



22nd Century Technologies, Inc.

CMMI Level 3 | ISO 27001 | ISO 20000 | ISO 9001



REQUEST FOR QUALIFICATIONS FOR

SUBSTITUTE TEACHERS AND TEMPORARY STAFFING SERVICES

RFQu # HV-96269-110923

Due Date: January 9, 2024, by 3:00 PM Eastern Time

Submitted by:

22nd Century Technologies, Inc.

Ashley Christina De Sa, Administrator

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Submitted to:

Huron Valley Schools

Attn: Stacey Shaw

Email: shaw@macservcorp.com

COVER LETTER

Huron Valley Schools

Attn: Stacey Shaw

Email: shaw@macservcorp.com

Date: December 21, 2023

22nd Century Technologies, Inc. (hereby referred to as “TSCTI”) is pleased to have the opportunity to submit a proposal to Huron Valley Schools (hereby referred to as “District”) in response to Request for Qualifications, RFQu # HV-96269-110923 for Substitute Teachers and Temporary Staffing Services. The TSCTI proposal outlines the proposed approach and addresses the information requirements that are outlined in the RFQu.

With over 26 years of experience, TSCTI has the in-depth knowledge and experience providing Substitute Teachers and Temporary Staffing Services equivalent or similar to that being requested by Huron Valley Schools as described, under *Section 1.1 Minimum Mandatory Requirements*. TSCTI engagements range from complex state-wide educational networks such as EdLink, an early childhood education network linking all state, local and federal programs for Louisiana, to provisioning temporary staffing for Districts and Public Schools. TSCTI supports 48 school districts nationwide providing supporting Teacher to various education clients including Buffalo Public School (with 260 sub. teachers), Palm Beach County School, Fort Bend Independent School District, TX and Region 10 Education Service Center, TX.

In the accompanying proposal, TSCTI has outlined how it can help District with a dual approach (proactive and reactive approach, which is later explained in the proposal under “1.2.3 B. Contractor Requirements”) that’ll help providing experienced and qualified pool of substitute teachers and temporary staff to integrate into Huron Valley Public Schools when regular staff members are unavailable. TSCTI understands that the District inspires and builds futures one student at a time and is uniquely positioned to deliver exceptional value to District through our key differentiators:

- **Quality:** TSCTI shall provide substitute teachers and temporary staffing services to meet the highest standards of quality and professionalism. The quality has been described in the proposal further through our qualifications, experience, performance, and references.
- **Cost-effectiveness:** TSCTI shall provide the best value for the money spent on the substitute teachers and temporary staffing services.
- **Diversity:** TSCTI values and shall incorporate diversity and inclusion in its workforce, reflecting the diversity of the community and promoting equal opportunity and non-discrimination.
- **Innovation:** TSCTI provides innovative and creative solutions that can enhance the quality and effectiveness of the substitute teachers and temporary staffing services. TSCTI has the ability to provide flexible, customized, and responsive services that meet the district’s needs and goals.
- **Safety and Security:** TSCTI prioritizes the safety and security of the students, staff, and facilities and implements various measures to ensure a safe learning environment.

The proposal addresses all requirements identified in the solicitation and complies with all specifications including the applicable local, state, and federal safety laws and regulations. TSCTI has read, agrees with, and shall comply with all terms and conditions in the RFQu without any exceptions. TSCTI acknowledges the receipt of Addendum 1.

The proposal shall remain valid for a minimum of one hundred twenty days (120) days from the due date. Should you have any questions regarding this proposal, please feel free to contact me. We look forward to working with you through a mutually rewarding partnership.

Sincerely,



Ashley De Sa, Administrator

Local Address: 40600 Ann Arbor Rd E Ste 201, Plymouth MI 48170

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1.1 MINIMUM MANDATORY REQUIREMENTS

All Bids will be reviewed for compliance with the mandatory requirements. Bids deemed non-responsive will be eliminated from further consideration.

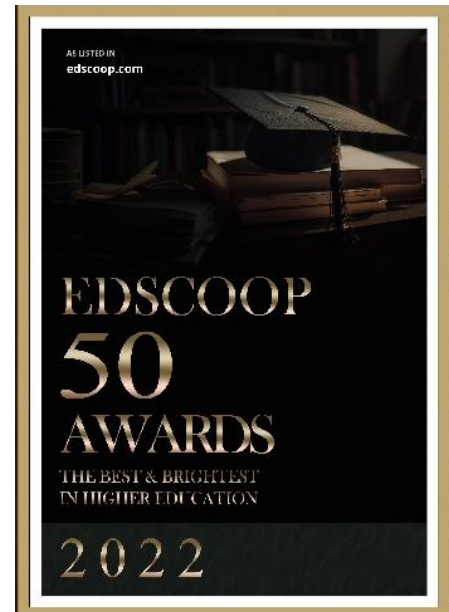
1. Proposer must have three (3) years' experience, within the last five (5) years, providing Substitute Teachers and Temporary Staffing Services equivalent or similar to that being requested by Huron Valley Schools as described herein. Please enter this information in Section 2.2 References.

Incorporated in 1997 as an S-Corporation, TSCTI is one of the fastest growing staffing companies in the United States. Trusted by over 350 customers during the past 26 years, TSCTI's staffing solutions offer customers a customizable, efficient, and low-cost solution to suit their project, short-term, temporary, or long-term staffing needs across a multitude of domains and functions. TSCTI has its presence in 50 states along with a local office in the state of Michigan. As a nationwide government contractor, TSCTI supports various State, Local and Educational entities with Substitute teachers as well as other temporary staffing Services. TSCTI has been providing temporary staffing services to various clients in the state of Michigan, including *Michigan State University, Mott Community College, City of Dearborn, Wayne County Airport Authority, Detroit Public Schools Community District, Oakland County, Lansing Board of Water and Light, Wayne County along with two statewide contracts with Department of Technology- Management & Budget (DTMB), MI.*

TSCTI's expertise within education:

TSCTI is a nationwide government contractor possessing immense expertise in providing temporary staffing services to various government educational institutes (such as K-12, schools, colleges, and universities) through more than 200 SLED projects throughout the 50 states. TSCTI has built a robust business model that is carefully strategized to serve various education entities and currently supports a workforce of more than 3,000+ with two large programs of over 780 staff each. In the last three years, TSCTI has expanded its services to Fortune 500 and currently supports 80+ commercial clients as well.

As part of our unrelenting focus on quality and compliance, TSCTI's delivery is based on Certified Matured Processes and ISO 9001 quality processes. TSCTI has been felicitated by the **EDSCOOP award in 2022** and recognized among "Best Company to Work For" by Forbes, consistently exceeding clients' expectations by focusing on their absolute satisfaction with jobs while keeping our employees motivated. With a **D&B rating score of 93**, TSCTI has been successfully serving a huge customer base with a high level of customer satisfaction, resulting in good sales in the education sector. TSCTI sales through education clients for the last three years have been provided below.



Year	2020- 21	2021- 22	2022- 23
Revenue from Educational Clients	\$2,111,126.13	\$3,932,434.39	\$4,811,613.75

Below is a list of schools that TSCTI has provided similar services to.

Dallas Independent School District	Fort Bend Independent School District	Birdville Independent School District
Houston Independent School District	Arlington Independent School District	Richardson Independent School District
Grapevine-Colleyville Independent School District	San Antonio Independent School District	Frisco Independent School District
Lewisville Independent School District	Dallas Catholic Schools, TX	Brazos Christian School, TX
St. Austin Catholic School, TX	Torah Day School of Dallas, TX	Headwaters School, TX
Tucson Unified School District (TUSD) - Arizona	DeKalb County School District - Georgia	The School District Of Philadelphia - Pennsylvania
Los Angeles Unified School District - California	University of Massachusetts Medical School (UMASS)	Beaufort County School District - South Carolina
Adams 12 Five Star Schools – Colorado	Shelby County Schools - Tennessee	Fairfax County Public Schools - Virginia
Jefferson County Public Schools – Colorado	School District of Newberry County - South Carolina	Arlington Independent School District - Texas
Colorado School of Mines – Colorado	Virginia Beach City Public Schools - Virginia	Florida Virtual Schools – Florida Arlington Public Schools - Virginia
Douglas County School District – Colorado	Eastern Virginia Medical School Materials Management - Virginia	The School Board of Broward County (SBBC) – Florida
The School District of Palm Beach County – Florida	Duval County Public School – Florida	Orange County Public School – Florida

Educational Cooperative Contracts:

Education Svc. Ctr., Region 2	Education Svc. Ctr., Region 8	Education Svc. Ctr., Region 10
Education Svc. Ctr., Region 14	Education Svc. Ctr., Region 19	Education Svc. Ctr., Region 20

For this contract, TSCTI will utilize its local office located at **40600 Ann Arbor Rd E Ste 201, Plymouth MI 48170**, and will set up a dedicated team of key personnel to support District. TSCTI has a strong presence in the state of Michigan in providing similar services to various government agencies. Having developed a deep understanding of the local business environment, the challenges similar and local government entities face, the need for quality talent, and establishing the foundation of a long-term partnership, TSCTI is well-positioned to build relationships and provide additional value to the District. TSCTI offers customers a customizable, efficient, and low-cost solution to suit their staffing needs with recruitment processes that are robust, mature, operated by a highly trained team and enabled by a proven set of tools. TSCTI has been offering workforce solutions for over 26 years and currently provides a comprehensive and cost-effective approach to Substitute Teachers and Temporary Staffing Services. TSCTI solution is designed to provide high-quality staffing services while minimizing costs and maximizing efficiency so that all staffing needs are met in a timely and efficient manner. Through its experience with educational clients in the state of Michigan, TSCTI has deduced that educational institutions must adhere to a variety of laws and regulations to ensure compliance and maintain standards. Therefore, TSCTI stays updated with legal changes and consults with legal experts to ensure full compliance with all relevant laws and regulations. Through its vast experience in the education sector, TSCTI understands that schools seeking candidates typically look for a combination of academic achievements and personal qualities that indicate the potential for success in education. Contemplating these requirements shall help District maintain high standards and create a safe and effective environment for both students and staff by thoroughly vetting potential employees. The below points are the key differentiators for TSCTI from its competitors.

- TSCTI has a strong focus on the public sector and currently holds government contracts with 14 out of 15 Federal Executive agencies, 37 other Federal agencies, 50 States, 115+ Local agencies, and 48 School Districts.

TSCTI is also an awardee of several cooperative purchasing programs that have been competitively procured and publicly awarded, including State of New Jersey, Houston-Galveston area Council (H-GAC), TX, Region 8 ESC, TX.

- **Experience and Expertise:** With a proven track record in providing qualified substitute teachers and temporary staffing solutions, we will bring a wealth of experience to this contract. TSCTI team is well-equipped to handle the diverse requirements of public municipalities, non-profit organizations, and school districts, including Buffalo Public Schools, NY (placed 260+ teachers), Fort Bend Independent School District, TX, Region 10 Education Service Center, TX.
- **Competitive Pricing:** TSCTI has carefully considered the pricing structure for our services to ensure competitiveness while maintaining the highest standards.
- **Scalability and Flexibility:** Recognizing the evolving nature of staffing needs, TSCTI proposal emphasizes scalability and flexibility. TSCTI is committed to adapting to the changing demands of the education landscape and can readily adjust the services accordingly.
- **Commitment to Partnership:** TSCTI views this opportunity as a long-term partnership and is dedicated to fostering positive relationships with District and all participating entities. TSCTI communication channels will remain open, and TSCTI is responsive to feedback.
- **Compliance with Regulatory Requirements:** TSCTI is fully compliant with all relevant state and federal regulations governing Substitute Teachers and Temporary Staffing Services. TSCTI prioritizes adherence to legal and ethical standards in all aspects of our operations.
- **Improved Fill Rates:** TSCTI's ISO certified staffing practices and technology-driven staffing procedures, specifically designed to enhance fill rates with qualified candidates, have enabled us to successfully deliver more than \$900M of staffing services nationwide. By employing targeted recruitment approaches, TSCTI identifies and engages with candidates who align closely with the requirements, ensuring a higher likelihood of successful placements and ensuring better education overall.
- **Administrative Relief:** TSCTI recruits, screens, credentials, hires, trains, and places qualified substitute and temporary staff. TSCTI's fully integrated employee management, human resources, timekeeping, and payroll systems help to streamline processes and produce customized reporting.
- **Highly Qualified Employees:** TSCTI talent pool includes individuals with diverse certifications and skills to ensure a great fit for positions required by the District including substitutes. Employees undergo face-to-face, interactive training including curriculum Standards and guidelines with ongoing development opportunities to keep them up to date on the latest education practices.
- **Customer Service:** The District will benefit from TSCTI's unique management structure, designed to best benefit District needs. A dedicated local Account management team, corporate resources, and support representatives will serve District.

*2. Provide pricing to Huron Valley Schools/MAC for Substitute Teachers and Temporary Staffing Services. Please provide pricing in **Attachment B - Pricing***

TSCTI has provided the pricing to Huron Valley Schools for Substitute Teachers and Temporary Staffing Services in "Attachment B – Pricing".



1.2.2 SCOPE OF WORK

The awarded Contractor(s) must provide substitute teachers and temporary staffing services on an as-needed basis. Needs will be determined by the requesting educational agencies and public school academies and will be communicated to the Contractor. The primary staffing service usage will be for substitute teachers; however, there is an interest in a wide variety of other temporary staffing services that may include, but not be limited to such positions as listed below:

- Paraprofessionals,
- Clerical Staff,
- Staffing in Food Services
 - ♣ Kitchen Staff
 - ♣ Lunch Aides
 - ♣ Other
- Janitorial Services,
- General Maintenance & Labor Services,
- Transportation Services,
- Coaching,
- Recreation and Education (Lifeguards),
- Recess Aides,
- Childcare Aides

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:

TSCTI has read the RFQu in its entirety and understands that the HVS is looking for a qualified vendor, with the ability to recruit, train, and manage a pool of substitute teachers and staff who can fill in for regular employees when they are absent for the district. TSCTI has the ability to offer competitive rates and incentives for the substitutes and staff, as well as provide reports and feedback to the district on their performance and satisfaction. TSCTI has the ability to work collaboratively with the district's human resources department and principals to ensure the quality and continuity of instruction and services. TSCTI has the ability to meet District's requirements and will utilize its local experience with the state of Michigan as well as educational clients in providing positions include but are not limited to Paraprofessionals, Clerical Staff, Staffing in Food Services (Kitchen Staff, Lunch Aides, Other), Janitorial Services, General Maintenance and labor Services, Transportation Services, Coaching, Recreation and Education (Lifeguards), Recess Aides and Childcare Aides. TSCTI has experience providing Kitchen Staff, Lunch Aides, Janitorial for Dallas Independent School District, Plam Beach school District and Michigan State University. TSCTI has also provided 200+ staff including Coaching, Recreation and Education (Lifeguards), Recess Aides, Childcare Aides for DMV, FL.

TSCTI's capabilities are attested to by its extensive experience in providing substitute teachers and temporary staff to various educational clients. The case studies below highlight similar services offered by TSCTI.

Name of the Client	Detroit Public Schools Community District, MI
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Background: Detroit Public Schools Community District (DPSCD) provides a standard, traditional curriculum to a student body of approximately 50,000 students ranging from pre-kindergarten through the 12th grade. DPSCD also provides adult education at a variety of facilities during non-school hours. In addition to the standard curriculum, DPSCD offers a variety of specialized technical training programs for the higher-grade levels. The District encompasses an area of approximately 139 square miles. DPSCD operates 100 schools, including elementary (K-5), combination (K-8), middle schools, high schools, and technical center schools.

Description of the Contract: The Detroit Public Schools Community District (DPSCD) had issued a Request for proposals seeking professional staffing services to meet their diverse employment needs. The district was actively seeking support for temporary staff across a spectrum of durations, ranging from short-term and long-term projects to permanent positions (similar to HVS). The scope of services included the provision of skilled and qualified personnel to fulfill a variety of roles within the educational framework, addressing both immediate and ongoing staffing requirements. The DPSCD places a particular emphasis on the quality and skills of the candidates. TSCTI was successfully awarded the contract to fulfill the professional staffing services requirements put forth by the DPSCD. This selection was based on TSCTI's demonstrated expertise in addressing specific short and long-term needs. TSCTI had meticulously curated a pool of local candidates who had undergone thorough background clearance procedures. This rigorous vetting process ensured that the provided candidates met the district's stringent criteria, including legal and security standards, aligning with DPSCD's commitment to maintaining a safe and secure educational environment.

Positions: TSCTI has provided candidates in various position including Teachers, Clerical Staff, Janitorial, General Maintenance & Labor Services.

Name of the Client Michigan State University (MSU)

Background: Michigan State University (Michigan State or MSU) is a public land-grant research university in East Lansing, Michigan. It was founded in 1855 as the Agricultural College of the State of Michigan, the first of its kind in the United States. After the introduction of the Morrill Act in 1862, the state designated the college a land-grant institution in 1863, making it the first of the land-grant colleges in the United States. The college became coeducational in 1870. In 1955, the state officially made the college a university, and the current name, Michigan State University, was adopted in 1964. Today, Michigan State has the largest undergraduate enrolment among Michigan's colleges and universities and approximately 634,300 living alumni worldwide.

Description of the Contract: MSU requested Statements of Qualifications from qualified firms interested in providing temporary staff to it on a temporary basis to assist with business. The MSU intended to pre-qualify firms and subsequently select firms from that group as needed. Prequalified firms were required to meet the needs of the MSU, and have the experience, knowledge, and skills to deliver temporary staffing personnel as needs arise to the MSU. For regular staffing services to the campus community, MSU released temporary on-call staffing services during the academic year, and TSCTI was required to provide candidates as per the requested qualifications. The term of the contract was from September 1, 2021 to August 31, 2024 with the options for two (2) one-year extensions for a total of five (5) years.

Positions: The MSU was seeking firms with broad expertise in filling business and temporary skilled positions including Kitchen, Clerical, Assistant & Custodians, a thorough understanding of business and position requirements, the ability to provide qualified candidates on short notice, and a strong orientation to customer service.

Name of client Buffalo Public Schools (BPS), NY

Background: Buffalo Public Schools serves approximately 34,000 students in Buffalo, New York, the second largest city in the state of New York. It is located in Erie County of western New York and operates nearly 70 facilities. The Buffalo Public School System was started in 1838, 13 years after the completion of the Erie Canal and only 6 years after the 1832 incorporation of the City of Buffalo. Buffalo was the first city in the state of New York to have a free public education system supported by local taxes. Although New York City had a free public education system before 1838, NYC obtained additional funding through private donations and sources.

Description of the contract: To Buffalo Public Schools (BPS), as requested Statements of Qualifications from qualified firms interested in providing substitute teachers and other staff to the BPS temporarily to assist with staffing needs. The BPS intended to pre-qualify firms and subsequently select firms from that group as needed. Firms that closely meet the needs of the BPS, and have the experience, knowledge, and skills to deliver temporary technology staffing personnel as needs arise for the BPS were selected. TSCTI as the selected vendor was required to provide substitute teachers for the sudden surge in teacher absences, which was impacting daily operations and student learning. TSCTI swiftly deployed a team of qualified substitute teachers tailored to the BPS's specific requirements. In addition, TSCTI also provided clerical staff and paraprofessionals to meet the needs of BPS.

Positions: In Total TSCTI has provided 260+ FTEs including substitute teachers, Clerical Staff and paraprofessionals.



Name of the client	Richardson Independent School District (RISD), TX
<p>Background: The RISD was founded in 1854. At the time it provided education for children of local farmers, small business owners, and settlers around the railroad just outside Dallas, TX. In recent times RISD has been rated as "Recognized" by the Texas Education Agency for many years in a row. RISD is the largest, most racially and socioeconomically diverse district in Texas to receive a rating this high. In 2010 the Texas Business and Education Coalition (TBEC) added 22 RISD schools to the TBEC Honor Roll. RISD and Houston ISD lead the state in schools named to the Honor Roll. Only 252 public schools out of 8,000 in Texas were named to the TBEC Honor Roll, placing those 22 RISD schools in the top 4% of Texas public schools. RISD operates 55 campuses that serve more than 39,000 students. Including administration and support, RISD maintains 70 facilities covering more than 6,000,000 square feet (560,000 m2) with 35,000,000 square feet (3,300,000 m2) of grounds.</p>	
<p>Description of the contract: The RISD invited Statements of Qualifications from qualified firms interested in providing substitute teachers and other educational staff on an as-needed basis to ensure uninterrupted education to students. The pre-qualified firms are expected to closely align with the requirements of the RISD, possessing the necessary experience, knowledge, and skills to deliver substitute teaching personnel and other educational staff as the institution's needs evolve. TSCTI had been successfully awarded the contract to fulfil the necessary educational positions at the RISD. In compliance with RISD's specifications, TSCTI diligently fulfilled the requirements by strategically procuring certified substitute teachers. The substitutes not only met the essential academic qualifications mandated by RISD but also were comprehensively trained in Classroom Management and Behaviour, ensuring a conducive learning environment. Recognizing the escalating demand for substitute teachers on Fridays within the RISD, TSCTI demonstrated unparalleled responsiveness. Our streamlined process facilitated the identification and deployment of qualified substitute teachers at short notice, seamlessly meeting the dynamic staffing needs of the RISD.</p>	
<p>Positions: In Total TSCTI has provided 30+ FTEs including 18 Substitute teachers, 7 clerks, and 5 Janitors.</p>	
Name of client	Frisco Independent School District (FISD), TX
<p>Background: Frisco Independent School District is a public school district based in Frisco, Texas, United States. The district covers portions of Denton and Collin counties, including portions of the cities of Frisco, Little Elm, Plano, and McKinney as well as unincorporated land. The district was originally formed in 1876 and is known as the Farmers School District. Small schoolhouses served the rural population at that time. The community of Frisco began to emerge in 1902 and the school district was renamed. The district is one of the largest in Texas and the nation. In 1995, Frisco ISD had four schools. Since then, the district has added 71 new schools, opening two to six campuses annually.</p>	
<p>Description of the contract: The FISD solicited proposals to provide properly trained and experienced temporary staff on an as-needed basis. FISD needed a qualified vendor who could support substitute teachers and staff for <i>food services</i> in numerous positions for multiple departments which can last periods from one day to several months. Currently, we have 106 candidates out of whom 08 are active and the rest have finished their contract duration. Active candidates are working on various projects with FISD.</p>	
<p>Positions: The duration of employment varied depending on the specific needs of the hiring department. TSCTI catered to substitute teachers' needs and food services staff's needs of FISD.</p>	
Name of client	Seattle Public Schools (SPS), WA
<p>Background: Seattle Public Schools is committed to ensuring equitable access, closing opportunity gaps, and excellence in education for every student. As part of our 5-year strategic plan, we will be initiating projects that help meet the following goals:</p> <ul style="list-style-type: none"> • Ensure educational excellence and equity for every student • Improve systems districtwide to support academic outcomes and meet students' needs and • Strengthen school, family and community engagement <p>The District supports approximately 100 locations, over 9,000 staff, and more than 53,000 students.</p>	
<p>Description of the contract: The purpose of this RFP was to solicit competitive proposals to establish a contract for Temporary Employment Services, in accordance with the policies of the SPS. TSCTI provided substitute teachers, Commercial Drivers, Clerks, and Janitors who met the classification specifications' minimum requirements for education, experience, and qualifications. Before being referred, TSCTI pre-screened each temporary employee to ensure that they had the necessary skills, abilities, and education to carry out the tasks that had been assigned. TSCTI was responsible for any mandated training required by the assigned staff including substitute teachers. TSCTI also promoted Non-Discrimination and Equal Opportunities, Veterans and Candidates belonging to different castes, races, and religions but all qualified and screened were employed under the contract with SPS for substitute teachers, clerical, fiscal, and technical-related positions.</p>	



Under the contract, TSCTI successfully placed quality candidates screened out by numerous skill assessments and technical tests conducted by SMEs with an in-depth understanding of requirements for a specific position. After Screening, the Top 3 quality candidate resumes for a single vacancy were provided to the SPS. TSCTI supported and coordinated the candidate's interview with the SPS at the requested time and placed within 2 business days. TSCTI took responsibility of their timesheets, salary distribution and payroll management and provided them fair charges of 1-½ times of hourly pay rates for their overtime (with approval - exceeded beyond 40 hours). We also supported the temp-to-hire process of qualified employees when requested by the SPS.

Positions: The duration of employment varies depending on the specific needs of the hiring department, ranging for either short-term and long-term assignment. In Total TSCTI has provided 30 FTEs similar to those requested by the SPS including but not limited to Substitute Teacher, Paraprofessionals, Clerical Staff, Secretarial Staff, Foodservice Staff

As an experienced staffing agency, TSCTI understands the dynamic nature of educational institutions and the importance of seamlessly integrating substitute teachers and temporary staff. TSCTI's commitment is to provide high-quality services that meet the unique needs of the District. TSCTI pool of qualified professionals is prepared to step in during absences and staffing gaps, ensuring the uninterrupted delivery of quality education. The substitutes are carefully screened, background-checked, and possess the necessary credentials to meet the specific requirements of the District as mentioned in RFQu. TSCTI shall use artificial intelligence and data analytics to enhance the services and differentiate from its competitors. TSCTI shall use AI and data to optimize the recruitment, training, and management of substitute teachers and staff, as well as to personalize the learning and working experience for them and the District. TSCTI shall improve the quality and efficiency of instruction and services, as well as to measure and improve the outcomes and satisfaction of the district and the substitutes and staff.

TSCTI tools to provide candidate pool:

TSCTI has Job Diva as an Applicant Tracking Tool (ATS) for Tracking candidates and a front-to-back Talent Management solution from recruiting to onboarding. **Job Diva is a CRM-based tool, that has over 5M national database synchronized with various job boards plus TSCTI's active employee database. With sorted data of active, inactive, and do not disturb data clearly marked, segregated and dynamic database**, so that people actively looking for jobs can be reached. TSCTI uses Job Diva as a Tracking candidates and front-to-back Talent Management solution. All staff who are out of the market and not looking for jobs are marked and separated by recruitment and backend teams, to keep only active employees. Sorting is a continuous operation and apart from human involvement, all data is also detected, and the removal of inactive profiles is automatically done by the ATS.



- Front-to-back Talent Management solution
- Nation-wide 5M active employee database
- Sorted active/inactive data dynamic database
- Auto-removal of inactive profiles

We are able to search for and provide quality candidates via our Applicant Tracking System (ATS); Job Diva and Talent Identification Strategies involving social media, job boards, targeted search, and our local and if required national networks. ATS syncs all the job boards to ATS and provides the best talent in less time. Hence, more time is spent on scrutinizing than searching for candidates. Ours ATS and front-to-back Talent Management software, for modern technology and innovation, and serving TSCTI staffing professionals. A powerful cloud solution, Job Diva combines CRM, synchronization with all major job boards, and the largest resume database to deliver staffing solutions with unmatched precision. Also, it allows us to search candidates as per the geographical location and keep the default distance from the actual work location of a 30-mile radius.

ATS offers unique ability to search **resumes for skills by years of experience, special certification, qualification and training, location, specific pay rate** and can exclude or include any desired

information for a given client. Therefore, provide the capability to search candidates with any given specifics. Job Diva offers TSCTI recruiters the ability to define Task Types for contacts and candidates. ATS automates hunting, sourcing, data maintenance and the other tedious aspects of the recruiting workflow. Job Diva's harvesters seek resumes that meet the recruiter's list of required skills for a particular job. Job Diva then parses the resumes and automatically adds them to TSCTI database as Candidate Records. 24x7, Job Diva' harvesters work silently in the background, intelligently considering what kind of candidates our recruiting team is seeking and then importing them from our subscribed job boards for our company's exclusive use in TSCTI's resume database. Job Diva' harvesters manage our job board accounts in the most intelligent manner while also helping grow TSCTI's proprietary database of qualified professionals.

If awarded, TSCTI shall provide substitute teachers along with other temporary staffing services. Some of the qualities that TSCTI shall ensure to provide in the substitute teachers are:

- **Professionalism:** Substitute teachers shall follow the district's policies, procedures, and expectations, as well as the regular teacher's lesson plans and instructions. Substitute teachers shall also dress appropriately, communicate effectively, and maintain confidentiality.
- **Flexibility:** Substitute teachers shall be able to adapt to different situations, classrooms, and students. Substitute teachers shall also be willing to accept assignments in various schools and grade levels, as well as short-notice and long-term assignments.
- **Engagement:** Substitute teachers shall be able to create a positive and productive learning environment for the students. Substitute teachers shall also be able to manage the classroom, motivate the students, and use effective teaching strategies.
- **Qualifications:** Substitute teachers shall have the required education, certification, and experience for the position they are applying for. Substitute teachers shall also have the necessary skills, knowledge, and competencies for the subject area and grade level they are teaching.

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:

TSCTI understands and shall comply that any forms proposed to include as part of any agreement resulting from this request 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. TSCTI has submitted all forms as requested in the RFQu along with the addendum.

TSCTI understands and agrees that the District reserves the right to remove substitute teachers or temporary staff at any time for any reason.

TSCTI understands and agrees that the District also reserves the right to hire substitute teachers or temporary staff without penalty, the substitute teachers or temporary staff at any time during the term of the Contract and after.

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:

TSCTI approach in building the candidates' network:

TSCTI's proactive approach: TSCTI staffing approach takes pride in building long-term relationships with our clients in order to fully understand their needs and goals. TSCTI's success is directly dependent on the success of its clients, so it strives to use its industry expertise to make the perfect match in staffing and candidate placement. TSCTI approach to delivering such contracts, is based on proven life-cycle methodologies and takes a collaborative approach to help clients in ensuring high performance, flexibility, and seamless services to enable better business value.

Step 1 – Understanding the Client: After securing the contract, TSCTI identifies the team and the defined responsibilities for each member of the contract. The first step in this process is that our proposed Account Manager will draft a report that reflects our understanding of District. This report provides input to the Recruiting Manager about the nature of work at District's site. It shall also detail the District's future acquisition and plans for their needs and explains the location parameters.

Step 2 – Building Network: Based on the input received from the Account Manager, the recruitment team starts the proactive approach to identify the resources internally and externally to build a database for District. This work includes making calls to candidates, introducing our new clients, and establishing a relationship with them. TSCTI team also shares the success of the contracts and the nature of work involved with our previous employees who worked with us in the past. TSCTI uses job fairs, advertisements, and referrals to build our candidate database. The candidates are added into our database only after the screening process.

TSCTI's Reactive Approach: The work is initiated as soon as we get the task order/sourcing requirement from District. TSCTI Account Manager understands the requirement of District based upon the task order received from them. This includes an understanding of the project requirements, SOW, qualification, experience, mandatory and desirable skill set requirement. The Account Manager will draft a requisition about the requirement and send it to the recruitment manager. The task order is immediately entered into our centralized recruiting portal, JobDiva. From there, the recruitment team will source the candidate using various sources and eventually screen them for District.



TSCTI has access to a wide range of candidates that include both active and passive; and helps its clients find the right talent for their needs, including temporary employees. TSCTI provides end-to-end staffing solutions, which includes understanding the workload needs of the client, determining the workforce required to meet the same, conducting interviews and shortlisting candidates, and vetting potential candidates through background checks and employment history. In summary, TSCTI helps clients fulfill their needs, including temporary employees, by providing access to a wide range of candidates and utilizing established screening methods to identify the best fit for the job.

Access to a pool of prospective temporary employees

TSCTI sourcing methodologies have helped it develop a tuned process to get a diverse pool of qualified and equipped candidates meeting the client's needs. TSCTI search capability entails all necessary industry experience, strong relationships at the national level and wide access to a database of candidates.

Multichannel Sourcing: From the experience serving various SLED agencies in State of MI, TSCTI sourcing team has experience with the local market, to understand its dynamics, including demographics, working conditions, unemployment rate, and statistical workforce projections. Based upon market conditions and the types of skills District requires, we identify the highest-yield target groups from which to recruit and determine an appropriate strategy to attract talent from those areas. This includes selecting appropriate sources for talent, isolating the most effective tactics to penetrate these sources, and creating an overall market approach.

TSCTI's Multichannel Sourcing				
Channel: 1	Channel: 2	Channel: 3	Channel: 4	Channel: 5
Proprietary Technology (ATS)	5.1M+ Candidate Resume database	Incumbent Capture	Internal Employee Pool	Job Boards
Channel: 6	Channel: 7	Channel: 8	Channel: 9	Channel: 10
Employee Referrals	Traditional Media & Social Media	3rd Party Vendors & Suppliers	TSCTI's Job Board (www.tscti.com)	Local Recruiting
Our Multichannel Sourcing make us able to source thousands of qualified resumes in a minute				

- **ATS (JobDiva):** TSCTI has Job Diva as an Applicant Tracking Tool (ATS) for tracking candidates and a front-to-back Talent Management solution from recruiting to onboarding. **Job Diva is a CRM-based tool, that has over 5M database synchronized with various job boards plus TSCTI's active employee database.** With sorted data of active, inactive, and do not disturb data clearly marked, segregated and dynamic database, so that people actively looking for jobs can be reached.



- ✚ Front-to-back Talent Management solution
- ✚ Nation-wide 5M active employee database
- ✚ Sorted active/inactive data dynamic database
- ✚ Auto-removal of inactive profiles

TSCTI uses Job Diva as a Tracking candidates and front-to-back Talent Management solution. All staff who are out of the market and not looking for jobs are marked and separated by recruitment and backend teams, to keep only active employees. Sorting is a continuous operation and apart from human involvement, all data is also detected, and the removal of inactive profiles is automatically done by the ATS.

We are able to search for and provide quality candidates via our Applicant Tracking System (ATS); Job Diva and Talent Identification Strategies involving social media, job boards, targeted search, and our local and if required national networks. ATS syncs all the job boards to ATS and provides the best talent in less time. Hence, more time is spent on scrutinizing than searching for candidates. Also, it allows us to search candidates as per the geographical location and keep the default distance from the actual work location of a 30-mile radius. Job Diva' harvesters manage our job board accounts in the most intelligent manner while also helping grow TSCTI's proprietary database of qualified professionals.

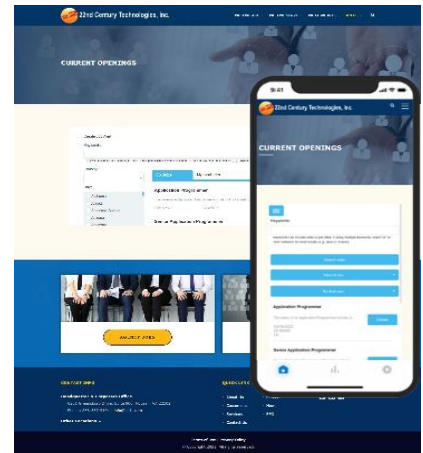
- **Internal Resume Database:** TSCTI has an internal national resume database of more than 5M resources, which is growing every day as we work proactively on building databases by understanding our client's requirements.

Position	Resumes in and around Oakland County	Resumes in MI
Substitute Teachers	600+	1600+
Paraprofessionals	500+	1100+
Clerical Staff	1200+	2700+
Staffing in Food Services (Kitchen Staff, Lunch Aides & Other)	1400+	1900+
Janitorial	1300+	2800+
General Maintenance & Labor	1000+	2000+
Transportation	900+	2500+
Coaching	700+	2000+
Recreation and Education (Lifeguards)	500+	2600+
Recess Aides	600+	2300+
Childcare Aides	400+	1600+

- **Local Resume Database:** TSCTI has 168,000+ resources local to MI who are either currently working on similar positions mentioned the solicitation or pre-vetted profiles, as we work proactively on building database after contract analysis our client's requirements.



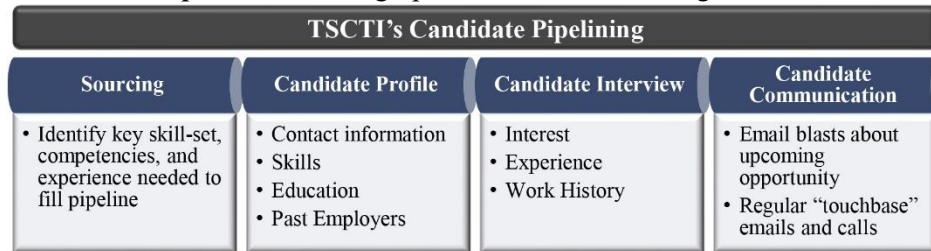
- **Job Sites:** TSCTI has accounts with popular job websites, such as LinkedIn, indeed, CareerBuilder, Monster, Dice, etc. This provides access to a wide pool of resources across the local market and the nation.
- **TSCTI's Job Board (tscti.com):** TSCTI maintains a proprietary job board (tscti.com) that drives talent to our organization. We are focused on continually enhancing our dynamic website to attract web traffic. We currently receive over 510,000 hits per month to our website. This means that when a position is given to TSCTI, we are utilizing our extensive web strength to ensure that each position is visible to the market. Tscti.com is our branded microsite that is built to house all of our jobs. It allows for search engine optimization and is a great tool to allow us to network with passive candidates. This is a web-based tool and have mobile applications (Android, iOS), that give the flexibility to Applicants to access and apply for the jobs 24X7 from any Internet connection or Mobile Phone.
- **Traditional Media:** We also do a significant amount of media advertising on radio, newspapers, and jobs directories. As an added advantage to DISTRICT, we can provide micro campaigns for specific staffing engagements. We are able to research the predictive trends of desired candidates so that we can run highly customized and targeted advertisement campaigns to attract new talent. These ads are published and distributed at every door- every day.
- **Social & Web Media:** According to recent research conducted by “American Staffing Association” (ASA), 54% of candidates are using social media to apply and to research a company’s brand, culture, and reputation. Accordingly, TSCTI continues to develop innovative social media strategies to stay aligned with the ever-changing marketplace. New tools, services, and applications are revolutionizing the way we are able to market your jobs. Our inbound marketing strategy leverages our social media, search engine optimization, content marketing, and social listening efforts in a unified approach, increasing the effectiveness of each.
- **Other methods (if and as required):**
 - **Advertisement:** TSCTI posts all the requirements on our website and with other government employment agencies and includes TSCTI’s own website.
 - **Internal Referrals:** In parallel, we share the requirements with our employees by posting them on our internal web site for internal referrals.
 - **Utilize the incumbent staff (if applicable & required):** Many times, our clients prefer retaining the incumbent staff because of their knowledge of clients’ environment/customized applications and/or high-performance levels. We have a proactive hiring policy in place in order to cater to incumbent staff that ensures uninterrupted services to the client.
 - **Local Employment Posting Papers and Websites:** We understand that many candidates review free employment-related websites (e.g., Craigslist) and papers that can be found in local establishments and many support organization's missions and we post on these sources.
 - **Local Job Fairs:** In addition to selected advertising in local media, TSCTI’s recruitment/management team sponsors and participates in the regular job fair, hosts recruiting open houses, saturates local markets with recruiting and referral fliers, and works closely with State and local job-assistance agencies to ensure every possible sourcing option is pursued. Additional examples include multi-lingual job postings and diversity-based referral bonus programs.
 - **Teaming with local gov. employment agencies:** TSCTI teams up with the local gov. employment agencies in the state of MI. On occasions, we rely on our local teaming partners to augment our temporary employee staffing capabilities.



Use of Technology: TSCTI’s in-house recruitment and applicant tracking system called “JobDiva” helps us to streamline and automate the entire recruiting process. In addition to keeping track of the progress of client requisitions, it also helps in locating current employees who may be coming off an assignment and could be reassigned to District based on District’s projections. This system also has real time interfaces to job boards such as Monster, Indeed, LinkedIn, and Career Builder, helping to speed the process of identifying candidates of interest to the District as they become available. Our flagship platform, ERPKICK, is a dedicated workforce management solution fully configurable to address the unique requirements of individual agencies like District. The Staffing Management & Tracking System (SMTS) or ERPKICK system vastly increased accuracy and reduced revenue leakage. This is achieved by using time and expense modules powered with automatic invoicing & self-service Employee portals.

Candidate Pipeline: A true TSCTI’s differentiator is our database of talent and current employees. TSCTI’s maintains a database of **5M qualified** and fingerprinted candidates throughout the US and out of it there are

168,000+ candidates are local to MI. We can utilize our TSCTI’s Broadcast Network (TBN) to quickly dial or text applicants to fill



urgent requests to ensure quality candidates within a day notice, TSCTI utilizes a “**Candidate Pipelining Process**” that ensure the right candidates are consistently being sourced, interviewed, and kept on our virtual bench. This process is powered by TSCTI’s robust applicant tracking system that enables our Recruiters, within a few keystrokes, to post to job boards, search multiple locations on the web, proactively recruit passive candidates, customize interviews and capture candidate information, and schedule follow-up conversations with candidates to ensure they remain engaged and up to date on the most recent opportunities.

Surge Capability: TSCTI has the capability for the temporary filling of a position during the absence of an employee, a vacant position, one-time project, during peak times, or to support emergency situations. We can provide a vast number of resources in a short turnaround time. For example, we have placed over 2,000 resources in 2 months with various public agencies to support the current COVID-19 situation.

TSCTI Screening

TSCTI has ongoing 24x7 recruiting engine for identifying, screening, and referring applicants for consideration. Recruitment is TSCTI’s core competency executed according to best practices developed through industry analysis and optimization. Once we get an authorization to work on, our qualified and experienced Account Manager shall start a study of District and the scope of work. Accordingly, the Account Manager shall raise the request with the recruitment team, who in turn will source suitable candidates. During the evaluation phase, all applicants are required to go through a detailed screening, testing, and interview process before assigning them to any project or position. For hiring quality resources, we will utilize our ISO 9001:2015 compliant recruiting framework also referred to as our recruitment productivity process that breaks recruitment down into clearly identifiable steps. The factors that make our process unique are the way we execute these steps and TSCTI’s long-established, proven staffing experience.

TSCTI employs a meticulous screening process, combining our understanding of the environment, customer, and requirements with our relevant experience in providing similar services to various agencies across the nation. The process for screening candidates depends on the specific needs and preferences of

each client and their needs. However, based on the needs of District as mentioned in the RFQu, below are some general steps and best practices that shall be followed.

- **Developing criteria for a position:** This is the first step where TSCTI shall work with District to understand the requirements and expectations of the job role. The criteria may include qualifications, skills, experience, personality, and fit for the company culture. The criteria should be clear, realistic, and relevant to the job.
- **Reviewing profiles of candidates:** This is the second step where TSCTI shall screen the resumes and cover letters of the candidates who applied for the job. The screening process is based on the criteria developed in the previous step and shall aim to identify the most suitable candidates for further evaluation. The screening process may also involve verifying the qualifications and references of the candidates. At this stage, the recruiters conduct first level screening by just posting a job description with our exhaustive questions bank. The TSCTI proprietary questions bank includes thousands of questions across technologies, skill sets and domains. It is also the duty of a recruiter to verify the contents of a resume for authenticity by conducting reference checks.

○ **Technical assessment of shortlisted candidates:**

This is the third where TSCTI shall test the technical skills and knowledge of the candidates who passed the initial screening. The technical assessment may include online tests, assignments, projects, or simulations that are related to the job role. The technical assessment measures the candidates' ability to perform the tasks and solve the problems that they may encounter on



the job. There are several types of assessments that are used depending on the position. These assessments are designed to evaluate the physical and mental capabilities of the candidates, including **Skills assessment:** Conduct a skills assessment to evaluate the candidate's proficiency in the subject matter they will be teaching. This could include a written test, a practical demonstration, or other relevant assessments.

- **Personality assessment:** Conduct a personality assessment to evaluate the candidate's suitability for the role. This could include an interview, a personality test, or other relevant assessments.
- **Teaching experience assessment:** Evaluate the candidate's teaching experience to ensure that they have the necessary experience and qualifications to perform their duties. This could include reviewing their resume, contacting previous employers, or other relevant assessments.
- **Performance evaluation:** Conduct a performance evaluation to assess the candidate's performance on the job. This could include regular evaluations, feedback sessions, or other relevant assessments.

Some of the common types of assessments depending on various job titles include:

- **Clerical Aptitude Tests:** These tests are designed to measure the candidate's proficiency in skills relevant to being a member of the administrative team, including typing speed,

data checking, basic computer skills, numerical reasoning, organizing, and critical thinking.

- **Physical Ability Tests:** These tests are designed to measure the physical strength, endurance, and flexibility of the candidates. TSCTI usually conducts these tests in a controlled environment and may include tasks such as lifting weights, carrying heavy objects, and climbing stairs.
- **Cognitive Ability Tests:** These tests are designed to measure the mental abilities of the candidates. They may include tasks such as problem-solving, critical thinking, and decision-making.
- **Personality Tests:** These tests are designed to measure the personality traits of the candidates. They may include questions related to the candidate's work style, communication skills, and ability to work in a team.
- **Job Knowledge Tests:** These tests are designed to measure the candidate's knowledge of the job requirements and responsibilities. They may include questions related to the candidate's education, training, and work experience.
- **Work Sample Tests:** These tests are designed to measure the candidate's ability to perform specific job-related tasks. They may include tasks such as writing a report, creating a presentation, or completing a project.
- **Customer Service Aptitude Profile (CSAP):** This personality test helps TSCTI to ensure that the staff are courteous, cooperative, and patient with customers.
- **Conducting interviews:** This is the fourth and final step where TSCTI interviews the candidates who cleared the tests and assessments. The interviews may be conducted by phone, video, or in-person and may involve the participation of the client as well. The Account Manager then assesses the candidate's fitment vis-à-vis the District requirement - taking into consideration the feedback he/she receives from the recruiter, resourcing manager, and the screening expert. The interviews shall assess the candidates' communication skills, interpersonal skills, motivation, and fit for the job and the company culture. It is only once the Account Manager is completely satisfied with a resume that it is presented to the client.
- **Background and Drug Test:** This is an additional step TSCTI shall conduct a background check on the selected candidates, as required. The Background Check may include checking the criminal records, credit history, employment history, and education history of the candidates and the Drug Test includes controlled substances testing. The background check ensures that the candidates are trustworthy, reliable, and compliant with the laws and regulations of the industry and the client.

After the candidate by District is selected the candidates will move forward to the **onboarding process** where the candidates will be apprised of District policies and procedures

Onboarding: At TSCTI, onboarding is a strategic process of bringing a new employee to the organization and providing information, training, mentoring, and coaching throughout the transition. The process begins with the acceptance of the offer. When employees are hired, we conduct a new hire orientation and ethics training, and we interact with the employees to educate them about our work culture as well as District's work culture. During onboarding, each new hire has a point of contact assigned for orientation to familiarize them with corporate policies, District's standards, and any other training or information needs they may have. We explain and educate about our 360-degree performance measurement program during onboarding. We also explain how the company conducts performance measurement and collects feedback from peers and the reporting hierarchy. TSCTI's standard orientation for new employees includes an overview of our Employee Handbook, which is received and acknowledged by every temporary employee to indicate their review and understanding of our policies and procedures. Examples of content include information on TSCTI's Commitment to Safety and

Quality, Equal Employment Opportunity, Drug-Free Workplace, and policies on Harassment, Weapons, and Workplace Violence.

The District -focused Orientation: TSCTI will develop a customized assignment guide to distribute and discuss with each temporary employee assigned to the District. The assignment guide includes items such as directions to the District facility, work hours, dress code, safety rules, and absence notification procedures, as well as information on District such as values and ethics policies, business objectives, and strategy. The orientation process might also include:

- ERPKick Timekeeping practices
- Drug testing and background checks
- Safety expectations and testing
- No overtime without approval
- Dress and Demeanor
- Attendance rules
- No Smoking/No Tobacco on campus and around

In addition, TSCTI will ensure that the temporary staff has read and understood the orientation material provided by District, if any. Upon completion of the orientation, all our candidates will be “ready” (according to District’s standards) to start their assignments.

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 1st day.

1.2.3 C. Proposer Response:

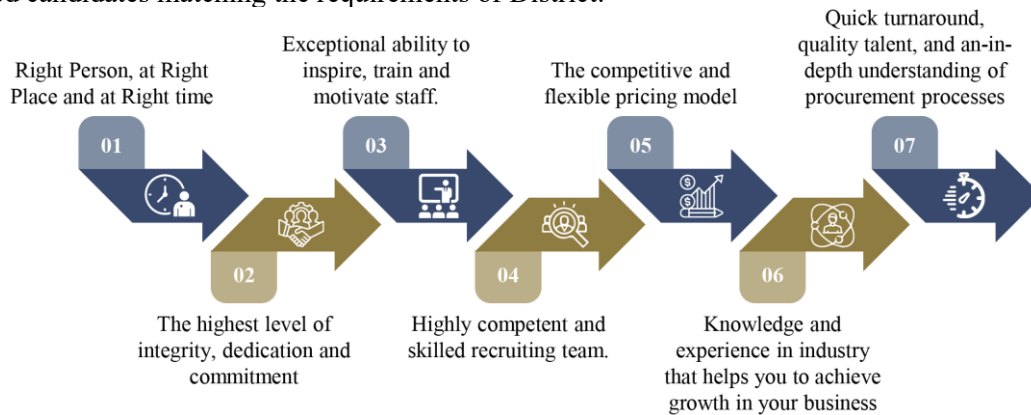
TSCTI method of fulfilling the requested services:

TSCTI has a proven and established ISO 9001:2015 certified recruitment process to source, screen, provide top quality candidates and consistently exceed District’s regulatory and other quality requirements. TSCTI recruiting philosophy centers on “Making the Right Match” through an internal resume database of pre-vetted resumes, access to various job sites, internal pool of consultants and experienced recruitment team who are skilled in providing qualified staff for fulfilling staffing requests.

The process for providing the temporary staffing service will initiate when the District representative will raise a requirement for the staff. TSCTI understands that the District’s hiring manager creates a service request that specifies resources that are required or the work to be performed. The TSCTI assigned dedicated Account Manager (AM) will be the point of contact and will coordinate with District



and with TSCTI's internal team to manage the requirements (i.e., sourcing network, the recruiters, and other verticals for a successful right match candidate) and provide a suitable staff. TSCTI's AM would also be forwarding TSCTI responses (screened & shortlisted candidates) to District Hiring Manager. The final selection process is to be performed by District after TSCTI has provided the shortlisted and screened candidates matching the requirements of District.



The method of fulfilling the requested services has been provided below.

- **Client requirement analysis:**
 - Understanding needs: TSCTI works with the client to understand the specific requirements for the open position, including skills, experience, and other relevant attributes. This includes fees, responsibilities, and other particulars related to the hiring process.
- **Job posting and promotion:**
 - Creating job listings: Then TSCTI creates detailed job listings based on the client's requirements.
 - Promotion: The job listing is promoted through various channels, such as job boards, social media, and TSCTI's own network to attract potential candidates.
- **Candidate sourcing and screening:**
 - Sourcing candidates: TSCTI identifies potential candidates through various sources like databases, networks, and job platforms.
 - Screening: Applications are reviewed, and candidates are screened based on their skills, experience, and fitness for the role.
- **Initial interviews and assessment:**
 - Conducting interviews: TSCTI conducts initial interviews to further assess the candidates' suitability.
 - Skill assessment: Depending on the role, candidates might undergo skill assessments or technical tests.
- **Shortlisting and client review:**
 - Creating a shortlist: TSCTI selects the most suitable candidates and creates a shortlist.
 - Client review: The shortlisted candidates are presented to the client for review and further evaluation.
- **Client interviews and selection:**
 - Further interviews: The client conducts their own interviews with the shortlisted candidates.
 - Selection: The client selects a candidate and communicates their choice to TSCTI.
- **Job offers and onboarding:**
 - Job Offer: TSCTI extends a job offer to the selected candidate on behalf of the client.
 - Onboarding assistance: TSCTI, depending on the client requirement, may assist with the onboarding process, ensuring a smooth transition for the candidate into their new role.
- **Follow-up and feedback:**
 - Performance check: TSCTI may conduct follow-up checks with both the client and the candidate to ensure satisfaction on both ends, if and as required

- Feedback: TSCTI collects feedback to understand the efficacy of the recruitment process and make any necessary adjustments in the future.
- **Payment and Billing:**
 - Invoicing: TSCTI sends an invoice to the client for the recruitment services provided.
 - Payment: Upon successful placement and depending on the agreement, the client pays TSCTI based on the agreed-upon fee structure.
- **Ongoing relationship management:**
 - Maintaining relationships: TSCTI maintains relationships with both the client and the candidate for future opportunities and placements.
 - Continuous support: TSCTI may provide ongoing support to ensure the placement is successful and address any issues or concerns.

TSCTI's Recruitment Process:

TSCTI's recruitment process is designed to be robust, mature, and efficient, ensuring that it provides the best candidates for the clients. This comprehensive approach to recruitment allows TSCTI to effectively meet the temporary staffing needs of its clients, including those for as-needed services as requested in the RFQu. Here's an overview of the recruitment process:

1. **Customized Staffing Program:** TSCTI begins by building a customized staffing program tailored to meet the client's preferences and specific staffing needs.
2. **Proactive Recruitment Plan:** TSCTI develops a proactive recruitment plan to build a pipeline of qualified candidates, leveraging its current pool of employees and targeting new talent.
3. **Extensive Candidate Database:** TSCTI maintains a database of pre-screened resources, which is continuously growing as they proactively build it based on client requirements.
4. **Experts-Hiring-Experts Model:** TSCTI employs an experts-hiring-experts model, using specialized recruiting strategies and relationship-building techniques to attract niche candidates with professional and technical skill sets.



In addition to the best practices and methods already discussed, TSCTI may offer the following recommendations to benefit District in achieving the purpose and objectives of the RFQu:

- **Strategic Workforce Planning:** TSCTI can assist District in forecasting their staffing needs and developing a strategic plan to ensure that the right talent is available when needed.
- **Enhanced Onboarding:** Implementing an enhanced onboarding process for temporary staff to quickly acclimatize them to District's culture and expectations, reducing the time to productivity.
- **Continuous Improvement:** Establishing a feedback loop with District to continually assess and improve the staffing services provided, ensuring they evolve with the institution's changing needs.

- **Compliance Management:** Offering expertise in regulatory compliance to ensure that all temporary staffing solutions adhere to the latest laws and regulations, particularly those relevant to educational institutions.
- **Diversity and Inclusion:** Prioritizing diversity in the recruitment process to bring a wide range of perspectives and experiences to District, enriching the educational environment.

These additional recommendations are designed to provide comprehensive support to District, ensuring that the temporary staffing services not only meet the immediate needs but also contribute to the long-term success and adaptability.

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:

TSCTI shall respond to the Contracting Agencies for service(s) within three (3) business days of a request. TSCTI's Account Management Team will respond and send an acknowledgment of the order. TSCTI possesses the required capabilities to provide candidates within 24-48 hours of receipt of the order, unless required otherwise.

Candidate replacement due to non-performance: In case the TSCTI's contracted staff is to be replaced due to any reason, TSCTI will immediately replace the contracted staff. The contracted staff is communicated by the Human Resource department and the Account Management team immediately escalate the same to the senior management for corrective action. Parallely, the request will be forwarded



to the recruiting team along with complete skill set, qualification and experience requirement and other preferred areas like domain experience.

As part of this process, consultants document their daily tasks are submitted to District and/ or TSCTI Account Manager. Throughout the lifecycle of the project, the status of key milestones is regularly and formally documented. Changes to project scope, timing, or direction are frequently communicated to ensure the project schedule is monitored and clearly understood at all levels. Under normal scenarios, TSCTI's employee must give a notice of a minimum of 10 days before leaving the contract. The newly hired employee works along with the employee during this period for complete knowledge transfer - understand the project, status, and pending tasks/ issues to minimize the project impact.

TSCTI shall keep a record for each substitute teacher and temporary staff who is relieved from service due to unsatisfactory performance and shall not send resumes for nor place a substitute teacher or temporary staff who has had two (2) valid unsatisfactory performance complaints filed against them.

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

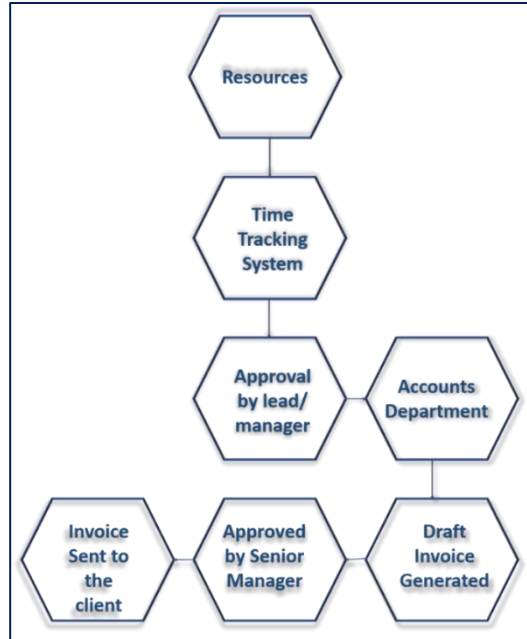
No

Timesheet

TSCTI offers an electronic suite of online tools to increase the efficiency of the ordering, timekeeping, reporting processes and handling the timesheets. TSCTI has ERPKick to collect and record time and attendance information. The accounting system allows for monthly project status reports to be provided to the account manager to effectively manage their contract/(s).

TSCTI timesheet includes

- Automated approval workflow and email notifications.
- Configurable abilities to create new work authorizations.
- Appropriate access to work orders through grouping and project definitions.
- Audit logs and custom reports for employee and approved activity.
- Prior period corrections with required approval in the current period.
- Multiple hierarchical levels of approval.
- Effective procedures for cost accounting (cost accounting standards, contract terms).



Our **timesheet approval** or expense approval process (as shown in the image above) ensures that an employee timesheet is checked and approved by the authorized supervisor, or other designated person. This makes sure that the staff works in accordance with District’s policy and reports the work done correctly for proper invoicing and billing. Two types of approvals are supported by TSCTI in our timekeeping system, ERPKick and, Manual approvals allow employees to route the timesheet or expense manually to their supervisor. This is useful when there is no designated supervisor for the employee, or when the client is set up without requiring any formal approvals. Automated approvals allow us to set up one or more authorized individuals to provide approval for each employee. These individuals may be account managers, supervisors, or any other designated person. As a standard, TSCTI submits separate and distinct payrolling and invoices per consultant. TSCTI is open to District’s requirements and can meet the payrolling, invoicing and billing criteria, if required.



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:

To manage and enhance contract management, TSCTI focuses on excellent service, regular communication, and value-added services by ensuring personalized and timely interactions. TSCTI shall provide an account management team to provide services to District. The team shall be comprised of a primary account manager, secondary account manager; the recruitment team led by the recruitment manager along with 300+ recruiters; finance manager, HR, contract manager. TSCTI account manager shall be the point of contact for all types of communication such as employment requests, availability, scheduling, billing, contract compliance requirements, reports and problem solving with District. TSCTI structures its communication plan according to the needs of the clients.

1. **Identify the stakeholders:** Identify all the stakeholders involved in the project, including the client, team members, and any other relevant parties.
2. **Determine the communication needs:** Determine the communication needs of each stakeholder group. This includes the frequency, mode, and content of communication.
3. **Establish communication channels:** Establish communication channels for each stakeholder group. This includes email, phone, video conferencing, and other modes of communication.
4. **Create a communication schedule:** Create a communication schedule that outlines when and how communication will occur.
5. **Assign roles and responsibilities:** Assign roles and responsibilities for communication to ensure that everyone knows what is expected of them.
6. **Monitor and evaluate:** Monitor and evaluate the effectiveness of the communication plan on a regular basis, making changes as necessary to ensure that the plan is meeting the needs of all stakeholders.

An **example** of Communication Schedule has been provided below, which shall be customized as per the needs.

- Weekly status updates: Every Monday at 9:00 AM via email.
- Monthly progress reports: The first Monday of every month at 9:00 AM via email.
- Quarterly reviews: The first Monday of every quarter at 9:00 AM via video conference.
- Daily check-ins with the project manager: Every weekday at 10:00 AM via phone.
- Weekly team meetings: Every Wednesday at 2:00 PM via video conference.
- Daily schedule updates: As needed via email or phone.
- Weekly feedback sessions: Every Friday at 3:00 PM via video conference.

Issue resolve

TSCTI structures the issue resolving process by handling them in the earlier stage and letting them turn into problems. The issue solving approach consists of a process which has been provided below.

1. **Identify the issue:** Identify the issue that needs to be resolved. This could be related to staffing, scheduling, or any other aspect of the project.

2. **Communicate with the client:** Communicate with the client to understand their concerns and expectations. This helps to identify the root cause of the issue and develop an appropriate solution.
3. **Develop a solution:** Develop a solution to the issue that is aligned with the client’s expectations and requirements. This could involve adjusting the staffing plan, revising the schedule, or taking other corrective actions.
4. **Implement the solution:** Implement the solution in a timely and efficient manner. This may involve working closely with the client and other stakeholders to ensure that the solution is effective.
5. **Monitor and evaluate:** Monitor and evaluate the effectiveness of the solution on a regular basis, make changes as necessary to ensure that the issue is fully resolved.

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
Reddy P. Bollineni	Account Manager	40600 Ann Arbor Rd E Ste 201, Plymouth MI 48170 Phone#: (866)-537-9191 Email: sledproposals@tscti.com
Sandeep Singh	Account Director	8251 Greensboro Drive, McLean, VA 22102 Phone#: (866)-537-9191 Email: sledproposals@tscti.com
Ashley Christina De Sa	Administrator	40600 Ann Arbor Rd E Ste 201, Plymouth MI 48170 Phone#: (866)-537-9191 x 2 Email: sledproposals@tscti.com

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:

TSCTI understands that proper communication plays an important role in successful implementation and execution of any project. TSCTI is focused on taking care of its client's best interests and ensuring that it is delivering the most effective level of service, innovative solutions that bring value to our client base, presenting them properly and timely.

To manage and enhance client relationships, TSCTI focuses on client retention through excellent service, regular communication, and value-added services by ensuring personalized and timely interactions. TSCTI shall provide an account management team to provide services to District. The team shall be comprised of a primary account manager, secondary account manager; the recruitment team led by the recruitment manager along with 300+ recruiters; finance manager, HR, contract manager. TSCTI account manager shall be the point of contact for all types of communication such as employment requests, availability, scheduling, billing, contract compliance requirements, reports and problem solving with District. The contact details shall be shared upon award.

TSCTI Account Manager will always be available online and telephonically accessible. The proposed account management team members have excellent experience to handle similar staffing services contracts with various education sector clients which makes them fully able to handle any situation, no matter how great the hiring volume is or how deep the logistical complexity is, and they are fully authorized to resolve issues, if any.

The regular hours of operations shall be 8 am to 7pm, Monday through Friday. Apart from the regular hours, an alternate Account Manager shall be available 24/7 for emergency needs in the absence of the Account Manager. TSCTI has its location of service centers spread across the 50 states of the US while the local location that shall provide services to this contract if awarded shall be 40600 Ann Arbor Rd E Ste 201, Plymouth MI 48170. The regular response time shall be 24 hours while the emergency response times shall be 3-4 hours.

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



22nd Century Technologies, Inc.

Add.: 40600 Ann Arbor Rd E Ste 201, Plymouth MI 48170
Phone: (866)-537-9191 | Fax: 732-537-0888



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:

The average time frames for delivery of services are approximately 24 – 48 hours, unless otherwise required by the District.

TSCTI’s Standard timeframe for delivery of the services has been provided below:

Tasks	Responsibilities	Recruitment Timeline (Number of Hours)					
		<=2	2 - 8	8 - 12	12 - 16	16 - 24	24 - 48*
Note: These are examples of steps. Each case may be different.							

A. Client Requisition							
Analyzing client staff requisition and writing the synopsis of the requisition	Account Manager						
Submitting position descriptions and client requirements in the JobDiva tool							
Identify any necessary qualifications							
Assigning to TSCTI team lead through the JobDiva tool	Recruitment Manager						
B. Identify Consultant (3 – 5 candidates)							
Check if there is a matching skilled candidate available “on the bench”	Technical Recruiting Team						
Identifying existing skill sets and candidates within the TSCTI JobDiva database							
Posting jobs to external job sites (TSCTI website, Dice.com, Monster.com, CareerBuilder.com and shared with approved subcontractors).							
Sourcing candidates from various job sites by conducting Boolean searches and detailed communication with prospective candidates.							
Sourcing candidates from our internal employee pool.							
Sharing the requirements with our candidates by posting them on our internal website for internal referrals.							
C. Pre-Screening & Interview (TSCTI Level)							
Executing a comprehensive prescreening that confirms motivation, previous experience, salary, skill level, required education/certification/ license, clearance, and potential team fit.	Technical Recruiting Team						
Prescreening includes domain tests general knowledge tests bilingual tests							

Discussing salary requirements and relocation needs with candidates							
Providing TSCTI overview and explaining benefits							
Evaluating attitude and aptitude by discussing team scenarios							
Technical Skill Evaluation Conducting an initial assessment of the candidate's technical qualifications Conducting detailed technical interviews based on job requirement	SME's						
Soft Skills Evaluation Evaluating candidate's communication, creativity, analytical thinking, diplomacy, flexibility, change-readiness, problem-solving, leadership, team building, and listening skills							
D. Evaluation (TSCTI Level)							
Preparing the feedback form to summarize the results of the interview and update JobDiva with qualified candidates	Recruitment Manager						
Relaying interview results to the candidates							
Checking candidate's references	Account Manager						
E. Submission to Client							
Creating skilled matrix matching required skills with experience of candidates to present consistent skill summary to client	Recruitment Manager						
Submitting resumes with a Skill summary of the selected candidates and references to District	Account Manager						

The cost has been provided in the “Attachment B – Pricing” section while there are no costs associated with the service models apart from the Attachment B – Pricing.

TSCTI has the capacity to receive orders electronically, by phone, facsimile, and by written order, as required by the District. A state-wide toll-free phone number for phone orders is provided (888-998-7284). Moreover, TSCTI has invested in creating an online system that we call “eOrder” which is a key component in TSCTI’s innovative collection of order management tools created to help our clients streamline the hiring process. Because it is online, eOrder gives District the flexibility to place orders for required candidates and track the order 24/7. HVS can expect quick order fulfillment, local, personal service, and qualified personnel, every time. TSCTI’s local office has the order via eOrder, our local office will work with HVS directly through the candidate submittal and selection 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:

There are no services or regions of the state that might require a longer timeframe for TSCTI to fulfill.

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:

TSCTI shall maintain a record of all unsatisfactory performance complaints received, including any investigations filed against a Substitute Teacher or Temporary Staff by the District.

Moreover, TSCTI provides a multitude of reporting mechanisms to report to our internal management teams and client stakeholders that not only control costs but allows client management teams to continue to focus on critical core business functions. Reports can be scheduled for automatic delivery to the client's representative on a quarterly basis. Any reports needed by our clients for analysis can be directly executable within the standard timeframe of 1 -2 business days. TSCTI reporting database serves as a repository for all contract data, available for extended analysis, and updated in real-time. All contract data is available i.e., Active Requisitions Report, Usage Reports, Engaged Candidate Report, Engagement Budgeted Hours, Engagement End Dates Based on Hours Remaining. Along with engagements by candidate with spend, candidate, engagement, and timesheet history are stored within the tool and is available for reporting.

Ad-hoc reports can be delivered in multiple formats, including Microsoft Excel files, portable document format (PDF) files, or in comma-separated values (CSV). TSCTI meets each quarter with our client's stakeholders to review performance metrics, industry best practices, and other business and strategic issues that affect the contract. Through our monthly/quarterly/annually report, we will present market trends, our analysis of contract issues, and any relevant practices from our other clients. This is also a time to conduct a checkpoint on performance and make recommendations for improvement. TSCTI can produce these reports in the format of Microsoft PowerPoint slides or a full narrative document.

Also, at TSCTI, we keep reports for tracking and statistical purposes for each consultant we submit to our client through ATS – Job Diva. ATS helps us to keep track of each consultant's status. The reports are tracked till the candidate completes his/her tenure. After placement, any candidate is removed from an assignment, TSCTI's recruitment manager alerts the management and the recruitment team to either blacklist the applicant or to remove the resume from the database and from the ATS – Job Diva, to ensure the same candidate is not submitted as a potential candidate for another department within the same client.

Types of reports generated from Job Diva:

User reports	Termination (end of project) Report	HR Reports
Productivity Reports	Technical reports	Hires Report
Job Activity reports	Employee Report	Applicant Report
EEO Report	On-Boarding Documents Report	Employees on Bench

Sample Report

Monthly Report (Sample)

1. Number and type of Temporary Staff placed at each

- o Temporary Staff Start date and projected end date
- o Supervisor/Program Manager Name

Number of Temporary Staff placed		Name of the Agency	
Name of Temporary Staff:	First Name	Middle Name	Last Name
Start Date	Projected End Date		
Supervisor/Program Manager Name			

2. Number of hours worked to date by each Temporary Staff employee.

- o Hours must be broken down by pay period and totalled for the month.
- o Indicate how many available hours each Temporary Staff employee has left for their assignment with the State.

Number of Hours worked		Total number of months	
Pay Period Start Date		Pay Period End Date	
Name of the Employee		Number of Hours left the assignment	

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:

N/A.



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:

For the Management of this project, TSCTI will assign a dedicated account management team after the award of the contract. The dedicated account management team will be responsible for keeping track of District's contract requirements and will be available to perform and provide substitute teachers and temporary staffing services. TSCTI is a locally operated firm, overseeing the complete spectrum of operations associated with substitute and temporary staffing services for our local office. TSCTI local office, situated in the State of Michigan, in Plymouth, will serve as the hub for managing all functions reducing any administrative latency. Our local Account Management Team possesses a comprehensive understanding of the pertinent legal frameworks governing educational institutions, ensuring that we are well-versed and compliant with all applicable laws and regulations in this domain including but not limited to curriculum standards, Teacher Certifications, and No tobacco/No smoking requirements.

TSCTI local Account Manager has extensive knowledge of local demographics, labor conditions, unemployment rates, and statistical workforce projections in the State of Michigan. The Account Manager is adept at recruiting substitutes and temp staff in accordance with the District's specific requirements. This extensive and well-coordinated team ensures a swift and effective response to District's requirements, contributing to successful contract outcomes. Additionally, TSCTI maintains offices in Ohio, Indiana, Wisconsin, and Minnesota, along with other states. In times of urgency or as per District's needs, our Account Management Team will collaborate across these locations to promptly address and fulfill the District's requirements. The various State Account Management Teams will work in tandem, ensuring efficient coordination in candidate staffing efforts.

Through its vast experience in the education sector, TSCTI understands that Districts seeking candidates typically look for a combination of academic achievements and personal qualities. In the context of schools, laws and regulations related to safety are designed to ensure a safe and healthy environment for all. Contemplating these requirements shall help District maintain high standards and create a safe and effective environment for both students and staff by thoroughly vetting potential employees, considering the below.

- **Occupational Safety and Health Regulations:** These ensure that workplaces, including universities, are safe for all employees, including laborers. They cover aspects like hazard communication, emergency response, and injury reporting.
- **Labor Codes:** Comprehensive labor codes may include provisions for the safety, health, and working conditions of all workers, including those in educational settings.
- **Workplace Safety Laws:** Specific laws may address issues such as the handling of hazardous materials, machinery safety, and the provision of personal protective equipment.
- **Environmental Health and Safety Standards:** Universities must comply with standards that protect the environment and promote the health and safety of the university community.
- **School Safety Laws:** Laws that address the safety and well-being of students and staff, including emergency preparedness and response.



- **Training and Orientation:** TSCTI candidates undergo specific training on school safety protocols and emergency procedures. We provide orientation sessions to familiarize staff with the layout of the facilities, emergency exits, and key safety features.
- **Emergency Response Plans:** If required, TSCTI will collaborate with District to develop and implement comprehensive emergency response plans. Regular drills and simulations are conducted to ensure that staff are well-prepared for various emergency scenarios.
- **Communication Protocols:** TSCTI's Account Manager will maintain clear communication channels with the District administrators to promptly address any security concerns or issues. Regular updates on safety measures and protocols will be provided by our Account Manager to the provided candidates.
- **Technology Integration:** We leverage software (ERPKick) for time and attendance tracking, ensuring accurate records of staff presence on school premises are maintained and tracked.

TSCTI screens candidates through various methods to keep safe and secure facilities.

- **Criminal background check:** Conduct a thorough criminal background check on all potential substitute teachers and temporary staff. This check includes a review of the candidate's criminal history, including any convictions or pending charges.
- **Employment verification:** TSCTI verifies the candidate's employment history to ensure that they have the necessary experience and qualifications to perform their duties.
- **Reference check:** TSCTI conducts a reference check to verify the candidate's work history and performance. This check includes contacting previous employers and colleagues to obtain feedback on the candidate's work.
- **Drug screening:** TSCTI conducts a drug screening to ensure that the candidate is free from any illegal substances.
- **Education verification:** TSCTI verifies the candidate's educational qualifications to ensure that they have the necessary degrees and certifications to perform their duties.
- **Child abuse clearance:** TSCTI obtains a child abuse clearance certificate for all substitute teachers and temporary staff.

TSCTI has a well-defined and documented background check policy. Under this policy, depending upon the client requirement, candidates are subjected to compulsory pre-employment background check. Some reasons why TSCTI conducts background screening and drug testing are:

- To ensure the safety and security of the workplace and the clients
- To comply with the state or federal laws and regulations
- To meet the client's expectations and standards
- To prevent the cost and risk of bad hires

TSCTI follows a PMBOK-approved screening procedure to vet each employee working in the organization and for the clients. TSCTI background screening process and drug testing varies depending on the type of job, the industry, and the client’s requirements. TSCTI shall work with District to customize the background check process that meets District’s requirements. Candidates can be screened pre-hire, pre-offer, pre-joining, post-offer, or post-joining. With a focus on innovation, TSCTI functions on a smart technology solution which makes the end-to-end process error-proof and speed-oriented. Once a candidate is being selected by District, an independent third-party agency performs a background check on the selected candidates. We rely on Quest Diagnostics and CareerBuilder to perform in-depth drug testing and background checks respectively. However, some general steps and guidelines are as follows:



- The candidate is notified and is required to sign a consent and authorization form as to the procedures set forth in our Background Check Policy. It starts when the candidate submits the duly filled background verification (BGV) form along with supporting documents. The BGV form also contains the self-declaration, binding the candidate’s employment in that organization subject to clearance of all the checks positively.
- The candidate signs the Letter of Authority (LOA) empowering the TSCTI to carry all the relevant checks. In turn TSCTI itself or gives the LOA to BGV agency to carry out verification process.
- The coverage of each check depends on the criteria’s decided at the time of signing the contractual obligation. Also, not necessary all the checks to be done to the candidates. It varies on the client’s requirement, the industry it pertains to, candidate’s profile, nature of work etc.
- TSCTI receives the results of the background screening along with the drug test and reviews them. TSCTI notifies of the results and the status of the application. If the candidate passes the screening and the test, they are offered a job or assigned to the client. If they fail the screening or the test, they are disqualified from the job or the assignment.
- TSCTI shall notify District in writing regarding the result of the background checking conducted for a candidate. The candidates successfully clearing the background check to proceed to join District.

Background Check

TSCTI’s partnered agency has the resources to perform a variety of background checks, including:

- | | | |
|--------------------------|--------------------------------|--------------------------------|
| ○ Academic Record Check | ○ Database Check | ○ Reference Check |
| ○ Civil Litigation Check | ○ Emerging Background Checks | ○ Residence Check |
| ○ Credentials Check | ○ Employment Eligibility Check | ○ Social Security verification |
| ○ Criminal Record Check | ○ Identity Check | ○ Social Media Check |

Furthermore, TSCTI can complete back checks like misdemeanours and felonies (i.e., assault, burglary, disorderly conduct, domestic violence, drug-related convictions, Driving Under the Influence (DUI); Driving While Intoxicated (DWI), failure to appear in court, larceny, shoplifting, trespassing, etc.).

Drug Test

TSCTI conducts a drug test that is required for safety-sensitive employees. The drug test may be a urine test that detects the presence of certain drugs and alcohol in the system.

Drug Test

The drug test can be done at three levels: viz, 5 Panel, 9-panel, and 10-panel drug test.

Drugs covered in 10 Panel Drug Test:

- | | |
|---|-------------------|
| • Cocaine | • THC (Marijuana) |
| • Amphetamine | • Propoxyphene |
| • Methamphetamine | • Methadone |
| • Opiates such as Heroin, Codeine, and Morphine | • Barbiturates |
| • Phencyclidine or PCP | • Benzodiazepines |

Drugs covered in 5 Panel Drug Test:

- Hallucinogenic drug PCP
- Marijuana
- Cocaine
- Methamphetamines/amphetamines
- Opiates

Details Covered in Final Report. The final report will comprise the test details and remarks.



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:

1. Generally

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

2. Ordering Process Capabilities

TSCTI has the capacity to receive orders electronically, by phone, facsimile, and by written order, as required by the District. A state-wide toll-free phone number for phone orders is provided (888-998-7284). TSCTI has invested in an advanced online system called “eOrder” (JobDiva) that serves as a key component of our innovative order management tools. This online platform allows clients to place orders for temporary staffing and track them. Our eOrder system ensures quick order fulfillment, providing clients with local, personal service, and access to qualified personnel.

TSCTI eOrder system incorporates internal controls to maintain the security and integrity of the ordering process. TSCTI implements verification protocols and access controls to ensure that only authorized individuals can place orders, aligning with the commitment to security and accuracy. TSCTI's eOrder system, complemented by our comprehensive ordering and customer service capabilities, ensures a streamlined and reliable experience for our clients. TSCTI prioritizes accessibility, accuracy, and security in our processes, leveraging technology to enhance the efficiency of the hiring and order management process.

TSCTI customer services capabilities include a wide range of activities such as answering questions, resolving complaints, interacting with customers, following up on customer issues, and providing guidance and advice. TSCTI customer services are personalized, competent, convenient, and proactive through professionals with strong problem-solving skills, patience, and attentiveness.

TSCTI provides customer support to its clients by assigning one Account Manager for every individual client/account it holds. The Account Manager is responsible for handling routine activities or issues related to the project with our client and ensuring the smooth functioning of the project on a regular basis. As a healthy practice, our Account Manager interacts with the client representative by holding one to one



meeting on a weekly or monthly basis with the permission of the client and addresses problems and concerns affecting the project as well as shares other relevant information.

TSCTI value addition to District by providing Customer Service Support:

- **High Retention:** TSCTI has continued to retain candidates from the required titles in the RFQu.
- **Financial Management:** TSCTI worked closely with the Account Manager in ensuring continuity of mission critical resources on a low budget.
- **Customer Focus:** We have always given precedence to the client's success over company profitability.
- **Training:** We have provided Trainings on CMMI processes, new technologies and achieved Certifications
- **High Availability:** TSCTI has ensured 24x7 availability of the client interfacing team.

Simply put, we take pride in what we do, while complete customer satisfaction is our top priority, and we intend to provide the same to District.

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.

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.

TSCTI shall provide the services at the proposed rates outlined in Attachment B – Pricing for the entire term of the Agreement and the pricing reflects Net 30 payment terms.

TSCTI agrees to supply the services that each customer requires for Quantity Term.

TSCTI has read and understands that the Huron Valley and local units of government are exempt from sales tax for direct purchases and TSCTI prices do not include sales tax.

TSCTI has read and understands that the 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, TSCTI's prices shall not include the Federal Excise Tax.

TSCTI uses its cooperative contracts as promotions to market other agencies by sending out calls, emails and advertising materials, once awarded so that the public entities can utilize competitively bid contracts without having to go through the bid process themselves.



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

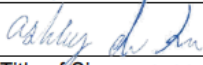


2.1 COMPANY PROFILE



MAC

2.1 Company Profile

Official Name of Bidder: 22nd Century Technologies, Inc.		Type of Entity/Organization (check one): <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other: _____
Street Address: 40600 Ann Arbor Rd E Ste 201		
City: Plymouth		
State: MI	Zip Code: 48170	
Website: www.tscti.com		
Primary Contact Name: Ashley Christina De Sa		
Primary Contact Phone Number (866)-537-9191 Ext: 2		
Primary Contact Email Address: sledproposals@tscti.com		
Dunn & Bradstreet (D&B) Number (if applicable): 028619588		
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: Founded in 1997, TSCTI has more than 26 years of experience in delivering Substitute Teachers and Temporary Staffing Services.		
Signature: 		
Name and Title of Signer: Ashley Christina De Sa, Administrator		
Date: 12/21/2023		

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



CURRENT COPY OF A W-9

<p>Form W-9 (Rev. November 2017) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Print or type. See Specific instructions on page 3.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. 22nd Century Technologies, Inc.</p> <p>2 Business name/disregarded entity name, if different from above Same as above</p> <p>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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S</p> <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.</p> <p><input type="checkbox"/> Other (see instructions) ▶</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 8251 Greensboro Drive, Suite 900</p> <p>6 City, state, and ZIP code McLean, VA 22102</p>	<p>7 List account number(s) here (optional)</p>

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 2 - 3 5 0 2 1 2 1	

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	<p>Signature of U.S. person ▶ <i>Ashley D. ...</i></p>	<p>Date ▶ 12/21/2023</p>
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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.

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-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



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: Fort Bend Independent School District	
Contact Name: Jamelah Roberts-Hassan	Title: Human Resources
City: Sugar Land	State: TX
Phone Number: 281-634-1714	Years Served: 2018 - Present
Description of Services: Substitute teachers and staffing services	
Annual Volume: \$3.75 Million	

Entity Name: Buffalo Public Schools	
Contact Name: Molly Halady	Title: Supervisor of Title 1
City: Buffalo	State: NY
Phone Number: (716) 816-3966	Years Served: 2019 - Present
Description of Services: Staffing services and Substitute Teachers	
Annual Volume: \$3.05 Million	

Entity Name: Palm Beach County School Food Service	
Contact Name: Charlene Young	Title: Site Based Operations Manager
City: West Palm Beach	State: FL
Phone Number: (561) 383-2035	Years Served: 2021 - 2024
Description of Services: Temporary Staffing Services	
Annual Volume: \$2.6 Million	



2.3 ASSURANCES AND CERTIFICATIONS



MAC

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).

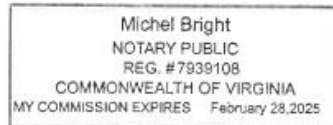
Assurance Regarding Access to Records and Financial Statements

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: 12/15/2023



Notary	
State of	VA
County of	FAIRFAX
Sworn to and subscribed before me, a notary public in and for the above state and county, on this 4 day of JANUARY, 2024.	
Notary Public	Michel Bright
My commission expires:	02/28/2025



2.4 DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP



MAC

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.**

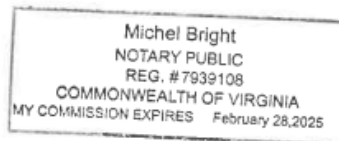
The members of the Huron Valley Schools Board of Education are listed on the following website:
<https://www.hvs.org/page/board-of-education>

Dr. Paul Salah is Huron Valley Schools' Superintendent.

The Following are the familial relationships:

There are none.

Vendor Signature: <i>Asheley de la...</i>
Date: 12/15/2023



Notary	
State of	<u>VA</u>
County of	<u>FAIRFAX</u>
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>4</u> day of <u>JANUARY</u> , 20 <u>24</u> .	
Notary Public	<i>Michel Bright</i>
My commission expires:	<u>02/28/2025</u>



NON-COLLUSION AFFIDAVIT



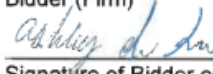
MAC

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
) ss:
[NAME OF COUNTY])

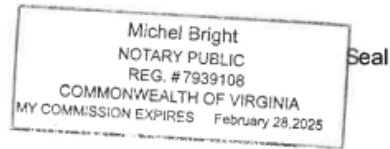
The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to 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.

22nd Century Technologies, Inc.
Bidder (Firm)

Signature of Bidder or Agent

Subscribed and sworn to before me this 4 day of JANUARY, 2024
My commission expires: 02/28/2024
County of residence: FAIRFAX


Notary Public Signature



(Return this completed form with bid package)

APPENDIX A –REGIONAL SERVICES MAP



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:

TSCTI shall provide services to all regions: Upper Peninsula, Northwest, Northeast, West, East Central, East, South Central, Southwest, Southeast, and Detroit Metro.
The pricing applies to all the regions in Appendix-A for the District.



ATTACHMENT B – PRICING



MAC

Attachment B – Pricing

Company Name: 22nd Century Technologies, Inc.

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	\$144.00	\$72.00	\$187.20	\$93.60	30%	30%
2. Coaching	\$136.00	\$68.00	\$176.80	\$88.40	30%	30%
3. Childcare Aides	\$120.00	\$60.00	\$156.00	\$78.00	30%	30%
4. Recess Aides	\$112.00	\$56.00	\$145.60	\$72.80	30%	30%
5. Recreation and Education (Lifeguards)	\$128.00	\$64.00	\$166.40	\$83.20	30%	30%
6. Paraprofessionals	\$120.00	\$60.00	\$156.00	\$78.00	30%	30%
7. Clerical Staff	\$128.00	\$64.00	\$166.40	\$83.20	30%	30%
8. Janitorial Services	\$120.00	\$60.00	\$156.00	\$78.00	30%	30%
9. Food Services						
a. Kitchen Staff	\$120.00	\$60.00	\$156.00	\$78.00	30%	30%
b. Lunch Aides	\$128.00	\$64.00	\$166.40	\$83.20	30%	30%
c. Other	\$144.00	\$72.00	\$187.20	\$93.60	30%	30%
10. Transportation Services	\$160.00	\$80.00	\$208.00	\$104.00	30%	30%
11. General Maintenance & Labor Services	\$144.00	\$72.00	\$187.20	\$93.60	30%	30%

