assists employees with updating their credentials to prevent an interruption of employment. Updated documents will be scanned and uploaded to the employee’s file and can be viewed at any time.

If the district requires a 1<sup>st</sup> day phone call, Edustaff will require arriving substitutes to provide this.

#### D. Service Level Agreements (SLA's)

Service Level Agreements for this Contract will be as follows:

- (1) The Contractor must respond to the Contracting Agencies for service(s) within three (3) business days of a request. If the Contractor fails to respond to the request or fails to provide the service(s) requested, the Contracting Agency reserves the right to request services from an alternate source.

A \$100.00 credit will be applied per occurrence, that the Contractor fails to respond within three (3) business days, credits will be applied to the requesting Contracting Agency’s next invoice balance.

- (2) Unsatisfactory Performance Removal and Replacement – If an employee is identified as being unsatisfactory and the Contracting Agency reports it to the Contractor, the employee(s) must be removed from their assignment within twelve (12) hours of notice, unless otherwise specified, from their services with the Contracting Agency.

A \$100.00 credit will be applied per occurrence, that the Contractor fails to remove employee(s) within twelve (12) hours of performance removal notice. A \$100.00 credit will applied for each twelve (12) hour window thereafter.

- If deemed necessary by the Contracting Agency, the Contractor must replace the unsatisfactory employee within two (2) business days after the unsatisfactory performance removal notice.

Please Note: A record must be kept by the Contractor for each substitute teacher and temporary staff who is relieved from service due to unsatisfactory performance. The Contractor may not send resumes for nor place a substitute teacher or temporary staff who has had two (2) valid unsatisfactory performance complaints filed against them. Record(s) for unsatisfactory service must be provided to the Contracting Agency within five (5) business days, if applicable, upon request, and as defined in the Unsatisfactory Performance Report **Section 1.8.2 A**.

#### ***1.2.3 D. Proposer Response:***

Edustaff keeps record of employees removed from districts in *Manager*. If an employee is removed from the district, they are excluded from all upcoming assignments and cannot accept jobs in those schools. This system of removing employees is prompt and thorough and entirely at the district’s discretion. In the case of longterm positions, Edustaff will work to fill the position after the employee working the job has been removed. Edustaff takes exception to the \$100.00 credit per occurrence of removing an employee within 12 hours of a removal notice. We are confident in our ability to remove underperforming

employees from their positions and do not foresee this as being an issue. Additionally, Edustaff utilizes an absence management system for all requests for service and takes exception to the \$100.00 credit for failure to respond in 3 business days. As this is an automated system with automatic responses, we do not foresee this issue arising either.

### 1.3 Product Specifications

#### 1.3.1 Reservation of Rights

Huron Valley Schools will evaluate the merits of all bids submitted and reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all bids or portions of bids with or without cause. Huron Valley Schools further reserves the right to waive any irregularity or informality in the RFQu process or any bid, and the right to award to one or multiple vendors. Huron Valley Schools reserves the right to add or delete services from the bid, extend agreements, or change vendors, in order to best serve the eligible agencies. These changes will follow approved bidding laws. Huron Valley Schools may use the product or service cost, or the sum of groups of products and/or services, may group similar products, and/or total cost of ownership, to evaluate prices and award bids. Huron Valley Schools reserves the right to request additional information from any or all Proposers. Huron Valley Schools also reserves the right to select one or more vendors to award a contract to under this RFQu. In the event a bid is accepted by Huron Valley Schools and the vendor asserts exceptions, special considerations or conditions after acceptance, Huron Valley Schools, in its sole and absolute discretion, reserves the right to reject the bid and award other Proposer(s).

Please confirm your understanding by checking Yes or No.

Yes       No

#### 1.3.2 Competition Promoted

N/A

### 1.4 Service Specifications

All services furnished must be in conformity with the participating agency requirements and specifications and will be subject to acceptance by the individual customers at delivery. The right is reserved to reject the service at the risk and expense of the vendor.

Please confirm your understanding by checking Yes or No.

Yes       No

#### 1.4.1 Contractor Code of Conduct

The purpose of the Huron Valley Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Huron Valley Schools for persons both contemplating performing work and performing work for Huron Valley Schools in the capacity of a contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by any contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract. In general, it is expected that everyone entering a Huron Valley Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:

Every contractor employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.

All contractors shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.

Prior to the beginning of a job, the contractor shall furnish the building engineer with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.

The contractor shall provide the building engineer with a scope of work and check with him prior to drilling or penetrating any walls, floors, or ceilings.

Each person working in a school building or on school property shall comply with the following:

No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.

No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance, or office equipment.

No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco, or establishments that serve or promote the use of these substances.

There shall be no use of profanity or obscene language or gestures. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

The contractor is responsible for a clean and safe workplace. To that end the following will be adhered to:

All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.

Material storage is to be in an area designated by the Building Engineer.

All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.

All trash, debris, and material must be removed from the worksite each day and disposed of off-site. District dumpsters and trash containers are not to be used by contractors for disposal.

All contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to contractors.

Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.

Contractors are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.

Upon leaving a jobsite all doors and windows must be locked, secured, or left as they were found prior to beginning the work.

Contractors are to provide their own site safety plan for areas that they are working in.

Contractors are reminded that there may be asbestos insulation in our buildings. They are not to disturb any insulation or enter any areas that contain asbestos containing building materials. If they have any questions, contact the building engineer for direction.

Contractor is not to disable or interfere with any fire or burglary system equipment or telephone lines servicing such equipment. If equipment needs to be removed, relocated, or temporarily disabled, the contractor needs to coordinate this with the building engineer.

The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.

In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Huron Valley Schools will be grounds for immediate removal from the building and the project.**

Please confirm your understanding by checking Yes or No.

Yes                       No

## 1.5 Service Capabilities

### 1.5.1 Communication Plan/Contract Management

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger, or acquisition.

#### **1.5.1 Proposer Response:**

Our communication plan and contract management have earned us the highest customer satisfaction rating in our industry nationwide. We are both proud and humbled by the degree of success our educational staffing team has built among leading K-12 school districts in multiple states. It is a simple formula:

We strive to leave a positive, lasting impact on others by serving our partnering school districts and substitute employees with excellence, respect, and responsiveness. We have a policy that all communication is returned within 24 hours.

On an aspirational level, we understand the critical role of substitute staff members within our partnering schools and we are committed to employing highly credentialed and qualified individuals to ensure a safe, positive, and productive learning environment for our students, children, and parents.

We believe in complete transparency: Our invoicing reflects this, with no hidden fees for PTO mark-ups or separate service items. There is one rate per employee type, period. Our scorecards also reflect this, as we never delete “unfilled vacancies” after a period of time to inflate school district fill rate success.

Edustaff understands the importance of the interactions between our substitute employees and our partnering school districts. We listen to and value school district feedback, both satisfactory and unsatisfactory, with regard to our employees. In order to receive feedback from our partnering districts, we have created an Employee Performance Feedback (EPF) form which identifies positive or negative behavior and a detailed description of actions performed by the Edustaff employee. This form is to be completed and submitted to our Human Resources team for follow-up.

We spend a significant amount of time preparing our employees for substitute positions within our partnering school districts. We are delighted when we receive positive feedback about our employees, and we want to celebrate those employees who go above and beyond to promote a positive learning experience. To show our appreciation, our team shares positive Employee Performance Feedback with our employees in the form of a certificate signed by Derek Vogel, the President of Edustaff, and Jodi Center, the Director of Human Resources.

We are dedicated to providing highly qualified substitute employees to deliver services to our partnering school districts. However, if a situation arises, as the employer, we will execute the necessary actions to address the situation. In the instance that a substitute employee acts in an unsatisfactory manner, the district shall complete and submit the Employee Performance Feedback form to our Human Resources team who will address the concern immediately and professionally. The substitute employee will be notified of the negative feedback and an electronic note will be added to the employee's profile.

Our Human Resources department will work with your district to determine the next steps following an unsatisfactory performance. Edustaff may exclude substitute employees from working in a particular building or school district. Based on the severity of the incident, Edustaff and the district may determine if termination of employment is required.

### 1.5.2 Primary Account Representative

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

#### 1.5.2 Proposer Response:

Name	Position/Title	Address, Phone#, Email
Chad Bilkey	Executive Director of Sales	(517)902-6307; cbilkey@edustaff.org
Brian Dunn	District Sales Representative	(810)845-9427; bdunn@edustaff.org

### 1.6 Customer Service

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Huron Valley Schools. Customer inquiries should be responded to within 48 hours or two (2) business days unless it is an emergency issue. Describe your company's Customer Service Department (hours of operation, number and location of service centers, regular and emergency response times, etc.)

#### 1.6 Proposer Response:

All communication will be returned within 24 hours. Edustaff has its own employee services team that is readily available to answer questions and help with a variety of topics from 7:30 a.m. to 7:30 p.m. EST Monday through Friday. This team answers incoming calls and responds to inquiries via online live chat or email.

Each school district contracting with Edustaff will be assigned their own district service representative. These representatives will meet with the district on a regular basis to discuss our fill rate, recruitment activity and salary comparisons, additions to the sub pool, upcoming high absence days or professional development days, and upcoming long-term sub needs. For Huron Valley Schools, Michelle Merrick will continue to serve as the district’s representative.

### 1.7 Purchase Orders

Requests for quotes will be initiated by participating entities as specific needs arise. Participating entities will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The participating entity will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be delivered and billed directly to these institutions.

Please confirm your understanding by checking Yes or No.

Yes                       No

### 1.8 Delivery and Acceptance

The Proposer will be required to quote prices for all known costs for the requested products and services. Proposer should address the following items and costs in their proposal and other item/costs that they are aware of that may not have been requested in this bid.

- Time frames for delivery of service.
- Please give a description and the costs associated with the service models you recommend.
- What is your Ordering procedure and/or process?
- Policies and procedures for an organization accepting a delivery of service.

#### ***1.8 Proposer Response:***

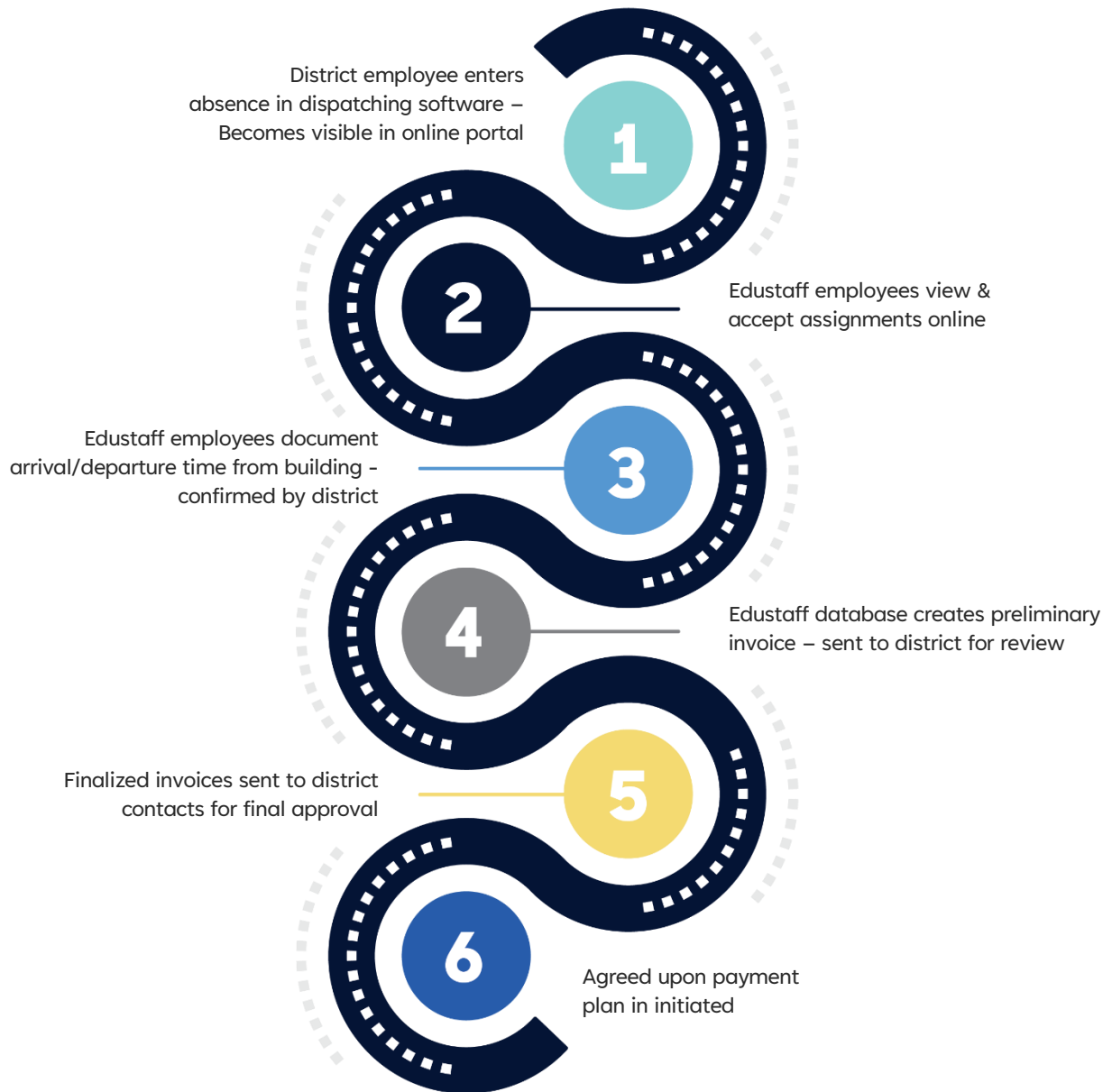
Edustaff makes managing the payroll process hassle-free for our school district partners and substitute employees. Our payroll team will work directly with school district administration to provide clean and accurate payroll.

- District staff views, updates, and approves preliminary invoices before payroll is processed
- District may submit any necessary adjustments to their Edustaff payroll specialist for correction
- Preliminary and final invoices are emailed in both PDF and Excel formats for convenience
- Once invoices are approved, Edustaff initiates the agreed-upon payment method

Edustaff shall invoice Client bi-weekly for all applicable charges for the billing period. The invoice shall itemize the service rendered and the dates of service. These invoices shall be emailed to the Client-designated contact by Tuesday noon following the applicable billing period. The invoice shall be in the form of a “PDF” document for auditing and an “Excel” document for internal accounting integration. The invoices shall contain the information and details reasonably required by Client to determine the invoices are accurate and to satisfy reasonably prudent auditing and accounting practices.

See the diagram on the following page for a visual representation of our billing process:

## Invoicing Process



### 1.8.1 Delivery Time Frames

If there are services or regions of the state that might require a longer timeframe to fulfill, please denote in your response.

#### 1.8.1 Proposer Response:

Not applicable.

### 1.8.2 Reporting Capabilities

Contractors are required to submit quarterly reports and other reporting documents, as it pertains to this contract.

Please confirm your understanding by checking Yes or No.

Yes                       No

#### A. Unsatisfactory Performance Report

The Contractor must maintain a record of all Unsatisfactory Performance complaints received, including any investigations filed against a Substitute Teacher or Temporary Staff by the Contracting Agency. Reports may include, but are not limited to, the following information:

- Employee Name
- Work Location and Contracting Agency
- Job Title/Classification and Summary of Duties
- Duration of Employment
  - Start Date
  - Initial End Date
  - Date of Termination
- Summary of Unsatisfactory Performance
  - Sighting specific instances (i.e., violation or protocol, procedures, rules/regulations, etc.)
- Summary of Correction Action taken by the Contracting Agency Supervisor

Report information will be provided to the Contractor by the Contracting Agency's applicable Program Manager(s), and Site Supervisor(s). The Contractor must provide a standardized template to document Unsatisfactory Performance, upon request.

#### **1.8.2 A. Proposer Response:**

Our employees' performance is continuously evaluated through our Employee Performance Feedback (EPF) form. This form makes it easy for districts to provide feedback to us about our substitutes placed in their schools. We take all feedback seriously, and any concerns raised in an EPF form will be handled with the employee in a professional manner by our Human Resources team. We will work with the school district to determine whether that employee should be excluded from working in a particular building or district. That employee may be excluded in the system settings and will not receive notifications of absences in buildings where he or she has been excluded.

This record of unsatisfactory performance will be maintained in our system and will be available to the district at any time through Edustaff's database, *Manager*.

### 1.8.3 Payment Errors

The receiving entities have been instructed to process payment documents promptly. Payment documents, however, will be delayed if the products/services fail to comply with specification requirements.

Please confirm your understanding by checking Yes or No.

Yes                       No

***If "NO" was answered on any items in Section 1 above, please explain:***

Edustaff's payroll functions on an Edustaff-initiated ACH payment structure. For more information, see section 1.8.

### 1.9 Management and Staff

Proposer should address the following items in their proposal:

- Project Management of the contract;
- Staff and responsibilities;
- Process and procedures to keep safe and secure facilities;
- Please describe your company's background check process.

#### ***1.9 Proposer Response:***

To see a full list of our management staff and their responsibilities, see pages 42-45.

As stated previously, each school district contracting with Edustaff will be assigned their own district service representative. These representatives will meet with the district on a regular basis to discuss our fill rate, recruitment activity and salary comparisons, additions to the sub pool, upcoming high absence days or professional development days, and upcoming long-term sub needs. For Huron Valley Schools, Michelle Merrick will continue to serve as the district's representative.

Our substitute employees will undergo thorough background checks and training prior to being placed in your schools. Our training can be customized to cover additional topics, so you will have input into what type of training the substitutes receive.

Our Processing specialists verify that all paperwork is completed correctly and that teaching certificates, licenses, substitute permits, background checks, and clearances have been submitted. Processors confirm that all employment paperwork meets state and federal requirements so you can be assured that substitute employees who work in your schools are compliant.

After the district has approved the employee's background check, an approval email will be sent applicants to confirm their employment with Edustaff. To ensure safety in your district, employees can only begin accepting assignments when all local, state, and federal requirements have been met. Under no circumstances will an applicant be able to work until they have received their Edustaff approval letter. Once they are fully approved, our substitute employees receive employee badges at no cost to them or to the school district. If requested by Huron Valley Schools, employees will be required to wear the badges while working in your schools.

## 1.10 Orders/Delivery Reporting/Customer Service

### 1. Generally

Purchase Orders will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications with specific response information required, deliverables, and any special terms and conditions. The contractor will respond directly to the requesting agency within the timeframe specified by the participating agency.

### 2. Ordering Process Capabilities

Proposers shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order. A state-wide toll-free phone number for phone orders will be required. The Vendor agrees to have internal controls to ensure that authorized individuals place orders.

### **1.10 Proposer Response:**

With Edustaff, absences are primarily ordered and filled through an absence management system. Since our company inception in 2010, Edustaff has connected to a variety of dispatching software platforms including Frontline, PowerSchool's SmartFind Express, and the Red Rover absence management system. Roughly half of our partnering districts use Frontline Absence Management, while the others have switched to the new Red Rover system. A handful of our partnering districts use SmartFind Express. Regardless of the software your district is using, we have experience implementing our program in that system.

For Huron Valley Schools, Edustaff will continue to support the district's use of the Red Rover management system.

## 1.11 Pricing Schedule

### 1. Price Guarantee

#### Price Stability Guarantee

For the entire term of the Agreement, the vendor must guarantee to provide the services at the proposed rates outlined in **Attachment B – Pricing**.

### 2. Bid Pricing

Bid pricing must reflect Net 30 payment terms.

Edustaff's payroll functions on an Edustaff-initiated ACH payment structure.  
For more information, see section 1.8 above, as well as page 46.

### 3. Quantity Term

Vendor agrees to supply the services that each customer requires.

### 4. Rebates and Special Promotional Capabilities

N/A

### 5. Tax Excluded from Price

(a) Sales Tax: Huron Valley and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Huron Valley and local units of government may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Huron Valley Schools exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale

is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

**1.11 Proposer Response:**

***Please provide pricing information in Attachment B – Pricing. Please provide any additional comments regarding pricing, promotions and discounts being offered, and information on other cooperative contracts held by respondent in the response box below.***

See page 47 for our filled-out copy of Attachment B. Additional pricing information can be found on page 46.

**1.12 Price Assurance**

The awarded vendor agrees to provide pricing to Huron Valley Schools and its participating entities ensuring the lowest pricing available. If awarded vendor has existing cooperative contracts in place, Huron Valley Schools requests equal or better than pricing to be submitted.

All pricing submitted to Huron Valley Schools shall include 2.0% administrative/remittance fee to be remitted to MAC by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Huron Valley Schools/MAC.

Please confirm your understanding by checking Yes or No.

Yes                       No

**See below for an in-depth look at all of Edustaff's offerings, including our company history, our approach to fill rates, recruiting, training, and marketing. For your convenience, please refer to the table of contents on page 4 for a guided overview of every section.**

**Forms 2.1-2.4, including the Non-Collusion Affidavit and Appendix A, can be found in the addendum on pages 48-59.**

## ▶ Edustaff At a Glance

Edustaff was formed in 2010 by a group of like-minded individuals dedicated to providing school districts with a better way to manage and fulfill critical substitute staffing. Over time we worked closely with schools and school districts, listening to their concerns and issues. The result has been a consistent track record of growth, as shown both in number of school districts served and employee count. Over the past 13 years, we have filled more than 5,000,000 absences.

<h1>13+</h1> <p>Years in Business</p>	<h1>600+</h1> <p>Districts Served</p>	<h1>52k</h1> <p>Employed Substitutes</p>
---------------------------------------	---------------------------------------	--

Staffing 11 States – and growing.

# 99%

District Retention Rate

Exceptional Customer Service

Response Time

Superior Classroom Management Training

Compatible with multiple software platforms

## ▶ Transparent Approach to Pricing and Payroll

Our streamlined payroll process provides the following benefits to Huron Valley Schools. These benefits are unique in the K-12 staffing industry.

- ✔ Simple, flat-rate pricing
- ✔ No price escalators
- ✔ No adjustment costs
- ✔ “As needed” payroll
- ✔ Ability to review & approve payroll
- ✔ School district assigned payroll specialist
- ✔ No service fee for reimbursements
- ✔ PTO included – no net charge
- ✔ Zero hiring fees

## ▶ Fill Rate Transparency



**With Edustaff, district can view its own fill rate in real time**

### The National Fill Rate is in Decline

Numerous factors have resulted in a decrease in fill rates nationwide. With this knowledge, Edustaff has implemented numerous recruiting strategies, including attendance at numerous hiring events and job fairs in local communities.

Our rigorous recruiting strategies and community-based awareness campaigns have been incredibly effective at increasing fill rates. By taking a proactive approach to recruiting, we draw a larger sub pool, and a larger sub pool means more filled absences.

### There’s More Than One Way to Calculate Fill Rates

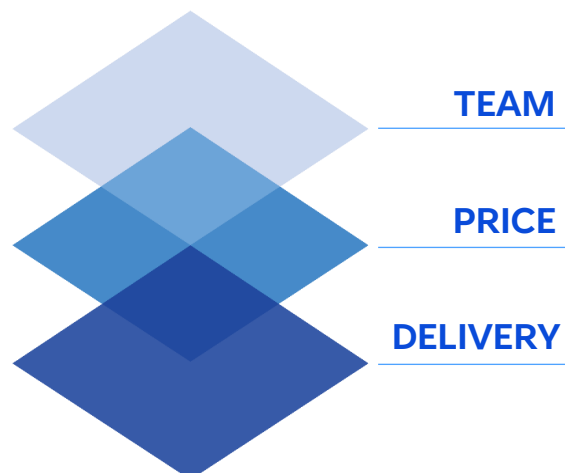
Staffing companies calculate fill rates in different ways, meaning fill rate comparisons between vendors can be a poor measure of performance. In an effort to calculate fill rates in their favor, some companies omit absences that have been unfilled for a long time or exclude same-day absences that occur early in the morning.

Edustaff believes in a simple formula for calculating fill rates: the number of assignments filled through the morning divided by the number of assignments requested. We take this discussion seriously and we stand behind our fill rates, which is why we are comfortable sharing our fill rate data nationally.

## ▶ The Edustaff Advantage

School districts face a number of HR challenges today. A growing national teacher shortage, increasing compliance requirements and a heightened need for substitute teacher training are just a few. The prospect of switching to a new substitute service provider just adds to the complexity.

**That's where Edustaff comes in. We have the highest retention rate in the nation among educational staffing providers. The reason? The Edustaff Advantage, a three-part program from the acknowledged leader in K-12 staffing.**



### ▶ Team – Achieving fill rate growth together

*We're a proven partner, motivated to ensure your results:*

- We bring a true partnership focused on fill rate success
- Our executive team has 50+ combined years of experience in educational staffing
- Our field service team works onsite and from our headquarters
- Our dedicated payroll team is available and accessible

### ▶ Price – One simple, transparent rate

*No hidden fees or charges — simply multiply the number of fills weekly by the employees' rates:*

- One quoted rate per employee type
- Clear and transparent pricing
- Fixed rate for duration of contract
- No finders fees if you hire our employees for permanent positions

### ▶ Delivery – Workflow-based transition approach

*Our six-step process brings a seamless implementation:*

- Proven process has been repeated hundreds of times
- District gets clear, consistent communication from our team
- Recruiting strategy addresses unique needs of your district
- Efficient process removes anxiety from transition



## Edustaff Services

Our service model manages the entire substitute employment process, including recruiting, screening, hiring, training, credentialing, paying, managing, evaluating, placing, and retaining highly qualified substitute employees. Our experience and resources allow us to focus on what is important to you.

### Recruiting

- Dedicated district marketing budget
- In-school marketing
- In-district communications
- Graduating class announcements
- School and district website assets
- TV, radio, & billboard advertising
- College and university events
- Career fairs and community events
- Digital and social media marketing
- Online career website listings

### Employee Benefits

- Easy online application process
- Health benefits for substitutes
- Optional 401(k) plan for substitutes
- Bi-weekly pay for substitutes
- Substitute employee incentives
- Edustaff employee portal access

### Training

- Edustaff SubTalk® training videos
- Online training modules
- Dispatching software training
- Substitute employee mentoring
- In-person classroom management training

### Performance

- Increased substitute pool
- Higher, more consistent fill rates

### Safety, Compliance, and Insurance

- Substitute conduct & safety assurance
- State & school district compliance
- In-depth applicant screening
- Verifying & monitoring credentials
- Worker's compensation
- Insurance liability coverage
- Affordable Care Act (ACA) tracking

### Technology

- Database & software integration
- Full access to dispatching software
- HR portal access

### HR Support

- Substitute pool management
- Employee performance evaluation
- Proactive, extensive recruiting
- Customized programs & reporting
- Employee auditing
- Customized implementation plan
- Full ownership of substitute pool data
- Same day absence fulfillment
- Local & corporate support team
- 24/7 access to Executive Team

### Payroll Services

- Integrated, flexible payroll process
- Assigned payroll specialist
- Streamlined billing



## District-Wide Staffing Solutions at All Levels

While our core service is focused on substitute teachers, we have years of experience staffing other important positions with high-quality employees:

-  Aquatic Staff
-  Childcare
-  Clerical
-  Coaches
-  Counselors
-  Custodians
-  Event Staff
-  Food Service
-  IT Services
-  Librarians
-  Maintenance
-  Media Specialists
-  Paraprofessionals
-  Proctors
-  Security
-  Special Education Assistants
-  Teachers
-  Tutors



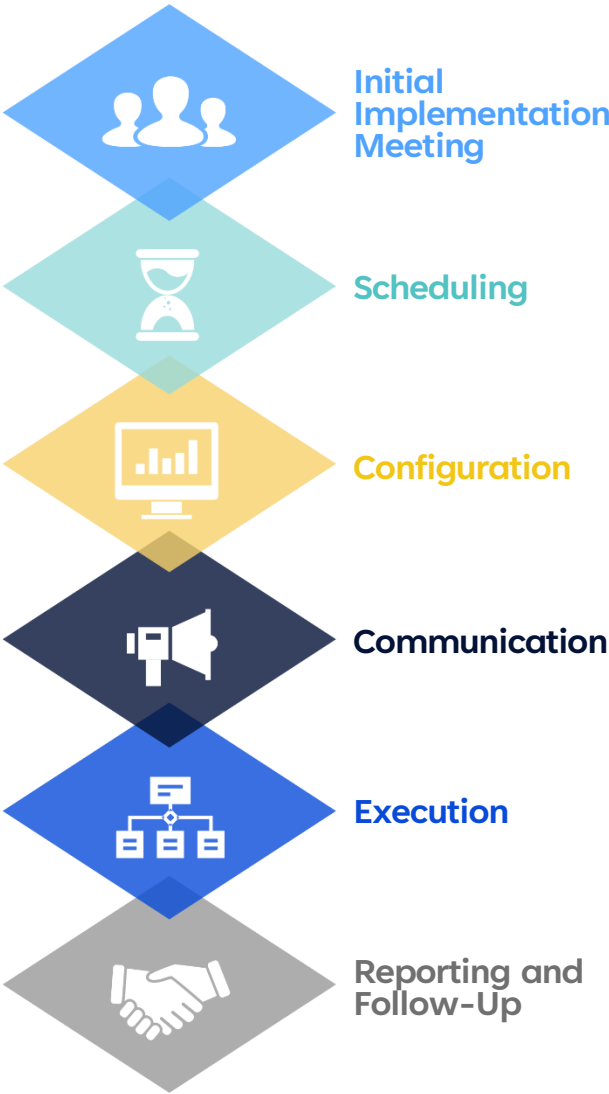
# District Transition Process

Edustaff has executed and repeated a proven, efficient transition process hundreds of times for school districts of all sizes, nationwide. Whether your district is currently managing its own substitute teacher pool or transitioning from another staffing provider, our transition team will draw on its experience and expertise to bring about a smooth, streamlined result.

The foundation of this process will be clear, consistent communication with district administrators to ensure that the implementation strategy addresses the unique needs of your

district and encourages the sub pool to respond to our communications.

With 600+ district transitions under our belt, we have dialed in a smooth, operationalized experience for both the school district and its substitute employees. With a clear timeline based on our multi-step process, our Delivery Advantage transition methodology will ensure an efficient and effective transition. Our specific plan will be laid out in detail on the following pages.



# Transition Process

The timeline below is an estimate for outlined tasks to be accomplished from the date of the initial implementation meeting. A typical 8-week transition is outlined below.

## Implementation Kickoff Meeting – Phase 1



1. Team Introductions
2. Review Scope of Services
3. Introduction to Transition Process
  - a. Establish key district contacts
  - b. Introduce sub pool communication template
  - c. Determine employee types, requirements, and pay rates
  - d. Discuss accounting system requirements for data imports
  - e. Establish invoicing requirements
  - f. Collect substitute census or develop collection plan

## Scheduling – Phase 2



1. Schedule Payroll Training Date
2. Schedule Go Live Date
3. Schedule Edustaff HR Manager Portal Training
4. Schedule substitute pool communication dates
5. Schedule substitute employment transition meetings
6. Schedule new employee workshop dates
7. Schedule district-specific marketing plan meeting

## Configuration – Phase 3



1. Configure employee types in our personnel database
2. Enter approval criteria into database
3. Upload employee census data
4. Consult district on optimal absence management settings

## Communication - Phase 4

1. District announces Edustaff partnership internally
2. District and Edustaff collaborative communication to substitute pool
3. Weekly follow-up communication to substitutes who haven't responded
4. Weekly progress reports on transition status to district
5. Ongoing communication to district on substitute employees' approval status



## Execution - Phase 5

1. Conduct transition meetings at district with current substitute employees
2. Provide technical assistance to transitioning employees as needed
3. Process & approve all transitioning employee paperwork
4. Update district absence management system with fully approved substitute employees
5. Launch standard marketing and recruiting efforts
6. Conduct workshops at district for newly recruited substitute employees
7. Deliver training to district employees on HR Manager portal and payroll processes



## Follow-up & Reporting - Phase 6

1. Ongoing outreach to substitutes who have not yet transitioned
2. Recruiting progress report - provided to district on monthly basis
3. Conduct additional district employee training as needed
4. Ongoing evaluation of absence management settings
5. Determine district-specific marketing plan





## The Edustaff Recruiting Process

### Customized Hiring, Recruiting, and Marketing

Our initial priority at the beginning of our partnership is recruiting and hiring every current substitute employee working in Huron Valley Schools. Each current employee will be contacted through multiple channels and encouraged to complete a modified, expedited onboarding process. Upon approval, transitioning employees will be compensated for their time and effort. During this time, Edustaff will launch our new employee recruiting and marketing campaigns to increase the size of the district's sub pool.

Our continuous, proven recruiting strategies ensure we will provide Huron Valley Schools with high-quality substitute employees. Your Edustaff territory leader will meet with you at the beginning of each school year to refine our recruiting plan.

### Dedicated Recruiting and Marketing Budget

We provide an advertising/marketing budget districts may use for radio, billboards, or other advertising. This gives districts an opportunity to tailor recruiting efforts to their own communities. Unused funds can be used for any district initiative.





## Job Fairs and Recruiting Events

Our recruiters consistently seek qualified candidates at job fairs and other community events sponsored by churches, libraries, multicultural organizations, and unemployment agencies. Every person we meet at these events will be made aware of the need for substitute teachers in your district, the qualifications, and how to get started.

## Online Job Postings

Edustaff utilizes online recruiting platforms 365 days a year:



✔ Employment agencies

✔ State job boards

## Community-Based Marketing

Community members make great substitute teachers, and we make sure they're aware of the opportunity. Our focused recruiting efforts connect community members looking for jobs with our team members who can help them apply.

## In-School Marketing

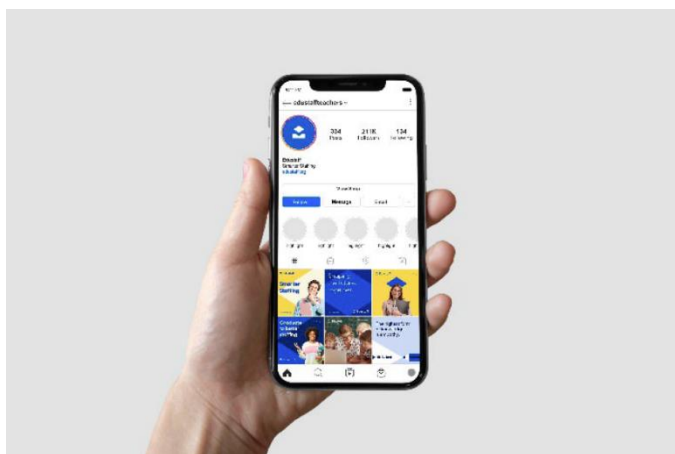
Most new applicants hear about Edustaff directly through the school district:

- ✔ **Print Advertising:** Flyers, business cards, yard signs, and banners promoting the need for substitute teachers can be placed around the schools in highly visible locations.
- ✔ **District Communication:** Edustaff can provide information to be posted in school district publications, newsletters, and notes home to parents.
- ✔ **School Website:** Our flyer can be posted to your website, directing potential substitutes to our online application.



“The Edustaff team is always willing to do what is necessary to advance recruiting. This includes sending email blasts to bolster subs in our district as well as informing qualified subs of our vacancies and attending events at our district and locally to increase our substitute staffing pool.”

Kelly Daniels, Human Resources  
Coordinator at Kalamazoo RESA, Michigan



## Social Media Marketing

We advertise on social media platforms to meet candidates where they spend their free time. This marketing strategy utilizes Facebook, Twitter, LinkedIn, Instagram, and YouTube. Regular interaction fosters a community of like users who share positive experiences, learn about materials that can be used in the classroom, participate in contests, and learn about events such as job fair dates and Guest Teacher Appreciation Week.



## Advertising Campaigns

- ✔ **Billboards:** Edustaff uses regional billboards in strategic locations to promote openings in area school districts. This has been highly effective.
- ✔ **Television:** Edustaff uses local media to highlight substitute teaching opportunities, including on-air interviews and local television commercials.
- ✔ **Radio:** We advertise on popular radio stations to spread the word.
- ✔ **Digital Ads:** Edustaff uses multiple social platforms to reach our audience. Facebook, Instagram, Google, and YouTube ads are used to reach them in real-time maximizing the scale and improving clickthrough rates.

## Referral Program

Edustaff participates in the Referral Rock program, which gives our substitute employees a \$100 Amazon gift card if they refer someone who becomes an active Edustaff substitute. There is no limit to the number of referral bonuses our employees can receive.

## Local College and University Outreach

We hold introductory meetings with graduating education students and workshops for new applicants at colleges and universities. We feel it's important to enhance a new teacher's connection with school districts. We can also tap into our existing college partnerships to increase the sub pool.



**MICHIGAN STATE**  
UNIVERSITY



**WAYNE STATE**  
UNIVERSITY



**EASTERN**  
MICHIGAN UNIVERSITY

**M** UNIVERSITY OF  
MICHIGAN

**OAKLAND**  
UNIVERSITY™



# Refer a Friend!

- ✓ Register on Referral Rock
- ✓ Refer a Friend
- ✓ Receive \$100 Amazon Gift Card

Join the Edustaff Referral program and start making referrals. There is no limit on how many referrals can be made. Each approved referral gets the referring Edustaff employee a \$100 Amazon gift card.

## Sign up

Scan the QR code and sign up for our Refer a Friend program. You will be asked for your name, phone number, and the email you have on file with Edustaff.

Once registered, you will have a unique referral link assigned to you from which you can start sharing with friends and family via email, social media, or text message. Your friend/family member must register as your referral by following the link you shared with them. After they complete the 3 step process, it will direct them to begin their Edustaff employment application. When they have been approved and meet the following qualifications you will then receive an electronic \$100 Amazon gift card through your Edustaff email.

## Qualifications (2023-2024 School Year):

- Referral program is from June 20th 2023 - June 26th 2024 (Refer new employees).
- Referred candidates must register using your referral link by completing the associated form.
- Referred candidates cannot be current Edustaff subs.
- Once Referred candidates are approved with Edustaff for the new school year, they must work 40 hours within 90 days of receiving the Approval Notice.
- The referral program is run through a third-party software. When registering your Edustaff email, it must be used for both accounts to link. If the accounts are not linked, we are not notified to send you a \$100 Amazon gift card.





“Edustaff immediately implemented recruitment and retention strategies to draw more qualified individuals back into the sub pool. The customer service was and continues to be second to none.”

Coni Taylor, Esq, Assistant Superintendent of Human Resources & Legal Services Title IX Coordinator, Kent ISD, Michigan

## ▶ Screening and Hiring Process

Edustaff wants to ensure our substitute employees are a great fit for the school environment. Our screening process is thorough, assessing multiple areas. Any classroom-based employee who works for Edustaff must complete our custom, in-person training workshop prior to approval. We are flexible, with the ability to hold our training workshops in person, virtually, or a combination of both based on your school district’s preference.

Our 6-step screening and hiring process is summarized below.

### Step 1: Online Employment Application

New applicants access our convenient online application through our website where they select the type of work they’re interested in and verify their qualifications. They are guided through the process of providing their background information, uploading required certificates, and viewing the training modules needed for their employment type. From there, they sign up for one of our in-person training workshops, which are held at regular intervals depending on the location.

### Step 2: New Substitute Teacher Workshop

For employees who will be working directly with students in the classroom, Edustaff has designed a New Substitute Teacher Workshop. This in-person, interactive training provides people with the tools and confidence they’ll need to successfully manage a classroom. We also use this as a screening tool to identify anyone who may not be an ideal fit for the classroom.

### Step 3: Screening: Credentialing and Background Checks

After applicants attend a workshop, our processing team will make certain the following steps are completed and paperwork gathered, assisting applicants as needed:

- Background Check
- Educational Documents
- Certification
- Endorsements
- Reference Check
- Conviction Disclosure
- GCN Tutorials
- Status Information
- Education Requirements
- I-9 Documents
- Substitute License/Permit

## Step 4: Application Processing

Our processing specialists thrive on efficiency, processing all complete employment applications within 48 hours of receipt. We keep detailed electronic records for all employees, which are accessible to our partnering school districts through our district portal.

Our Processing specialists verify that all paperwork is completed correctly and that teaching certificates, licenses, substitute permits, background checks, and clearances have been submitted. Processors confirm that all employment paperwork meets state and federal requirements so you can be assured that substitute employees who work in your schools are compliant.

## Step 5: Approval

After the district has approved the employee's background check, the final step is submission of an approval email to applicants to confirm their employment with Edustaff. Employees are considered "Approved" and can begin accepting assignments when all local, state, and federal requirements have been met. Login credentials will be provided to allow them access to the specific dispatch software system used by the school district. Under no circumstances will an applicant be able to work until they have received their Edustaff approval letter. Once they are fully approved, our substitute employees receive employee badges at no cost to them or to the school district. If requested by Huron Valley Schools, employees will be required to wear the badges while working in your schools.

## Step 6: Ongoing Credentialing and Compliance

Monitoring of employee credentials occurs through our database, Manager. We have created an automated follow-up process to notify employees 30 days prior to the expiration of their credentials. If credentials are expired or missing, employees become unapproved in our system and cannot accept assignments.

Our Employee Services team assists employees with updating their credentials to prevent an interruption of employment. Updated documents will be scanned and uploaded to the employee's file and can be viewed at any time.

Huron Valley Schools can view employee information via the Edustaff Manager portal in real-time. School district representatives may view standard information for all employees, approved employees, unapproved applicants, and termed employees. Your staff can view these credential details through Manager.





## ▶ Edustaff Provides Robust New Hire and Ongoing Training

Edustaff prides itself on extensively training and educating our substitute employees. We provide customized training to all new classroom-based employees regarding school district, state, federal, and local policies and procedures. Our training may be customized to fit the needs of the school districts we serve.

### In-Person Training

The goal of our training is to enable substitute teachers to provide safe, structured learning environments that encourage student achievement. Created by teachers, our two-hour in-person training workshop focuses on the following areas:

- ✔ Successfully Preparing for your Assignment
- ✔ Responsibilities Prior to Student Arrival
- ✔ Clear, Age-Appropriate Introductions
- ✔ Rapport-Building Ideas and Setting of Expectations
- ✔ Classroom Management Strategies for the Elementary and Secondary Classroom
- ✔ Following the Lesson Plan
- ✔ Emergency Procedures
- ✔ Closing out the School Day
- ✔ Students with Special Needs

### Global Compliance Network Online Training Modules

All Edustaff applicants will have video modules to view as part of the approval process. We have partnered with Global Compliance Network (GCN) to provide training tutorials that meet district and state-mandated minimum compliance standards. Applicants will complete additional training modules specific to their role in the school. The list below is not exhaustive but is a good indicator of the types of video training modules that are frequently required.

- ✔ A Guide to Substitute Teaching
- ✔ Ethics & Boundaries for School Employees
- ✔ Active Shooter
- ✔ FERPA
- ✔ Allergy Management
- ✔ Food Safety
- ✔ Bloodborne Pathogens
- ✔ Seclusion and Restraint
- ✔ Bullying
- ✔ Sexual Harassment
- ✔ Child Abuse
- ✔ Equity & Diversity
- ✔ State & Federal Laws



## Ongoing Training with Edustaff SubTalk® Video Series

Edustaff values the concept of continual learning and development. One way we provide this is through our professionally produced SubTalk® video library. This collection of professional development videos provides specific training on many topics pertinent to our classroom-based employees. We are continuously creating and revising the content of our SubTalk® library, which can be found on YouTube or in the employee's personal Edustaff Account.

- Active Shooter
- Managing a High School Classroom
- Appropriate Touch in the Classroom
- Oh Nuts! Food Allergies in the Classroom
- Basic Classroom Management
- Proactive Behavior Intervention
- Being a Guest teacher in Art, Music, and PE
- Reflections
- Being Prepared for a School Emergency or Drill
- Social Media and Students
- Brain Break Ideas
- Spring Time Will Come!
- Classroom Essentials Series: Be Positive & Optimistic
- Staying Healthy During Cold and Flu Season
- Classroom Essentials Series: Be Present! Bring Your A-Game
- Surviving Your First Assignment
- Classroom Essentials Series: Engaging Your Students
- Thanks for a Great Year
- Classroom Essentials Series: Know the Building & Safety Procedures
- The Professional Guest teacher
- Classroom Essentials Series: Treat Students with Respect
- The Role of a Paraprofessional
- Classroom Management in the Special Education Classroom
- Tips for Being a Guest teacher in a High School Classroom
- Classroom Tips
- Verbal De-escalation Techniques
- Discipline and the Guest teacher
- Welcome to Edustaff
- FERPA – What You Should Know
- What Age Group is Right for Me?
- How to Be a Preferred Sub
- What? No Lesson Plan?
- How to Handle a Confrontational Student
- When the Cat's Away, the Mice Will Play
- How to Use a Smartboard
- Why Prepare a Bag of Tricks
- Improving Your Classroom Presence
- Wintertime Tips



“We teamed with Edustaff in the spring of 2021 for the upcoming year. I cannot say enough about the ease of transition, the support through the transition, the level of onsite support that was provided and honestly the all-around great staff that makes up the Edustaff team.”

Ryan Kay, HR Coordinator, Nebo School District, Utah

## ▶ Filling Assignments

### Robust Recruiting and a Larger Sub Pool Provide Higher Fill Rates

Edustaff recognizes the fundamental role substitute employees play in a school district’s operations. We understand and appreciate the burden an unfilled classroom causes for a school’s administration, staff, and students.

We lead the nation in fill rates because we take a proactive approach to recruiting, and a bigger sub pool brings more filled absences. In addition to our in-person recruiting, we provide districts with a generous marketing and advertising budget for advertising initiatives like TV, radio, and billboards.

We don’t wait for substitutes to find us, we find them.

Edustaff focuses on building a sub pool from within your district and dedicated to your district, not drawn from neighboring school districts. We recognize that subs generally prefer to work in one district. Working within that framework builds loyalty between substitute employees and the districts they serve, and fosters a higher level of familiarity with buildings and classrooms.

### Experts in Leading Absence Management Software Platforms

Since our company inception in 2010, Edustaff has connected to a variety of dispatching software platforms including Frontline, Red Rover, and PowerSchool’s SmartFindExpress.



We can work with all three software solutions, so districts we contract with can use their current software or change to a new one. With Edustaff, districts aren’t tied to one software option. We allow our partnering districts to maintain the software contract, which gives them several advantages:

- ✔ School districts have full, unrestricted access to the absence management software
- ✔ As owners of the software, districts can go directly to the software company for support
- ✔ District staff can create absences in real time from their computer or mobile device

## Fill Rate Enhancement Team

The majority of our employees accept substitute assignments through a school district’s absence management software, monitoring and selecting assignments as they become available. We attempt to fill absences 24 hours before the assignment.

In support of that system, your Edustaff team will proactively work on filling more difficult absences.

- Mass email alerts to substitutes for upcoming high-need days
- Personal phone calls
- Texting substitutes to fill last-minute absences

Our Employee Services Team provides an extra layer of support for employees who might have technical difficulties with the system. Our team is available by phone, email, or live chat to make sure our employees understand how to navigate the software system and accept assignments.

## Run Reports When You Want Them

Edustaff can pull reports to answer just about any question school districts might have. The Edustaff team dedicated to your district will always be available to talk over your needs and provide the required reports.

**Reporting can be done on a set schedule if requested or an as-needed basis. Since Edustaff’s business model allows school districts to own their own absence management software, district staff will always have access to pull their own reports. The school district will also have 24/7 access to view employee information on Edustaff’s database, Manager.**

### Absence Management Reports

- Absence Advance Notice
- Absentee Report
- Absence Call History
- Cancelled/Closed Absences
- Absence Feedback
- Daily Report
- Absence Interactive
- Day of Week Absence Analysis
- Absence Monthly Summary
- Fulfillment Skills
- Absence Reasons by School
- Multi-School Employees
- Absence Recognition Report
- Perfect Attendance Report
- Absence Reason Balances
- Substitute Sign In
- Absence Reason Percentages
- Unfilled Absences

### Edustaff Manager Reports

- Custom Reports
- Employee Contact Information
- Employee Types
- Employee Approval Status
- I-9 Verification
- Certifications
- GCN Training Compliance
- PA189 Liability Release Forms
- Background Check Status
- Educational Background
- Criminal Background
- Hired, Termination, and Last Paid

## HR Management

### Benefits

Finding qualified substitute employees has become increasingly challenging for both school districts and educational staffing vendors. We value our dedicated employees and work to retain them by providing many incentives and benefits:

- Minimum Essential Coverage (MEC) health insurance plan that meets Affordable Care Act requirements
- Optional 401(k) plan employees may sign up for as soon as they're approved in our system
- Financial onboarding incentive for current district substitutes transitioning to employment with Edustaff
- Vendor discounts with local and national vendors to bring discounts to our employees

### Performance Evaluations

Substitute employees are expected to conduct themselves in a professional manner, perform accepted work duties with excellence, and always adhere to all Edustaff and school district policies.

Our employees' performance is continuously evaluated through our Employee Performance Feedback (EPF) form. This form makes it easy for districts to provide feedback to us about our substitutes placed in their schools. We take all feedback seriously, and any concerns raised in an EPF form will be handled with the employee in a professional manner by our Human Resources team.

Districts also use this form to provide positive feedback for employees who are performing at a high level and making a difference in students' lives. We are delighted when we receive positive feedback, and we celebrate with those employees by sending them a certificate signed by our president, Derek Vogel, and HR director, Jodi Center.

### Retention Programs

Our marketing department uses a variety of social media methods to keep our employees engaged through articles, trivia, prizes, and contests.

- ✔ Why I Sub Contest – Once a year, our employees get the chance to make a 30-second video telling us why they love to sub. We share their videos on our social media channels and winners receive Amazon gift cards.
- ✔ Sub of the Year – One substitute from each state receives the title Sub of the Year based on nominations from our partnering school districts.
- ✔ Teacher Appreciation Week – Our Employee Services team calls each employee who received positive Employee Performance Feedback during the year and reads them the kind words from the district. The substitute who receives the most positive reviews becomes our Sub of the Year.
- ✔ Social Media Contests – We encourage our substitute teachers to be creative and expressive through writing and video/image contests, with winners receiving Amazon gift cards.

### Mentoring

Many Edustaff employees have extensive experience in education, and specifically in the classroom. Edustaff values our substitute teachers and will provide mentoring opportunities for them if needed.

## Software Compatibility and Expertise

Since our company inception in 2010, Edustaff has connected to a variety of dispatching software platforms including Frontline, PowerSchool’s SmartFind Express, and the Red Rover absence management system. Whether choosing to stay with the district’s current Red Rover Absence Management contract or transitioning to another provider in the future, Edustaff has experience implementing our program in that system.



### Frontline Education Absence Management

Edustaff has been working with Frontline since our company inception in 2010. Frontline merges together seamlessly with our business model to bring an efficient solution for our partnering school districts. The Frontline system is feature-rich, and can accommodate all the requirements set forth in your RFP. It can seamlessly integrate with hundreds of other software systems, and gives a real-time view of what absences have been filled in your schools. It offers seamless integration with Frontline’s Time & Attendance system. Many districts are already familiar with Frontline, and its user-friendly design ensures a quick learning curve for those who haven’t previously used it. We have successfully implemented Frontline systems in hundreds of our partnering school districts.



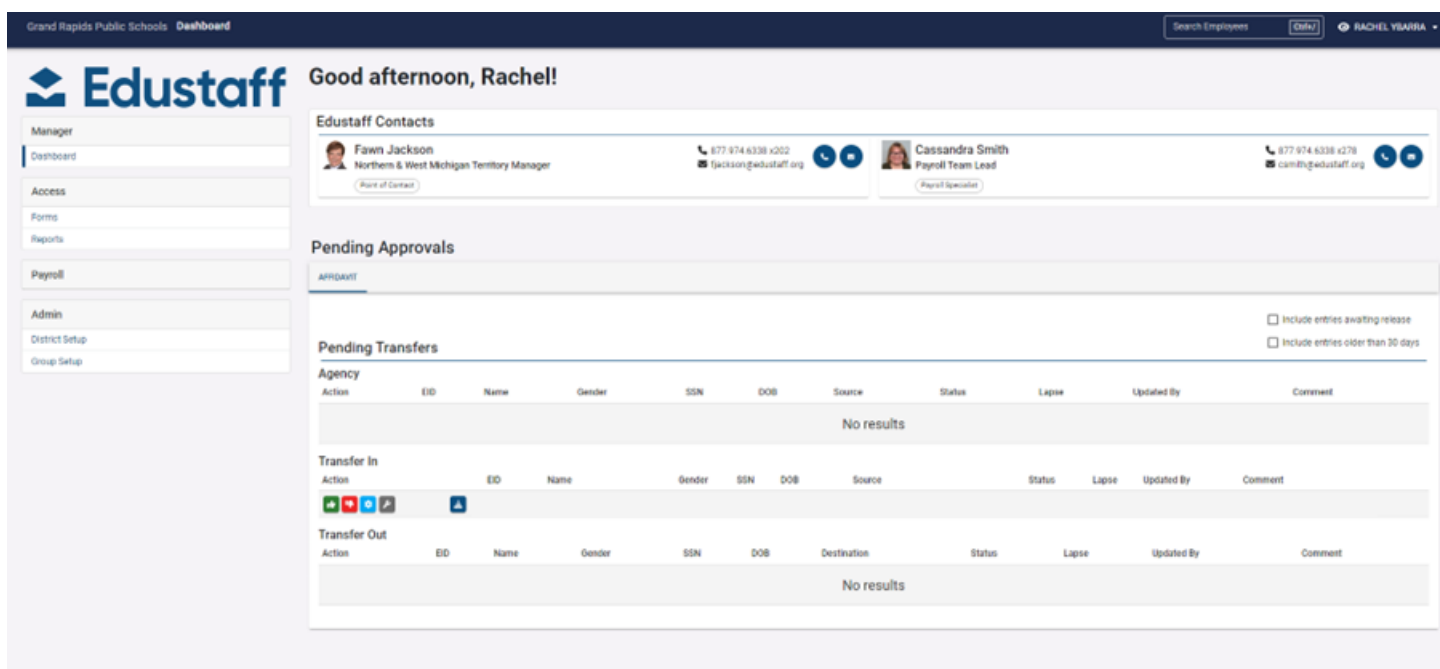
### Red Rover Education Absence Management

We’ve been working with Red Rover since its 2020 launch, and more than half of Edustaff’s 600+ partnering districts are now using the system. We have found it to be flexible, intuitive, and full of tools our clients need to simplify workflow and increase fill rates. Red Rover was built by leaders in the substitute software space, and is packed with features and functions that make absence management easy. Its constantly growing feature set makes it simply the most modern technology for engaging substitute teachers. Red Rover uses text messaging and a free mobile app to notify substitutes of available jobs, reaching the subs immediately without a robocall delay. It’s the only platform to include free text and mobile apps, with no subscription required. Subs can quickly set availability, see upcoming jobs, and fill absences with a tap of a button.



### SmartFind Express Education Absence Management

Although it is not widely used among our partnering districts, Edustaff has been working with SmartFind Express for many years and has successfully integrated the software into our system. Edustaff can easily integrate with SmartFind Express in districts where it is the software of choice.



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## Edustaff Manager – Cloud-Based HR Management Platform

Edustaff Manager is our cloud-based web portal for managing all aspects of education staffing and HR. It syncs employee data automatically with absence management software such as Red Rover or Frontline.

- ✔ Employee Database
- ✔ Employment Applications
- ✔ Applicant Tracking
- ✔ Automated Credential Expiration Alerts
- ✔ Background Check Compliance
- ✔ Credential Tracking
- ✔ Repository of Scanned Documents
- ✔ Employee Access Portal
- ✔ Human Resources Management
- ✔ Benefits Administration
- ✔ Human Resource Forms
- ✔ Employee Reporting
- ✔ Payroll Management
- ✔ District Invoicing
- ✔ Data Sync with Absence Management System
- ✔ Automated SMS Text and Email Notifications

Authorized school district representatives may view standard information and run reports for all employees, approved employees, unapproved applicants, and termed employees including:

- ✔ Background Check
- ✔ Fingerprinting
- ✔ Educational Documents
- ✔ Certification
- ✔ Endorsements
- ✔ Reference Check
- ✔ Conviction Disclosure
- ✔ Video Training Modules
- ✔ Status Information
- ✔ Education Requirements
- ✔ I-9 Documents
- ✔ Substitute License/Permit

# ▶ Edustaff Team

## Leadership

Our leadership team has decades of combined experience in business management, K-12 administration, classroom teaching, and K-12 substitute staffing management.

## Your Primary District Contact

Your primary district contact on the Edustaff team will be handpicked to best meet the unique needs of your district. You are invited to offer referrals for the position.



## Executive Team



### **Derek Vogel, Chief Executive Officer**

Derek joined the Edustaff team in 2024 with over 15 years of executive leadership experience and a passion for business development, organization strategy, and employee engagement.

Derek casts the vision for the organization in customer service expectations. He leads Edustaff's team of employees by example, ensuring that all processes within the organization operate smoothly.



### **Jodi Center, Director of Human Resources**

Jodi joined the Edustaff team in 2016 with previous K-12 school district HR experience.

Jodi provides support for partnering districts and their human resources concerns. She ensures our staffing services align with district policies and acts as a liaison between substitutes and clients.

Additionally, Jodi and her team help oversee and set up health benefits, 401(k) plans, and COBRA.



### **Paul Kennedy, Director of Operations**

Paul joined the Edustaff team in 2012 with previous management experience.

Paul executes commitments made to school districts and oversees day-to-day district operations, ensuring all behind-the-scenes workings operate smoothly. He ensures federal, state, and school district requirements are followed and offers continual support to partnering school districts.



### **Dave Semon, Director of Business Services**

Dave joined the Edustaff team in 2013 with previous experience working for accounting and CPA firms.

Dave and his team handle all financial accounting in-house, providing a smooth billing process for our partnering school districts. This includes processing ACH transactions, managing accounts receivable and payable, and closing payroll by ensuring all transactions are processed in a timely fashion.



### **Chad Bilkey, Director of Sales**

Chad joined the Edustaff team in 2015 with twenty years of teaching, coaching, and sales experience.

Chad works with an experienced team of sales consultants across the country. This team represents Edustaff at a variety of professional conferences.

## District Transition Services Team



### **Nadine Sulzener, Director of Integration Services**

Nadine joined the Edustaff team in 2010 with previous educational experience.

Nadine creates personalized implementation plans to guide new districts through the transition process. Her team manages payroll, creates custom pay designs, distributes invoices, controls the absence management system, trains employees on Manager, and oversees new district satisfaction.



### **Carrie DeJong, Manager of Employee Services**

Carrie joined the Edustaff team in 2013 with previous experience working in schools and with children.

Carrie helps create implementation plans for districts, accommodating their individual school requirements. Her further responsibilities include training subs on Manager, managing background checks and school requirements, and overseeing the employee services and processing teams.



### **Angeline Noble, Director of Marketing**

Angeline joined the Edustaff team in 2015 with a background in marketing and recruiting.

Angeline manages Edustaff's social media pages and coordinates with the team to get districts their marketing supplies. She also launches radio, TV and billboard campaigns while organizing job fairs and conferences for team members.



### **Kevin Clark, Director of IT**

Kevin joined the Edustaff team in 2013 with experience in IT support and application development.

Kevin manages Edustaff's Manager database along with his in-house team. His other responsibilities include answering district questions regarding Manager; ensuring IT system accessibility for districts; testing new products for user-friendliness; and monitoring security and malware threats.

## District Field Services Team



### **Brian Dunn, State of Michigan Director**

Brian joined Edustaff in 2010 with previous K-12 educational staffing experience.

Brian is the primary contact in Field Services for Huron Public Schools and ensures all school district requests and concerns are handled efficiently and effectively. His responsibilities include assisting school districts with setting up new employee types; monitoring the school district's fill rates; and more.



### **Michelle Merrick, Eastern Michigan Territory Manager**

Michelle joined the Edustaff team in 2020 with previous experience in Michigan public schools.

Michelle is the face-to-face contact for districts in Eastern Michigan. She cultivates and maintains our relationships with those we serve to ensure our clients are satisfied with Edustaff. She provides marketing materials and is a conduit between our districts and our headquarters in Grand Rapids.



### **Calvin Freeman, District Ambassador**

Calvin joined Edustaff in 2015 following extensive experience in marketing and recruiting.

Calvin supports the needs of partnering school districts in collaboration with Brian. His responsibilities include finding new, highly qualified candidates for contracted positions and contacting, tracking, and assisting applicants through the application process.

## Partnership Pricing Offer for Huron Valley Schools

**Wage Base and Contract Rate:** Wages for contracted employees shall be established by the Client with input from Edustaff on an annual basis. The following contract rates are based upon paid gross wages.

### \* Edustaff Simple Pricing Advantage (\*\*Edustaff-initiated ACH plan):

<b>Substitute Teachers:</b>	<b>20.60%</b>
<b>Coaching:</b>	<b>19.60%</b>
<b>Childcare Aides:</b>	<b>19.60%</b>
<b>Recess Aides:</b>	<b>19.60%</b>
<b>Recreation and Education (Lifeguards) :</b>	<b>22.60%</b>
<b>Paraprofessionals:</b>	<b>20.60%</b>
<b>Clerical Staff:</b>	<b>19.60%</b>
<b>Janitorial Services:</b>	<b>25.60%</b>
<b>Food Services:</b>	<b>21.60%</b>
<b>Transportation Services:</b>	<b>Not included</b>
<b>General Maintenance &amp; Labor Services:</b>	<b>25.60%</b>

*\*Pricing is exclusive to Huron Valley Schools. Piggybacking districts should contact Edustaff for more information about pricing and rates.*

*\*\*Client agrees to pay all invoices (as billed and/or approved) via ACH bank transactions initiated by Edustaff prior to the close of business on the first Wednesday following the date of invoice. Any mutually agreed upon adjustments to an invoice will be applied in the next invoice cycle. In the event of a non-funded or rejected ACH transaction, Edustaff reserves the right to require a same day payment in the form of a wire transaction from the Client. In the event of chronic non-funded or late transactions, Edustaff may declare a material breach of this Agreement and terminate the Agreement. All unpaid invoices and all charges for services provided and not yet invoiced shall become due and payable. For more information on this billing process, see section 1.8 (page 15) of our response.*

### Edustaff Pricing Includes:

- 2.0% administrative/remittance fee to be remitted to MAC
- Local Edustaff recruiter with regional and corporate support staff
- Marketing, Recruiting, & Advertising programs and materials
- All marketing, advertising, and recruiting efforts for substitute employees
- ACA liability tracked and paid by Edustaff, not billable to Client
- HR and Payroll Administrative Support Functions
- No advance payments or deposits for Client (Edustaff is a “pay as you go” model)
- Zero payroll processing charges; simply paid as “gross wages”

**Rate locked for duration of contract with only one condition:** If payroll taxes, governmentally required benefits, or other tax/assessments increase during the contract period, our contract rate will increase proportionately with an option for our client to reopen the terms of the agreement.

## Attachment B – Pricing

Company Name: Edustaff, LLC

Pricing for Contract Base Years 1 - 3						
	Rate of Pay		Billable Rate		Mark-up%	
	Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
1. Substitute Teachers	\$125.00	\$62.50	District rate + %markup	\$75.38	20.60%	20.60%
2. Coaching	District rate	District rate	District rate + %markup	District rate + %markup	19.60%	19.60%
3. Childcare Aides	District rate	District rate	District rate + %markup	District rate + %markup	19.60%	19.60%
4. Recess Aides	District rate	District rate	District rate + %markup	District rate + %markup	19.60%	19.60%
5. Recreation and Education (Lifeguards)	District rate	District rate	District rate + %markup	District rate + %markup	22.60%	22.60%
6. Paraprofessionals	\$14.75-17.40/hr	\$14.75-17.40/hr	\$17.79-20.98/hr	\$17.79-20.98/hr	20.60%	20.60%
7. Clerical Staff	\$16.79-18.35/hr	\$16.79-18.35/hr	\$20.08-21.95/hr	\$20.08-21.95/hr	19.60%	19.60%
8. Janitorial Services	District rate	District rate	District rate + %markup	District rate + %markup	25.60%	25.60%
9. Food Services						
a. Kitchen Staff	District rate	District rate	District rate + %markup	District rate + %markup	21.60%	21.60%
b. Lunch Aides	District rate	District rate	District rate + %markup	District rate + %markup	21.60%	21.60%
c. Other	District rate	District rate	District rate + %markup	District rate + %markup	21.60%	21.60%
10. Transportation Services	Not included					
11. General Maintenance & Labor Services	District rate	District rate	District rate + %markup	District rate + %markup	25.60%	25.60%

*\*Pricing is exclusive to Huron Valley Schools. Piggybacking districts should contact Edustaff for more information about pricing and rates.*

# Addendum

## References



**Corvallis**  
SCHOOL DISTRICT

### Contact Information

Jennifer Duvall, Director of Human Resources  
541.757.5840 | [Jennfier.Duvall@Corvallis.12.or.us](mailto:Jennfier.Duvall@Corvallis.12.or.us)  
1555 SW 35<sup>th</sup> Street  
Corvallis, OR 97333

### Scope of Work

Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.  
13 schools, 350 teachers, 6,400 students  
July 2018 – Present

*“ The Corvallis School District has been partnering with Edustaff since the 2018-19 school year for our substitute services. Their expertise and focus on recruiting and training substitutes has been a great support to our district. They actively monitor our absences and reach out to help fill these. In addition, if we have a special need for a long-term position or hard to fill position, they work with us in identifying a list of subs to meet our needs. They provide us with data and updates on a regular basis and do regular check-ins. I appreciate working with them and the service they provide to our district! ”*



**Calhoun County School District**  
*Focused on Success for ALL!*

### Contact Information

Susan Maxwell, Accountant  
256.741.7400 | [SMaxwell@CCBOE.us](mailto:SMaxwell@CCBOE.us)  
Calhoun County School District  
4400 McClellan Blvd., Anniston, AL 36202

### Scope of Work

Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.  
20 schools, 600 teachers, 9,400 students  
July 2018 – Present

*“ The entire team of professionals at Edustaff is a valuable partner of Calhoun County Schools. The Edustaff team demonstrates quality in every aspect of substitute advertising, recruiting, training and hiring in our County. We are extremely pleased with the “hometown” service with our very own Edustaff employee located in house to serve our unique individualized needs on a daily basis. We could not ask for a better partnership in our effort to provide quality individuals in our schools in the absence of our educators and staff in Calhoun County Schools. ”*



### Contact Information

Ryan Kay, HR Coordinator  
 801.354.7452 | [Ryan.Kay@nebo.edu](mailto:Ryan.Kay@nebo.edu)  
 350 South Main St.  
 Spanish Fork, UT 84660

### Scope of Work

Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.  
 50 schools, 1,500 teachers, 35,000 students  
 July 2021 – Present

*“ We teamed with Edustaff in the Spring of 2021 for the upcoming year. I cannot say enough about the ease of transition, the support through the transition, the level of onsite support that was provided and honestly the all-around great staff that makes up the Edustaff team. The Edustaff recruiter that works with our district has been an integral part of onboarding and training new subs as well as working to make sure we have high fill rates. I could go on and on about our positive experience with Edustaff. ”*



### Contact Information

Julie Gillespie, Deputy Superintendent  
 616.738.8946 | [JGillesp@OAISD.org](mailto:JGillesp@OAISD.org)  
 13565 Port Sheldon St.  
 Holland, MI 49424


### Scope of Work

Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.  
 85 schools, 2,200 teachers, 41,000 students  
 July 2014 – Present

*“ Working with Edustaff is like working with a valued partner who shares your goals and understands your challenges. The executive team and their staff genuinely care about serving students and it shows in their continued investment in products and services that enhance and streamline school operations. As one of the first districts in Michigan to contract with Edustaff, we appreciate how seamless the transition was despite the number of distractions created by competing companies and interests. Whenever we have an issue, which is rare, the team at Edustaff is very responsive. ”*

# Bidder Information and Acceptance

## 2.1 Company Profile

Official Name of Bidder: <b>Edustaff, LLC</b>		Type of Entity/Organization (check one):  <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other: _____
Street Address: <b>4120 Brockton DR SE</b>		
City: <b>Grand Rapids</b>		
State: <b>Michigan</b>	Zip Code: <b>49512</b>	
Website: <b>www.edustaff.org</b>		
Primary Contact Name: <b>Chad Bilkey, Executive Director of Sales</b>		
Primary Contact Phone Number <b>(517) 902-6307</b>		
Primary Contact Email Address: <b>cbilkey@edustaff.org</b>		
Dunn & Bradstreet (D&B) Number (if applicable): <b>040939116</b>		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Brief history of your company, including the year it was established: <b>Edustaff was established in 2010 to provide substitute staffing solutions to districts across the nation. We now staff more than 52,000 employees across 11 different states.</b>		
Signature: 		
Name and Title of Signer: <b>Chad Bilkey, Executive Director of Sales</b>		
Date: <b>January 9, 2024</b>		

**Please include a current copy of a W-9 with your proposal.**

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**EDUStaff LLC**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**4120 Brockton Dr. SE, Suite 200**

6 City, state, and ZIP code  
**Grand Rapids, MI 49512**

7 List account number(s) here (optional)

Requester's name and address (optional)

#### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-				
--	--	--	--	---	--	--	--	--

OR

Employer identification number

2	7	-	3	2	2	9	0	4	8
---	---	---	---	---	---	---	---	---	---

#### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here    Signature of U.S. person ▶     Date ▶ **5/3/21**

#### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

## 2.2 References

Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past 5 years.

Entity Name: <b>Wayne RESA</b>	
Contact Name: <b>Tracey Wright</b>	Title: Assistant Superintendent of Human Resources
City: <b>Wayne</b>	State: <b>Michigan</b>
Phone Number: <b>734.334.1614</b>	Years Serviced: <b>6 years</b>
Description of Services: Provide substitute staffing of Substitute Teachers, Paraprofessionals, and other educational employee types.	
Annual Volume: 311 schools, 8,765 teachers, 160,475 students	

Entity Name: <b>Corvallis School District</b>	
Contact Name: <b>Jennifer Duvall</b>	Title: <b>Director of Human Resources</b>
City: <b>Corvallis</b>	State: <b>Oregon</b>
Phone Number: <b>541.757.5840</b>	Years Serviced: <b>6 years</b>
Description of Services: Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.	
Annual Volume: 13 schools, 350 teachers, 6,400 students	

Entity Name: <b>Calhoun County School District</b>	
Contact Name: <b>Susan Maxwell</b>	Title: <b>Accountant</b>
City: <b>Anniston</b>	State: <b>Alabama</b>
Phone Number: <b>256.741.7400</b>	Years Serviced: <b>6 years</b>
Description of Services: Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.	
Annual Volume: 20 schools, 600 teachers, 9,400 students	

**2.3 Assurances and Certifications**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

**Certification Regarding Nondiscrimination Under Federally and State Assisted Programs**

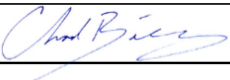
The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education (MDE).

**Assurance Regarding Access to Records and Financial Statements**

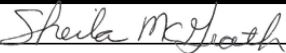
The applicant hereby assures that it will provide the pass-through entity, i.e., the Huron Valley Schools, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F, and Compliance Supplement for the U.S. Department of Education.

**Iran Economic Sanctions Act**

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Huron Valley Schools as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature: 
Date: January 9, 2024



Notary	
State of	<u>Michigan</u>
County of	<u>Kent</u>
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>9th</u> day of <u>January</u> , 20 <u>24</u> .	
Notary Public	
My commission expires: <u>July 19, 2027</u>	

### Price Assurance Certification

The awarded vendor agrees to provide pricing to Huron Valley Schools and HVS/MAC cooperative participating entities ensuring the lowest pricing available. The awarded vendor agrees to promptly lower the cost of any product/service purchased through Huron Valley Schools following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Huron Valley Schools requests equal or better than pricing to be submitted.

All pricing submitted to Huron Valley Schools shall include 2.0% administrative/remittance fee to be remitted to MAC by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Huron Valley Schools/MAC.

Vendor
Firm Name: <b>Edustaff, LLC</b>
Authorized Representative Signature: 
Authorized Representative Name (printed): <b>Chad Bilkey, Executive Director of Sales</b>
Date: <b>January 9, 2024</b>

**2.4 DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP**

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Huron Valley Schools Board of Education or the Huron Valley Schools District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Huron Valley Schools Board of Education are listed on the following website:  
<https://www.hvs.org/page/board-of-education>

Dr. Paul Salah is Huron Valley Schools' Superintendent.

The Following are the familial relationships:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There are none.

Vendor Signature: <i>Chad Biley</i>
Date: January 9, 2024



Notary	
State of <u>Michigan</u>	_____
County of <u>Kent</u>	_____
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>9th</u> day of <u>January</u> , 20 <u>23</u> .	
Notary Public	<i>Sheila McGeath</i>
My commission expires: July 19, 2027	

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN            )  
  )  
[NAME OF COUNTY] Kent    )

ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, fee, commission, or thing of value on account of such sale.

Edustaff, LLC  
Bidder (Firm)  
*Chad Biers*  
Signature of Bidder or Agent

Subscribed and sworn to before me this 9 day of January, 2024.

My commission expires: July 19, 2027

County of residence: Kent

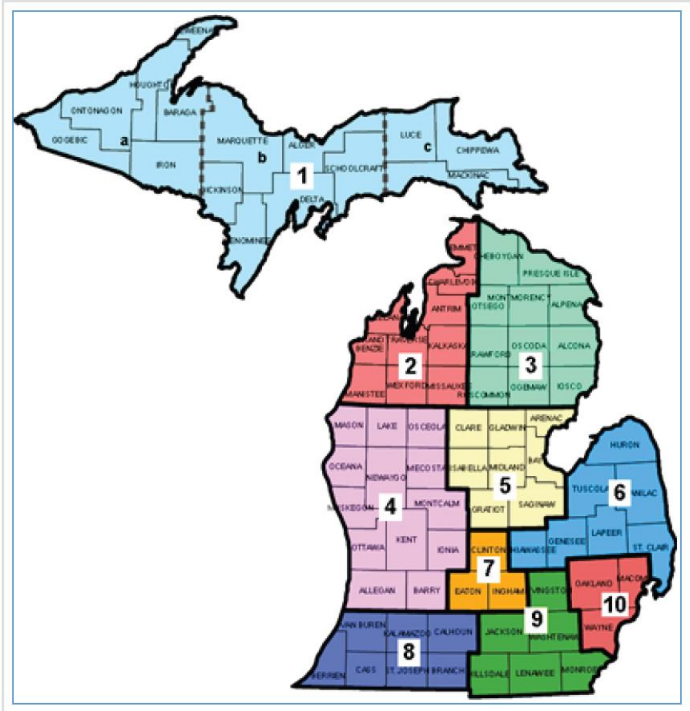
*Sheila McGrath*  
Notary Public Signature



Seal

(Return this completed form with bid package)

# Appendix A – Regional Services Map



- 1. Upper Peninsula
- 2. Northwest
- 3. Northeast
- 4. West
- 5. East Central
- 6. East
- 7. South Central
- 8. Southwest
- 9. Southeast
- 10. Detroit Metro

**Appendix A – Regional Services Map Proposer Response:**

Edustaff services all regions (1-10) of the above map.

## Sign In/Out

Substitute employees immediately sign in at the main office when they arrive and sign out when leaving. The sign-in sheet allows the building secretary to track and monitor the date, arrival and departure times, and which staff member the substitute employee covered for.

## Adjustments & Credits

Edustaff will take the necessary steps to correct any discrepancies. Any funds overpaid by the district will be credited within 48 hours. Underpayments will be processed in the next biweekly payroll, or an out-of-cycle adjustment can be made.

Pay Schedule		Pay Period Start	Pay Period End
Payroll 2		Jan. 20, 2019	Feb. 2, 2019

AESOP Employees					
Normal Pay					
<b>Boyle, Kathy (926939870)</b>			<b>\$80.00</b>	<b>\$108.00</b>	
Aldenkamp, Davena (711879) Substitute Teacher - Standard			\$40.00	\$54.00	
01/25/2019	343266039	Half Day PM	\$40.00	1.35%	\$54.00
Sick Day					
Hunnicut, Kerensa (710598) Substitute Teacher - Standard			\$40.00	\$54.00	
01/25/2019	341746551	Half Day AM	\$40.00	1.35%	\$54.00
Conference					
ExtIDs 100-12212401					
<b>Habana, Noreen (Habana)</b>			<b>\$80.00</b>	<b>\$108.00</b>	
Dixon, Mahalia (729315) Substitute Teacher - Standard			\$80.00	\$108.00	
01/25/2019	340986672	Full Day	\$80.00	1.35%	\$108.00
Other					
<b>Osentoski, Jim (926939917)</b>			<b>\$160.00</b>	<b>\$216.00</b>	
Dickenson, Arnout (712486) Substitute Teacher - Standard			\$160.00	\$216.00	
01/22/2019	343418536	Full Day	\$80.00	1.35%	\$108.00
Personal Day					
ExtIDs 100-1111241					
02/01/2019	344746639	Full Day	\$80.00	1.35%	\$108.00
Bereavement					
ExtIDs 100-1111241					
<b>Smith, George (43296)</b>			<b>\$160.00</b>	<b>\$216.00</b>	
Van Veen, Ellis (712879) Substitute Teacher - Standard			\$160.00	\$216.00	
01/24/2019	342065856	Full Day	\$80.00	1.35%	\$108.00
Conference					
01/25/2019	342065856	Full Day	\$80.00	1.35%	\$108.00
Conference					
<b>Steinbis, Joann (926939931)</b>			<b>\$80.00</b>	<b>\$108.00</b>	
Herbertson, Augustus (712469) Substitute Teacher - Standard			\$80.00	\$108.00	
01/25/2019	340617875	Full Day	\$80.00	1.35%	\$108.00
Other					
ExtIDs 100-1111240					
<b>Swartzendruber, Autumn (2647)</b>			<b>\$80.00</b>	<b>\$108.00</b>	
Ayton, Chalice (712869) Substitute Teacher - Standard			\$40.00	\$54.00	
01/22/2019	339684493	Half Day AM	\$40.00	1.35%	\$54.00
Personal Day					
Sheppard, Campbell (711411) Substitute Teacher - Standard			\$40.00	\$54.00	
01/25/2019	343039547	Half Day AM	\$40.00	1.35%	\$54.00
Field Trip					

Income Type	Pay Type	Gross	Contracted
AESOP Employees	Normal Pay	\$640.00	\$864.00
	<b>Total:</b>	<b>\$640.00</b>	<b>\$864.00</b>

Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
12/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	<b>CONTACT NAME:</b> PHONE (A.C. No. Ext): (866) 283-7122      FAX (A.C. No.): (800) 363-0105 E-MAIL: ADDRESS:														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Hartford Accident &amp; Indemnity Company</td> <td>22357</td> </tr> <tr> <td>INSURER B: Accident Fund General Insurance Company</td> <td>12304</td> </tr> <tr> <td>INSURER C: Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hartford Accident & Indemnity Company	22357	INSURER B: Accident Fund General Insurance Company	12304	INSURER C: Philadelphia Indemnity Insurance Company	18058	INSURER D:		INSURER E:		INSURER F:
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INSURER D:															
INSURER E:															
INSURER F:															

Holder Identifier :

COVERAGES      CERTIFICATE NUMBER: 570103001013      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.      Limits shown are as requested

INSTR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> JECT <input type="checkbox"/> LOG OTHER:			PHPK2632221	12/07/2023	12/07/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			10 UEC DR2666	12/07/2023	12/07/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) COMP/COLL. DEDUCTIBLE \$1,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB892302	12/07/2023	12/07/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	AFWCP10010069901	12/08/2023	12/08/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
C	<input checked="" type="checkbox"/> E&O - Professional Liability - Primary			PHPK2632221 Claims Made	12/07/2023	12/07/2024	EACH CLAIM \$1,000,000 AGGREGATE \$2,000,000

Certificate No : 570103001013

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Edustaff, LLC 4120 Brockton Dr SE suite 200 Grand Rapids MI 49512 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Northeast Inc.</i>
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