



Muscogee County School District
Columbus, Georgia

REQUEST FOR PROPOSAL For TEMPORARY STAFF SERVICES

RFP NUMBER 24-003

For all questions about this RFP contact:

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PROPOSAL CHECKLIST

This standardized checklist has been provided to assist the vendor with the submission of their Proposal package. This checklist cannot be construed as identifying all required submittal documents for this project. Vendors remain responsible for reading the entire Proposal document to ensure that they are in compliance. Proposals may be considered subject to rejection if, in the sole opinion of the District, there is a serious omission, unauthorized alteration of form, an unauthorized alternate Proposal, incomplete or unbalanced unit price, or irregularities of any kind.

- ☐ Proposal Signature and Certification Form – all information completed and signed
- ☐ Financial Form – signed
- ☐ Federal Work Authorization Contractor Affidavit (if awarded)
- ☐ Federal Work Authorization Subcontractor Affidavit (if awarded)
- ☐ Exceptions or Deviations to Specifications – signed and/or information completed
- ☐ Disclosure of Subcontractors, Subconsultants, and Suppliers – signed and/or information completed
- ☐ Reference Request Form – list three (3) references of similar size and scope
- ☐ W-9 – completed and signed (if not a District registered vendor)
- ☐ Sample Contract – provide a sample contract intended to use if awarded the contract
- ☐ Copy of Business License
- ☐ Copy of Required/Applicable Licenses or Certifications per Specifications
- ☐ Required Number of Copies of the Proposal.

1.0 INTRODUCTION

1.1 Objective – Purpose of Procurement

- A. The objective of this Request for Proposal (RFP) is to secure the services of a temporary employment agency(ies) to provide:
- 1) On a regular workday basis, temporary employees to fill the positions of School Nutrition cashiers, culinary technicians, and cashiers/culinary technicians, and;
 - 2) On an as-needed basis, clerical support throughout the school district, and;
 - 3) On an as-needed basis, general maintenance workers to assist the Plant Services Department, and;
 - 4) On an as-needed basis, custodians, and other critical need positions as determined by Human Resources.
- B. MCSD intends to contract with one or two qualified proposer(s) based upon the qualifications of the proposer(s) and the categories of services it is able to provide.

In using this method for solicitation, we are requesting your best effort in seeking the greatest value for our requirements. To be eligible for consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected provider to meet all specifications and guidelines set forth herein, in addition to all applicable laws and regulations. Muscogee County School District (MCSD), at its discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Muscogee County School District (MCSD).

- B. The laws of the State of Georgia shall prevail concerning all purchases of products and services under this RFP and subsequent contract(s). Venue shall be in the court of competent jurisdiction in Columbus, Muscogee County, Georgia. Several Georgia statutes proscribe jurisdiction and venue for different types of cases that involve state agencies. Any provision that requires legal action that would require travel by MCSD employees likely violates the Constitutional provisions noted above.

C. Scope of Work

- 1) The selected temporary employment agency(ies) shall provide competent temporary personnel in a timely manner to fill the positions of:
 - School Nutrition Culinary Technician
 - School Nutrition Cashier/Culinary Technician
 - Clerical Support
 - General Maintenance Workers
 - Custodians
 - Administrative Professionals
 - Maintenance Technician
 - Other (job description provided as needed)

- 2) Job descriptions for these positions are shown on Appendix C.
- 3) The temporary agency(ies) shall provide all the associated functions related to employment and personnel for these positions.
- 4) The temporary agency(ies) must be qualified to provide temporary staff services for the school system.
- 5) These temporary employees shall be placed in any location of the Muscogee County School District.
- 6) Recruiting services provided by the temporary agency(ies):
 - a. Interviewing.
 - b. Screening against the job description.
 - c. The staffing agency(ies) must implement a thorough criminal records check to meet the guidelines of Georgia School Code 20-2-211 € (1) and the Muscogee County School District Criminal Background Check policy. This includes requiring the employee to report in writing to the agency any criminal offense in the State of Georgia or any other state in the United States whether the criminal offense is a felony or misdemeanor after their hire date with the staffing agency within three days of the offense. The basis for the thorough background check is to ensure the safety of the students in Muscogee County School District care.
 - d. Any felony charges must be reviewed by the MCSD Human Resources Division prior to working as a temporary employee in MCSD.
 - e. Immigration/Homeland Security Check, E-Verify.
 - f. Verification of education.
 - g. Skills test (basic math for cashier positions) (for clerical-basic office math, alphabetizing, grammar, proofreading, spelling, keyboarding at least 35 words per minute, formatting a business letter in Microsoft Word).
 - h. Work-related reference checks subject to MCSD Human Resources inspection.
- 7) Orientation services provided by the temporary services shall include:
 - a. Safety training
 - b. Work hours
 - c. Reporting procedures/absences/overtime
 - d. Job duties
 - e. Dress code (provided by MCSD)
 - f. Pay procedures
 - g. MCSD policies
- 8) All benefits offered to the temporary employee shall be from the temporary employment agency(ies). These benefits include but are not limited to, wages, worker's compensation, insurance premiums, unemployment, income tax, and social security tax. MCSD shall supply no benefits.
- 9) The selected temporary agency(ies) shall perform all functions related to payroll and associated taxes.
- 10) Invoices and billing reports shall be broken down by location and sent to the MCSD Division of Financial Services on a weekly basis.
- 11) The selected temporary agency(ies) shall provide a staffing coordinator on call 24 hours a day, seven days a week.
- 12) The MCSD Division of Human Resources shall be the Contract Administrator for this contract once awarded.

- 13) MCSD offers no guarantee of future full-time employment.
- 14) The selected temporary agency(ies) shall be an independent contractor and have no authority to make any binding commitments or obligations on behalf of the MCSD. All temporary employees provided under this contract are employees of the temporary employment agency(ies) and are not employees of MCSD for any purpose including, but not limited to, hiring and termination.
- 15) At the discretion of the MCSD, the alternate vendor(s) will be used when the awarded vendor(s) are unable to fill MCSD needs at a particular time.
- 16) Paycheck Services: The responsibility for distribution and collection of time sheets are the service provider's responsibility. The proposal shall include the intended procedure for distribution, collection of time sheets, and calculating and verifying hours to MCSD. The MCSD personnel will verify the actual hours worked. In addition, the proposer will describe the method the calculations will be made and how they will come to the MCSD. Billing shall be directed to the MCSD Accounts Payable Department and the requesting department. The service provider will invoice MCSD each week for the services of the Assigned Employees at agreed-upon rates. Approved invoice payments will be made weekly.

1.2 Background

- A. The Muscogee County School District is the public school system serving the Columbus, GA area. There are currently 56 schools and alternative centers educating over 30,000 students. The Muscogee County School District is the area's largest employer-after neighboring Ft. Benning-with approximately 5,000 employees.
- B. The District currently uses the services of one temporary staff service agency.

1.3 Schedule of Events

This Request for Proposal will be governed by the following schedule:

08/28/2023	Release of RFP
09/01/2023 @ 3:00 pm EST	Deadline for Written Questions
09/05/2023	Answers to all Written Questions Posted on the MCSD Website
09/18/2023 @ 1:00 pm EST	Proposals Due
10/23/2023	Contract Awarded (at Board Meeting)
01/01/2024	Contractor Begins Work

1.4 Restrictions on Communications with Staff

A. All questions about this RFP must be directed in writing to:

Aileen Arrighi, CPPB
Purchasing Manager
Muscogee County School District
P.O. Box 2427
2960 Macon Road
Columbus, GA 31902
Office: 706-748-2352, Fax 478-223-0199
arrighi.aileen@muscogee.k12.ga.us

- B. No other MCSD employee shall be contacted regarding this RFP. The school district reserves the right to reject the proposal of any proposer violating this provision. If any vendor finds discrepancies or omissions in this RFP or is in doubt as to the meaning of a particular requirement, submit notifications and questions in writing or via e-mail for interpretation, correction, or clarification. Only written questions and written answers regarding this RFP shall be binding. Answers will be posted to the MCSD website after that date.
- C. Procedures for formal protests of RFPs are available at www.muscogee.k12.ga.us > Vendors > Additional Information.

1.5 Contract Term

- A. The initial contract term is for one year, from January 1, 2024 through December 31, 2024 with two additional one-year options to renew. Renewals shall be based on the fiscal year and shall depend upon funding, contractor performance, and agreement by both parties.
- B. In compliance with State of Georgia law, O.C.G.A. 20-2-506, the contract shall terminate absolutely and without further obligation at the close of the calendar year. The contract shall automatically renew, unless positive action is taken by the school system, and shall terminate at the end of the contract period.
- C. Georgia law at OCGA s 20-2-506 contains very specific provisions regarding the limited authority of school boards to enter into contracts whose terms could financially obligate future boards of education. Boilerplate or standard termination clauses, therefore, are often problematic for the MCSD. A board of education cannot unreasonably financially obligate a future board of education. The terms of the law will be summarized below, as a thorough discussion of the requirements is outside of the scope of this document. Under certain conditions, school systems may enter into multi-year lease, purchase, or lease-purchase contracts, and these contracts may be used to acquire construction project sites or buildings, or for other purposes. Each such contract must terminate at the end of the calendar year in which the contract was entered into, and at the end of each succeeding calendar year. The contract may provide that it shall be automatically renewed for each successive year unless the school system takes affirmative steps to terminate the contract. The contract must contain a clear statement of the school system's total financial obligation for the original and each succeeding calendar year. Except for guaranteed energy savings contracts, the total value of

all such contracts for any calendar year may not exceed 7.5 percent of the total local revenue collected in the most recently completed fiscal year. Failure to comply with the specific requirements of the code section can make the contract void.

2.0 TERMS AND CONDITIONS

2.1 Muscogee County School District Reserves the Right to:

- A. Waive formalities and technicalities in any proposal.
- B. Reject any and/or all proposals wherein its judgment will be in the best interest of the school district.
- C. Accept the proposal that in its judgment will be in the best interest of the school district.
- D. At its option, award on an individual component or a lump sum basis.
- E. Award this contract to the vendor who in the school district's opinion is most responsive and responsible, and will perform in the best interest of the school district.
- F. Cancel or amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Muscogee County School District website at www.muscogee.k12.ga.us. Proposers are encouraged to check this website frequently.
- G. Determine whether or not a product is equal or equivalent to specifications.
- H. Retain proposals and all submitted documentation.

2.2 Proposal Period

- A. All proposals must be valid for at least 90 days after the proposal due date.
- B. A submitted proposal may be withdrawn prior to the due date by a written request to the Director of Purchasing. A request to withdraw a proposal must be signed by an authorized individual from the vendor's company.
- C. The cost for developing and delivering the proposal is the sole responsibility of the proposer.

2.3 Contract

- A. The proposer shall provide a sample contract which they intend to use if awarded the contract. After the award, the winning proposer shall be required to enter into discussions with the school district to resolve any contractual differences. Failure to resolve contractual differences may lead to the cancellation of the award. The District will prepare and negotiate a contract with the selected Provider and give consideration, to the extent possible, to Vendor's standard contract and agreement.

- B. The school district reserves the right to modify the contract to be consistent with the successful offer and to negotiate with the successful proposer other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful proposer a competitive advantage.
- C. The contractor shall notify the Muscogee County School District in writing if sub-contractors will be used. The contractor shall list that part of the work the sub-contractor is to furnish or perform and assume complete responsibility for such subcontractor's portion.
- D. A form W-9 must accompany all contracts. All payments will be subject to backup withholdings of 28% if a correct W-9 is not provided. All contracts and invoices must reflect the official name as registered with the IRS.
- E. If you are an independent contractor and are drawing retirement from the Georgia Teachers Retirement System (TRS), you must identify that in your proposal. If any of your employees are drawing retirement from the Georgia Teachers Retirement System, you must identify them and their duties, responsibilities, and relationships as they apply to the goods and services your company will provide to the Muscogee County School District. MCSD will enter into this contract with your company and not with any individuals employed therewith. If you employ individuals who are Georgia TRS retirees, you are responsible for any and all penalties and interest assessed by TRS. You shall indemnify and hold harmless MCSD, its officers, officials, representatives, agents, and employees, from and against any and all claims.

2.4 Equal Opportunity Policy

Vendors shall abide by the school district's non-discrimination policy (DJED). The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, handicap, or national origin. Such action shall include, but shall not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training. It is the further policy of the Board to ensure equal opportunity for minority-owned businesses and minority professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.

2.5 Non-Collusion Certification

- A. The proposer shall certify that the price(s) and amounts of this proposal have been arrived at independently and without consultation, communication, or agreement with any other contractor, proposer, or potential proposer. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, has been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before contract award. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive

proposal or other forms of complementary proposal. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

- B. The proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The proposer understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

2.6 Debarment Certification

The proposer shall certify and swear that neither this vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

2.7 Georgia Security and Immigration Compliance Act of 2006 Certification

The proposer shall certify that the proposer and any subsequent subcontractors have registered with and are participating in a federal work authorization program as outlined in the O.C.G.A. 13-10-91.

2.8 Bonding

- A. The Muscogee County School District may require that proposers furnish bonds as a security for faithful performance in several stages of the proposal process if the project has an estimated cost of \$50,000 or greater. All costs thereof shall be deemed to be included in the proposal price. The school district may waive the bond requirements or require bonds at a lower project cost if it is in the best interest of the school district. The bonds will be used to conform to Georgia law. Failure to provide the bonds when required may be grounds for termination of the contract or non-acceptance of the proposal. Bond requirements will need to be fulfilled before the Purchase Order will be issued and any work performed.
- B. Performance Bond – All performance bonds are to be for 100% of the proposed total price. These bonds shall be furnished to cover the faithful performance of the contract. For multi-year contracts, the successful proposer shall furnish a bond in an amount equal to the value of the first year of this contract, to be renewed on an annual basis, if the option to renew the contract is exercised, prior to execution of the contract. The conditions of such bond shall be that the contractor shall faithfully perform the work called for in the contractual documents. Future bonds for option years shall be in the amount of the bid for the particular option year being renewed. Bonds must be issued by an approved surety firm listed in the Federal Register and licensed to write Surety Insurance in the State of Georgia.
- C. Payment Bonds – The successful proposer shall furnish a payment bond of a surety company authorized to do business in the State of Georgia in an amount equal to 100% of the proposed total price. For multi-year contracts, the successful proposer shall furnish a bond in an amount equal to the value of the first year of this contract, to be renewed on an annual basis,

if the option to renew the contract is exercised, prior to execution of this contract. The conditions of such bond shall be that the contractor shall faithfully pay for all material and labor associated with the work called for in the contractual documents.

2.9 Insurance

The awarded contractors and sub-contractor(s) shall furnish to the MCSD a Certificate of Insurance showing compliance with the limitations listed herein. The Certificate of Insurance must be sent to the Muscogee County School District prior to the commencement of work. MCSD is a member of an interlocal risk management agency, the Georgia School Board Association (GSBA). GSBA Risk Management Services (RMS) offers protection through its group-self-insurance plans for workers' compensation, property, and liability risks. Provisions mandating the MCSD to purchase insurance, increase policy limits, or name the vendor or other third party as an additional insured party cannot be included in contracts with the MCSD.

A. COMPREHENSIVE GENERAL LIABILITY

Standard 1986 ISO (Insurance Services Office) Occurrence Form

Bodily Injury - \$1,000,000 Each Occurrence
- \$2,000,000 per location Aggregate
Property Damage - \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate

Or

Bodily Injury/Property Damage - \$2,000,000 CSL (Combined Single Limit) Each Occurrence/per location Aggregate

- Endorsement affirmatively adding sexual molestation/sexual abuse and/or harassment required.
- Endorsement granting additional insured status to MCSD for ongoing operations (CG 20 10 or equivalent to be reviewed by Risk Management)
- Endorsement granting additional insured status to MCSD for products and completed operations (CG 20 37 or equivalent to be reviewed by Risk Management)
- Endorsement granting waiver of subrogation in favor of MCSD
- Endorsement showing coverage is Primary and Non-contributory to any coverage afforded to MCSD

B. COMPREHENSIVE AUTOMOBILE LIABILITY

Including Owned, Non-Owned, and Hired Vehicles

Bodily Injury/Property Damage - \$1,000,000 CSL per Accident

C. WORKERS' COMPENSATION

Georgia Statutory Coverage

Employer's Liability:

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease Each Employee

- Endorsement granting waiver of subrogation to MCSD

D. UMBRELLA/EXCESS

\$2,000,000 limit of liability for each occurrence and aggregate with any lesser amount approved in advance in writing by the Chief, confirming the policy is following form over General Liability, Auto Liability, and Employers Liability.

E. PROFESSIONAL LIABILITY (if appropriate)

\$1,000,000 per person

Claims Made Form must have a minimum of a 30-Day Extended Reporting Period. If not being provided, the relevant Chief must provide notification in writing in advance to MCSD Risk Management Department clearly stating the rationale for the decision not to provide.

F. Muscogee County School District must be shown as Additional Insured with respect to general liability, automobile liability, and excess liability including products and completed operations. Coverage is provided on a primary and non-contributory basis. A waiver of subrogation applies to general liability and workers' compensation in favor of the Muscogee County School District. Excess coverage is written on a following form policy. Attach a copy of all the required endorsements or state on the certificate that the policy has been specifically endorsed to provide coverage.

G. Sexual molestation/abuse coverage must be presented; this cannot be excluded or omitted without prior written Chief-level approval. The vendor may determine whether this sex molestation / abuse / harassment coverage is provided under its General Liability or Professional Liability coverage. Where the vendor or any of the vendors' employees or agents will be entering into schools or programs while minors are present and/or interacting with students, then the sexual molestation/abuse coverage must be an affirmative grant of coverage. MCSD must be added as an additional insured.

H. Insurance carriers must be rated A or better in the AM Best Guide.

I. Provide a brief description of the service and anticipated dates on school property in the Description of Operations/Locations/Vehicles box.

J. Exclusions other than those found on the ISO Policy Form must be indicated.

K. The certificate must be signed by an authorized insurance representative.

L. The vendor, and any of the vendor's sub-contractors, agree to comply with the provisions of worker's compensation laws of the State of Georgia. A certificate from an insurance company showing issuance of worker's compensation coverage for the State of Georgia or a certificate from the Georgia Worker's Compensation Board showing proof of ability to compensate directly shall be submitted to the Muscogee County School District prior to beginning the work.

M. It shall be stated on every policy or certificate of insurance, as the case may be, that "The insurance company agrees that Policy Number (insert the number) shall not be canceled, changed, or allowed to lapse until thirty (30) days after the Muscogee County School District has received written notice."

- N. The vendor further shall maintain such other insurance (with limits as shown below) that shall protect the vendor and Muscogee County School District from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and the vendor shall furnish the Muscogee County School District certificates and policies of such insurance as shown below.
- O. Warranty – The contractor shall provide at least a one-year warranty indicating that the contractor will, at no cost to the Muscogee County School District, repair or replace new work which fails.
- P. The contractor shall indemnify and hold harmless the Muscogee County School District, its officers, officials, representatives, agents, and employees, from and against any and all claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, except where caused by the active negligence, sole negligence or willful misconduct by the Muscogee County School District. This hold harmless clause is in no way an admission of liability on the part of the Muscogee County School District, or any of its agents, representatives, or employees.
- Q. The MCSD cannot enter into an agreement whereby it agrees to indemnify or hold harmless a vendor or other third party. This language typically looks like “agrees to hold harmless from any liability, personal injury, or property damage arising out of the performance...” There are three legal principles that come into play here. First, indemnification provisions have been held by Georgia courts to be an unauthorized attempt to waive the State’s sovereign immunity. An opinion of the Georgia Attorney General (AG) counsels that an unauthorized attempt to waive sovereign immunity through an indemnification agreement in a contract would be ultra vires and void. 1980 Op. Atty. Gen. 80-67. The Georgia Supreme Court has held that an indemnification clause is invalid where the governmental entity didn’t have express statutory authority to waive its sovereign immunity. *CSX Transp., Inc. v. City of Garden City*, 588 S.E.2d 688 (Ga. 2003). Second, an indemnification violates Georgia’s Constitutional ban on gratuities. The Georgia Constitution does not allow any donation or gratuity or the forgiving of any debt owed to the public. Ga. Const. Art. III, s VI, Para VI (a). The Georgia AG has issued an opinion expressly stating that indemnification provisions are gratuitous undertakings in violation of the gratuities clause. 1980 Op. Atty. Gen. 80-67. Third, the Georgia Constitution does not allow the credit of the state to be pledged or loaned to any individual, company, corporation, or association. Ga. Const. Art. VII s IV Para VIII. The AG has opined that the constitutional debt restriction does not allow any state agency from contractually agreeing to any indemnification or “hold harmless” clause. See 1980 Op., supra. An indemnification is open-ended in nature because, at the time of contracting, neither party knows if nor when it will be triggered. As such, it violates the debt restriction.

2.10 Compliance with Laws

The successful proposer shall procure all permits, bonds, and licenses, pay all charges, taxes, and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the proposal price. The successful proposer shall, at all times, observe and comply with all Federal, State, City, and other laws, codes, ordinances, rules, and regulations in any manner affecting the conduct of the work.

2.11 Muscogee County School District Requirements

- A. Muscogee County School District intends to continue some school business functions during the project. The contractor must coordinate the installation schedule with a representative from the school district. This project must not interfere with any school business function.
- B. Proposers shall carefully examine the worksite to obtain first-hand knowledge of existing conditions.
- C. School District Regulations – The contractor shall follow all applicable Muscogee County School District regulations while on Muscogee County School District property, including the no alcohol, no tobacco products, no weapons, no idling, and drug-free policies.
 - (1) Displays and/or verbiage, including those on vehicles, shirts, or hats of tobacco, illegal drugs, alcoholic beverages, firearms, profane or obscene language, or gestures, is prohibited in accordance with School Board Policies.
 - (2) No products or materials containing asbestos or lead-based paints in any form shall be used in the work of this contract.
 - (3) A safe separation of work areas and occupied areas is required.
 - (4) The Contractor shall comply with the Federal Clean Water Act.

2.12 Funding Out Clause

It is necessary that fiscal funding-out provisions be included in all contracts in which the terms are for periods longer than one year. Therefore, the following funding-out provisions are an integral part of this RFP and must be agreed to by all proposers. The Muscogee County School District may, during the contract period, terminate or discontinue the purchase of goods, services, or systems covered in this RFP at the end of the district's then-current fiscal year and upon 30 days prior written notice to the contracted vendor. Such prior written notice will state:

- That the lack of appropriated funds is the reason for termination, and
- Agreement not to replace the items or services being terminated with items or services with functions similar to those performed by the items or services covered in this RFP from another vendor in the succeeding funding period.

The complete statement "This written notification will thereafter release the District of all further obligations in any way related to such goods, services or systems covered herein." must be included as part of any agreement with the District. No agreement will be considered that does not include this provision for "funding out".

2.13 Payments and Pricing

- A. The payment terms for the District are Net 30. Payment for any work from this contract shall be made upon receipt, inspection, and acceptance of completed work and receipt of proper itemized invoices.
- B. The Muscogee County School District will not pay any penalties for late payment of invoices.

- C. The District is exempt from state sales tax. All federal and state taxes and fees that can be eliminated in sales to public school systems in the State of Georgia should not be included in the proposed price.
- D. Proposed prices shall include all charges to complete the work as specified. All deliveries are FOB destination with the school district assuming ownership and liability at the final destination when the project is complete.
- E. The District has determined issuing payment electronically is the preferred method of payment. The District reserves the right to remit payments using an electronic method in lieu of issuing a check at no additional cost to the District.
- F. Payment of interest / late fees is prohibited by the gratuities clause of the Georgia constitution. Similarly, MCSD cannot enter into an agreement that requires it to pay attorney's fees or goods/services not priced in the contract or authorizes the payment of unknown/unspecified cost increases that cannot be calculated.

2.14 Open Records

You are hereby notified by MCSD that it is the submitting party's obligation to indicate whether any of the information submitted to MCSD constitutes a "trade secret" as defined by law and if so, what specific information constitutes a "trade secret."

The Georgia Open Records Act, as amended in April 2012, requires that any "trade secret" information be designated as such at the time it is provided to a governmental agency. The Act further indicates that a failure to make such a designation may result in a waiver of the right to subsequently claim that such information is confidential or otherwise protected from public disclosure. OCGA 50-18-72 (a) (34).

Specifically, OCGA 50-18-72 (a) (34) states in material part:

"(a) Public disclosure shall not be required for records that are:

(34) Any trade secrets obtained from a person or business entity that is required by law, regulation, bid, or request for proposal to be submitted to an agency. An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall **submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10.** If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not, in fact, constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are

not trade secrets and are subject to disclosure; “

3.0 **PROPOSAL SUBMISSION AND EVALUATION**

3.1 **Proposal Submission**

- A. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the proposer should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.
- B. The proposal must follow the sequence listed in the RFP. The proposal must be divided into two appropriately labeled separate documents – a Technical Submission and a Financial Proposal. **Do not include cost information in the Technical Proposal.**
- C. Provide six (6) printed copies of the technical proposal with one clearly marked as “ORIGINAL”. Provide ONE printed copy of the financial proposal. Provide ONE full digital copy of the proposal on electronic media such as a flash drive in PDF or Microsoft Word format. If there is a discrepancy between a hard copy submission and the companion digital submission, the hard copy will take precedence.
- D. Proposals must be sealed and marked on the outside of the shipping package as follows:
Proposal #24-003 Temporary Staff Services
Due: September 18, 2023 at 1:00 p.m. EST
- E. Submit the proposal to:

Muscogee County School District
Purchasing Department
P.O. Box 2427
Columbus, GA 31902

OR

2960 Macon Road
Columbus, GA 31906
706-748-2349
- F. Any proposal received after the due date and time will not be evaluated. The due date for this proposal is September 18, 2023, at 1:00 PM EST. The proposer has the sole responsibility to ensure that the proposal is delivered to the correct place by the proposal deadline. In order to protect the integrity of the Contracting process, proposals will not be disclosed until after the award and signing of the Contract.
- G. The delivery method of the proposal is by U.S. Mail, Private Mail Service Carriers, or Personal Delivery to the above location only. Faxed and emailed proposals will not be accepted.

3.2 Evaluation Process

A. The evaluation of proposals received on or before the due date and time will be conducted in three phases. If a proposal does not meet the requirements of the Administrative Review phase, it will not be evaluated in future phases.

- (1) **Administrative Review:** The Purchasing Department will review all proposals to determine if they meet the following requirements:
 - a. Submitted by the deadline
 - b. Separate technical submission does not include any information from the Financial Proposal
 - c. The Proposal Certification Signature Page has been submitted with the original signature
 - d. The Contractor Affidavit is submitted
 - e. Proposer indicates with a statement in the Executive Summary that the proposer meets the Mandatory Minimum Requirements listed in section 4.0 of this RFP
- (2) **Technical Proposal Evaluation:** Technical proposals which pass the Administrative Review will be evaluated and scored in categories and may receive a maximum of 400 points.
 - a. Proposals will be scored according to the requirements listed in the Technical Proposal Requirements section (5.0) of this RFP and assigned maximum points as indicated in the table below.
 - b. The following are the maximum possible points of each category:

Section	Technical Merit Categories	Maximum Points	Percent
5.3 5.8.1	Background, experience, and resources proposed	100	25%
5.8.3	Proposers' capabilities to perform the services requested	100	25%
5.8.4	Services to be provided	200	50%
	Total	400	100%

The Technical Proposal with the highest technical points will be adjusted up to a score of 400. All other technical proposals will receive a prorated technical score calculated using the following formula:

$$P/H \times (\text{Maximum points available for Technical Proposal}) = V$$

Where: P = Technical points of the proposal being adjusted
H = Original technical points of the highest-ranking proposal
V = Assigned score for the proposal being adjusted

(3) **Financial Proposal Evaluation**

- a. Proposers shall use only the Financial Proposal Forms provided with the RFP to supply pricing information.
- b. Financial Proposals can receive a maximum of 600 points (the number of points difference in the maximum technical score and 1000 points). The Financial Proposal with the lowest cost will be awarded the full score of 600. All other Financial Proposals will receive a prorated score calculated using the following formula:

$$L/P \times (\text{Maximum points available for Financial Proposal}) = V$$

Where: L = Total Cost of the proposal with the lowest cost
P = Total Cost of the proposal being adjusted
V = Assigned score for the proposal being adjusted

- B. The scores earned by each vendor for each step will be combined and the committee will review the combined score and make a recommendation to award to a vendor.
 - The vendor with the highest total score will be awarded the School Nutrition positions. This is the area with the largest staffing requests.
 - The second-highest-scoring vendor will be awarded all other areas.
 - The award of two vendors will be decided by the school district solely.
- C. The final award of this proposal is contingent upon the approval of the Board of Education.
- D. Selection of a successful proposal is not the end of the contractual process; further negotiation over the contract terms and conditions will be necessary, which, in and of itself, could change the Vendor of choice.
- E. Vendors responding to the original RFP will be notified of their selection or non-selection after the date of Vendor selection.

4.0 MANDATORY MINIMUM REQUIREMENTS

4.1 Proposers Business Qualification Requirements

- A. Proposer is licensed to do business in the State of Georgia, is in good standing with federal, state, and municipal jurisdictions to conduct business with the District, and is not under investigation or engaged in litigation that would hinder the conduct of business.

- B. Proposer has presently, or will have at the time of implementation, the professionals, technicians, and supporting staff necessary to deliver the proposed goods, services, and systems.
- C. Proposer has presently or will have at the time of implementation, the required licenses, certifications, and subject matter knowledge to deliver the proposed goods, services, and systems.
- D. The proposer must be able to provide all required services in an equitable fashion through the District.
- E. The proposer must be fully capable of delivering a solution inclusive of all required services described herein as a part of their proposed solution.

4.2 Submission Requirements

- A. The proposer must submit a Technical Proposal organized according to the sequence defined in this RFP and detailing the proposed approach to performing all of the services requested under Section 5.0.
- C. The proposer must submit a Financial Proposal using the provided form.
- D. The proposer must submit a sample contract.
- E. The proposer must submit a completed Certification Page.
- F. The proposer must submit a completed Contractor Affidavit Form.

5.0 TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. Proposer must demonstrate their ability to satisfy all Qualification and Technical Requirements as stated in the Scope of Work as well as detail their plan to perform the required services. The Technical Proposal must be structured in the following sequence and labeled with the corresponding titles stated below using the same outline numbers. Present factual assumptions used to develop the proposal. Offering to meet the requirements of the RFP or reference to the RFP will be considered incomplete. Each representation of fact or future performance will be incorporated into the contract as a warranty by the respondent.

5.1 Executive Summary

Include an abstract, stating the proposer's understanding of the nature and scope of the goods and services required and a brief demonstration of the capability to comply with all terms and conditions of this RFP. Include the company name and address and the name, address, and telephone number of the person acting as the contact for matters concerning the proposal and the person who will be authorized to make legal representations. The letter is to be signed by an officer or agent of the proposer who is authorized to legally bind the Vendor. It is necessary for each proposer to include a written statement that they understand and meet the

mandatory minimum requirements (Section 4.0) as a part of the proposal, including specific information as necessary to demonstrate satisfaction of each requirement.

5.2 Table of Contents

The Table of Contents and proposal will conform to the order, headings, and sub-headings of this RFP as appropriate.

5.3 Company Background and Experience

Proposer will describe their background, relevant experience, and qualifications. Include the following proposer Information:

- Company name, parent company name
- Address, city, state, and zip of business offices
- Type of ownership
- State of incorporation
- Primary project contact name, title, phone, email, address, city, state, and zip
- Federal Tax ID number
- Do you own or lease your current business properties?
- List other business locations including addresses

Include the following descriptive information:

- State the nature and scope of the business
- A brief history of the business
- Length of time the company been licensed to do business
- Size of the organization
- A brief organizational chart showing the positions that will be involved with this project – detailed information of the background, certification, and experience of these key personnel
- State the business philosophy and mission statement
- Briefly describe the three most similar contracts, preferably K-12 educational or other governmental agencies, or related engagements that the proposer is currently engaged in or has completed within the past two years. Provide for each reference the customer name, contact name, title, telephone number, and contract dates.

Describe other qualifications that may be used to assess the proposer's capabilities. Please note that the District recognizes that the information requested may not apply in full to the goods, services, or systems in this RFP, but the highest point levels will be awarded to those proposals where the respondent has

clearly described additional reasons that the District may consider in establishing an enhanced and more productive business partnership.

5.4 Financial Stability

The proposer will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- A. If a public company, the proposer will provide their most recent audited financial report.
- B. If a private company, the proposer will provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution's letterhead, stating the proposer's financial stability.

5.5 Business Litigation

The proposer will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.

5.6 Conflicts of Interest

Address the potential, if any, for conflict of interest.

5.7 Exceptions to the RFP

Note any exceptions to the requirements and conditions in this RFP where applicable. If exceptions are not noted, the District assumes that the Vendor's proposals meet the stated requirement and any discovered deviation will result in disqualification of the proposal.

5.8 Proposed Service Solutions

The evaluation process will award the highest point levels to responses that most definitively and completely describe the aspects of the proposed service delivery.

1. Describe your agency's background and resources to recruit quality employees. If not located in the Muscogee County area, explain how you plan to service the needs of MCSD in a timely manner.
2. Describe the categories for which your agency is able to provide staffing services. In responding, please use the categories identified on Pages 41 and 42, Job Descriptions, of this RFP.
3. Explain the capabilities of your screening, orientation, and training process and how it meets MCSD requirements as listed in the Scope of Work.
4. Detail the services to be provided, including:
 - Your total process from start to finish
 - Response time to short-notice vacancy
 - What positions require the most notice

- Procedures for disposition of unsatisfactory employees
- Any other information regarding your proposed services

6.0 FINANCIAL PROPOSAL

Complete the Financial Proposal on Page 40. Provide additional supporting information as required to clarify pricing.

7.0 PROPOSAL CERTIFICATION

Indicate a willingness to enter into an agreement by signing the Proposal Certification Form. Failure to sign this form will result in disqualification.

8.0 PROPOSAL DOCUMENTS

Complete all proposal documents on the following pages accordingly.

PROPOSAL CERTIFICATION

We propose to furnish and deliver any and all of the goods and/or services named in our proposal at the prices stated. It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Muscogee County School District, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Muscogee County School District.

It is understood and agreed that we have read the specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. Any exceptions are noted in writing and included with this proposal. By our original signature, entered below, we guarantee and certify that all items included in this proposal meet or exceed any and all such stated specifications. We further agree, if awarded a contract, to deliver goods and/or services that meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety days from the proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Bidder to sign and return with the proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer.

Authorized Signature _____ Date _____

Print/Type Name _____

Company Name _____

Address: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

Do you accept purchasing cards as a method of payment? _____

Do you accept electronic fund transfers as a method of payment? _____

Dun and Bradstreet (D & B) number _____

Muscogee County School District
FEDERAL WORK AUTHORIZATION CONTRACTOR AFFIDAVIT
Under O.C.G.A. § 13-10-91(b) (1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of MUSCOGEE COUNTY SCHOOL DISTRICT has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization ID Number (E-Verify Number Assigned to Your Company - 4 to 7 digits)

Date of Authorization

Name of Contractor

Name of Project

MUSCOGEE COUNTY SCHOOL DISTRICT
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

Muscogee County School District
FEDERAL WORK AUTHORIZATION SUBCONTRACTOR AFFIDAVIT
Under O.C.G.A. § 13-10-91(b) (1)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (**name of contractor**) on behalf of Muscogee County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization user identification number are as follows:

Federal Work Authorization ID Number (E-Verify Number Assigned to Your Company - 4 to 7 digits)

Date of Authorization

Name of Contractor

Name of Project

MUSCOGEE COUNTY SCHOOL DISTRICT
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

DEBARRED, SUSPENDED, AND INELIGIBLE STATUS

Institutions shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors and/or principals only. The serious nature of debarment and suspension requires that sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Institutions shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR 200.213.

The Contractor certifies that the Contractor and/or any of its subcontractors or principals have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or any agency of the Federal government or as defined in the 2 CFR 200.213 which states "Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities." The Contractor will immediately notify the School Food Authority if Contractor is debarred or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

By signing this agreement, the Contractor is testifying that they are not debarred, suspended, or has any ineligible or voluntary exclusions with the U.S. Department of Agriculture or any other Federal or State Agency. All responses will be verified.

Organization Name

Names(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

"The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement."

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Note: Vendor must sign the appropriate statement below as applicable.

- Firm: _____

Signature/Date: _____

() Vendor takes exceptions to terms, conditions, requirements, and specifications stated herein.
(Vendor must itemize each exception below and return with the Proposal Documents.)

Firm: _____

Signature/Date: _____

[illegible]

Attached are additional pages.

DISCLOSURE OF SUBCONTRACTORS AND SUBCONSULTANTS

Note: Vendor must sign the appropriate statement below as applicable.

- () No Subcontractors or Subconsultants will be used in connection with the performance of this contract.

Firm: _____

Signature: _____

-OR-

- () All Subcontractors or Subconsultants to be used in connection with the performance of this contract are listed below. (Attach additional sheets as necessary.)

Firm: _____

Signature: _____

SUBCONTRACTORS AND SUBCONSULTANTS

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

REFERENCE & SIMILAR PROJECTS FORM

Owner / Business Name:		
Service Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		Contract Amount:
Brief Description of Service:		

Owner / Business Name:		
Service Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		Contract Amount:
Brief Description of Service:		

Owner / Business Name:		
Service Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		Contract Amount:
Brief Description of Service:		

NO-BID RESPONSE

Muscogee County School District
Statement of “No Bid”

If you do not intend to submit a bid for this project, please complete and return this form prior to the date shown for receipt of bids to: Aileen Arrighi, Purchasing Manager at arrighi.aileen@muscogee.k12.ga.us.

We, the undersigned, have declined to submit a bid on the “RFP #24-003 Temporary Staff Services” for the following reasons:

- ☐ Specifications are too “tight”, i.e. geared toward one brand or manufacturer only (please explain reason below)
- ☐ Insufficient time to respond to the solicitation.
- ☐ We do not offer this product/service or equivalent.
- ☐ Our schedule would not permit us to perform to specifications.
- ☐ Unable to meet specifications.
- ☐ Unable to meet insurance requirements.
- ☐ Specifications unclear (please explain below).
- ☐ Competition restricted by pre-approved owner standards.
- ☐ Other (please specify below).

Remarks:

Company Name:

Address:

Signature and Title:

Telephone Number: Date:

SAMPLE AGREEMENT FOR SERVICES

(Sample agreement only. MCSD reserves the right to alter this agreement based on final BID results and/or any negotiations with the proposed vendor)

THIS AGREEMENT FOR SERVICES is entered into and effective as of the X day of XXXX 202X, by and between **MUSCOGEE COUNTY SCHOOL DISTRICT**, a body politic of the State of Georgia ("MCSD") and **Company Name a(n) (Individual, Sole Proprietor, Corporation, S Corporation, Nonprofit Corp., LTD Liability Co., Partnership, Ltd. Partnership)** duly authorized to conduct business in the State of Georgia ("CONTRACTOR").

WHEREAS, this Agreement is entered into for the purpose of:

Description of Services, per the **Request for Proposal, Invitation to Bid (RFP, ITB) XX-XXX, (Name of Solicitation)**, as detailed in the RFP, if applicable, incorporated herein by reference. Such services are further described in Appendix A.

NOW, THEREFORE, in consideration of the mutual considerations as stated herein, MCSD and CONTRACTOR agree as follows:

1. **Discrimination is Prohibited:** MCSD does not discriminate on the basis of race, color, religion, sex, national origin, age, status as a veteran, disability, or in any other manner prohibited by the laws of the United States or the State of Georgia in any of its employment practices, education programs, services or activities. Contractor agrees that it will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, sex, national origin, age, status as a veteran, disability, or in any other manner prohibited by the laws of the United States or the State of Georgia or the policies of the MCSD.

2. **Service Location:** The services identified in this Agreement will be provided at the location(s) indicated in this Agreement.

3. a) **Cost of Services:** The MCSD shall pay Contractor according to these terms:

See Appendix "D" ("Fee Schedule").

Details regarding how fees will be charged by Contractor under this Agreement, if applicable, may be attached hereto as Appendix "D" ("Fee Schedule").

b) **Maximum Obligation Language:** As mandated by O.C.G.A. §20-2-506 (b) (3), the total and maximum obligation of MCSD for the calendar year of execution shall be: **XX, XXX and XX/100th DOLLARS (\$XX,XXX.XX)**, and the total and maximum obligation of MCSD for the entire one (1) year term and all services rendered here under shall not exceed: **XXX, XXX and 00/100th DOLLARS (\$XXX, XXX.XX)**.

4. **How to Invoice the District:** Contractor will seek payment thirty (30) days after the invoice date; Contractor will provide invoices, with the Purchase Order number identified via email to accountspayable@muscogee.k12.ga.us or the MCSD Accounts Payable Department, Muscogee County School District, 2960 Macon Rd., Columbus, GA 31906. Contractor may also be requested to provide a copy of the

invoice to the Division of MCSD obtaining the services. Contractor will register as a vendor via submission of a W-9 to the MCSD Division of Finance prior to beginning work. Contractor shall submit invoices on a monthly basis.

5. **Length of the Agreement (Term):** This Agreement shall terminate absolutely and without further obligation on the part of the MCSD at the close of the calendar year for which it was executed and at the close of each succeeding calendar year for which it may be renewed; provided, however, unless otherwise terminated as described in Paragraph 18 of this Agreement, the Agreement shall automatically renew for an additional **XX months** with a final and full termination date of **XX, XXXX, 20XX** (2-year optional renewal). This agreement is subject to the provisions of O.C.G.A. §20-2-506 and the terms of that statute are hereby expressly incorporated herein.

6. **Description of Services:** Contractor agrees to perform the services indicated in this Agreement and in **Appendix A attached hereto**, in accordance with the terms and conditions of this Agreement.

7. **Taxes:** The MCSD is a tax-exempt entity and shall not be liable for the payment of any taxes.

8. **Deposits, Fees, and Fines:** Contractor will not seek late fees, penalties, interest, or any other fees or fines that constitute a gratuity and MCSD shall not pay interest, penalty fees, late fees, conversion fees, or any sums intended as a penalty. If no services are performed under the terms of the Agreement, MCSD shall be entitled to a return of money paid for the timeframe where no services were received by MCSD or performed by Contractor, prorated at the monthly rate of the Agreement. Contractor will pay where its negligence causes damage to the property of MCSD. MCSD will not make any advance payments or deposits prior to the completion of services contracted for herein, unless otherwise specified in the attached **Appendix D**.

9. **Independent Contractor:** Neither Contractor nor any of its employees or agents shall be deemed to be employees or agents of the MCSD, it being understood at all times that Contractor is an independent contractor for all purposes and at all times and that Contractor shall have no right, power or authority to act or create any obligation, whether express or implied, on behalf of MCSD. Contractor shall, at its own and sole expense, comply with all federal, state, and local laws, rules, and regulations that are now or may in the future become applicable to Contractor, Contractor's business, or Contractor's personnel engaged in the services covered by this Agreement including, but not limited to, the withholding and payment of all federal, state and local income and/or sales taxes, Social Security, unemployment, sickness, disability, workers' compensation, and other payroll taxes with respect to its employees, including contributions from them when and as required by law. Contractor shall provide all of the tools, materials, equipment, and other business items necessary to perform the services. Contractor shall be solely responsible for paying, and shall pay, all of its own expenses, debts, accounts, obligations, liabilities, employees, taxes, and fees incurred by it in the performance of the services hereunder.

10. **Personnel of Contractor Compliance with Relevant Laws and Regulations:** All Contractor personnel who work with MCSD must comply with all relevant federal, state, and local laws and regulations to include but not be limited to maintenance and retention of all applicable licensure and certification requirements, at no cost to the MCSD.

11. **Teachers' Retirement System:** Prior to the commencement of the services contemplated herein, Contractor must identify individuals who are drawing retirement from the Georgia Teachers' Retirement

System (TRS), and notify the District of the identity of such individual(s) via email to Joseph.Edwin@muscogee.k12.ga.us.

Contractor is responsible for any and all penalties and interests that may be assessed by TRS; Contractor shall hold MCSD harmless from and against any claims related to TRS.

12. **Georgia Security and Immigration Compliance Act of 2006, as amended:** The Contractor shall certify that the Contractor and any subcontractors have registered with and are participating in a federal work authorization program as outlined in O.C.G.A. §13-10-91 in the form attached here to as Appendix B.

13. **Delay of Performance:** MCSD reserves the right to prorate and/or adjust the cost of the services contracted for herein, or to terminate this Agreement if the commencement of Contractor's engagement is unduly delayed due to the fault of Contractor and/or any of their agents and/or representatives.

14. **Insurance:** At all times during the Term of this Agreement, Contractor, at its own expense, shall procure and maintain the types and minimum limits of insurance specified by the MCSD as outlined in the attached **Appendix C: Insurance Requirements**. Such insurance shall be provided by insurers authorized to do business in the State of Georgia and which have at least an A-(Excellent)/FSC-XI rating from A.M. Best. All insurance herein, except the professional liability insurance and educational liability, shall be written on an "occurrence" basis and not a "claims-made" basis. Contractor shall ensure that it names MCSD as an additional insured on its insurance policies and shall, concurrently with the execution of this Agreement, provide the MCSD with a Certificate of Insurance.

Contractor, on behalf of itself and its insurance companies, hereby waives, to the extent of any recovery under any such insurance policies, any right of subrogation that either may have. Contractor shall cause its respective insurance policies to contain endorsements evidencing such waivers of subrogation.

15. **Governing Law; Jurisdiction:** This Agreement shall be governed in all respects by the laws of the State of Georgia without regard to any conflict of laws provisions, and the parties hereto irrevocably consent to the exclusive jurisdiction and venue of the appropriate Court in Muscogee County, Georgia, for any dispute arising out of this Agreement or related to the services provided hereunder.

16. **Entire Agreement:** This Agreement, together with the exhibits and documents attached hereto, represents the entire agreement between the parties and supersedes and replaces all prior oral and written proposals, communications, and agreements with respect to the subject matter hereof. This Agreement may only be amended in writing and executed by the parties hereto. In the event of any inconsistency or conflict between the terms and conditions of this Agreement and any addendum, then this Agreement shall control. Terms and conditions of any Request for Proposal connected to this Agreement are hereby incorporated by reference.

17. **Non-Assignment, Non-Sub-Contracting:** Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or otherwise by Contractor to any person not in the employ of Contractor or any other person, entity or business without the prior written consent of the MCSD, and any purported assignment shall be null and void. Substitutions are not permitted. Contractor may not subcontract without the prior written consent of the MCSD and any such subcontract (i) shall contain a provision incorporating the terms of the Agreement and require an agreement by the sub-contractor to be bound by the terms of this Agreement, including but not limited to background and federal work authorization verification, and (ii) shall be approved as to form by MCSD prior to execution.

18. **Termination:** The MCSD may terminate the Agreement at any time and for any reason (or no reason), and without penalty, upon thirty (30) days written notice to Contractor. Further, and pursuant to O.C.G.A. § 20-2-506, in the event appropriated funds are determined no longer to exist or to be insufficient for purposes of fulfilling MCSD's obligations hereunder, the MCSD may terminate this Agreement. The MCSD and Contractor may terminate this Agreement at any time upon their mutual consent.

19. **Hold Harmless:** To the fullest extent permitted by law, Contractor shall indemnify, defend (at Contractor's sole expense) and hold the MCSD, the Muscogee County Board of Education, its board members, and employees harmless from and against any and all claims for bodily injury or death, damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations, and any liabilities, costs, and expenses (including, but not limited to, attorneys' fees and costs), which arise or are in any way connected with the services contemplated by Contractor under this Agreement or the actions of Contractor's officers, employees, or agents.

20. **Compliance with MCSD Policies:** Contractor and any of its employees and agents shall, at all times during the term hereof and during the performance of services hereunder, comply with MCSD policies, procedures, regulations, and directives, as modified from time to time, including but not limited to policies and procedures regarding mandatory reporting. These policies are available at <https://simbli.eboardsolutions.com/index.aspx?s=4121> and must be reviewed prior to the commencement of any work.

21. **Attorneys' Fees:** Should the MCSD be the prevailing party in any legal action with Contractor arising out of this Agreement or the services performed hereunder, then in such event, the MCSD shall be entitled to recover its reasonable attorneys' fees and costs from Contractor.

22. **Force Majeure:** Parties' obligations to perform shall be excused if rendered impossible as a result of serious illness, death, or injury, accident, fire, riot, pandemic, or other manifestation of civil disorder; an act, rule, or regulation of any public authority or Court of competent jurisdiction; and/or an act of God, or any other event completely beyond the reasonable control of either party. Either party may terminate this agreement with no further obligation or liability if a Force Majeure Event causes substantial interruption or continues substantially uninterrupted for a period of thirty (30) days or more.

Contractor agrees that there is no obligation on the part of MCSD to pay for any goods not provided or services not rendered regardless of whether the failure to provide such goods or services was the result of a Force Majeure/Act of God

23. **Sovereign Immunity:** MCSD is a state agency and may not waive its Sovereign Immunity or agree to indemnify or hold harmless another party. The only liability MCSD may incur is that which is expressly provided for by Georgia law and is not enlarged by this Agreement.

24. **Disclosures:** Contractor will disclose to MCSD the existence of any actions, suits, proceedings, claims or disputes, pending or threatened or contemplated, at law, in equity, in arbitration or before any Governmental or Regulatory Agency, whether under current business name or designation or a prior business name or designation. Traffic and parking citations do not need to be disclosed. This disclosure will be made prior to any performance under the Agreement.

25. **Background Investigation:** MCSD requires a criminal background investigation of Contractor's personnel that may provide services on MCSD property. Contractor represents and warrants that it shall not assign personnel to any task under this Agreement if that individual's background check does not satisfy the current expectations and requirements of the MCSD Division of Human Resources. Contractor further warrants that if an individual's status changes due to an arrest or any other legal action, Contractor will immediately notify MCSD's Division of Human Resources to collaborate on the response. MCSD background check requirements include a criminal background check that includes fingerprinting.

26. **Non-Collusion:** Contractor certifies that its proposal, bid or offer is made without any prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal, bid or offer for the same materials, supplies or equipment, and is in all respect fair and without collusion or fraud. Contractor understands and acknowledges that collusive bidding is a violation of Federal and/or state law and can result in fines, prison sentences and civil damage awards.

27. **MCSD Right to Remove:** MCSD reserves the right to immediately remove any individual from its premises; Contractor agrees that this provision applies to its employees and agents. Contractor agrees to abide the wishes of MCSD should the MCSD determine that any employee or agent of Contractor should not work pursuant to this Agreement. MCSD will be reasonable in the enforcement of this provision, however, final authority as to who may enter MCSD property rests with MCSD.

28. **Records, Information, Confidentiality, and Cyber Security:**

a) **Retention** – Contractor shall retain all its internal books, records, and documents related to this Agreement in accordance with generally accepted accounting principles and procedures – which shall sufficiently and properly document and calculate all charges billed to the MCSD during the term of the Agreement – for a period of at least five (5) years following the date of final payment hereunder or the completion of any audit, whichever is later. Records to be maintained include both financial records and service records.

b) **Access** – Contractor shall permit MCSD to access and examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to this Agreement, wherever such records may be located, during normal business hours. Contractor shall not impose a charge for audit or examination of Contractor's books and records and, if an audit discloses incorrect billings or improprieties, the MCSD reserves the right to charge Contractor for the cost of the audit and any other appropriate reimbursements.

c) **Confidentiality** – Contractor may have access to confidential information maintained by MCSD or access to MCSD computers, hardware, software programs, and / or information technology infrastructure or hard copy data or records, where such access is needed to carry out Contractor's duties; Contractor shall presume all information received is confidential unless otherwise designated by the MCSD and Contractor will implement and maintain an information security program to safeguard any such information received. Access shall be terminated at the sole discretion of the MCSD. Contractor shall notify the MCSD immediately if it suspects abuse or misuse of such access. No confidential information shall be disseminated except as authorized by law and with the prior written consent of the MCSD, either during the period of the Agreement or at any time thereafter. Any information supplied to Contractor shall be considered the property of the MCSD. Contractor must return any and all data collected, maintained, created, or used, in whatever form it is

maintained, within a reasonable time from the request of the MCSD. Contractor shall take commercially reasonable measures to protect the security of confidential information both during the Agreement and thereafter. Contractor shall immediately notify MCSD where it has reasonable cause to believe there has been or may be an unauthorized disclosure of confidential information, whether intentional or accidental, including in the event of a cybersecurity attack or electronic breach of security. Contractor shall notify MCSD prior to or immediately upon termination or resignation of an employee or agent of Contractor that has or has had access to MCSD software platforms or data in order that MCSD may terminate that individual's ability to access MCSD software or data.

The Family Educational Rights and Privacy Act "FERPA" (20 U.S.C. § 1232g and 34 CFR Part 99) permits MCSD to disclose personally identifiable information relating to students to other school officials. For the purposes of this Agreement, MCSD may determine that Contractor is considered "other school officials" and as such, MCSD shall disclose personally identifiable student information to Contractor as it determines is necessary for the delivery of the outcomes to this Agreement. Contractor shall comply with FERPA and all other applicable laws and regulations governing student privacy as it relates to the performance of the services provided pursuant to this Agreement. Contractor shall utilize personally identifiable student information provided by MCSD for the purpose of performing the services as described herein and for no other reason. Neither party shall release any student record data to any other third party without the express consent of the District's Office of Research, Accountability & Assessment.

Contractor agrees that all personal information relating to any participating student or parent received from MCSD under this Agreement shall remain confidential and not be disclosed to any third party without the prior written consent of such student's parents or legal guardian. Contractor acknowledges and agrees that MCSD shall make the final determination whether personally identifiable information is necessary to achieve the Agreement deliverables or if aggregate data is sufficient. MCSD will take reasonable and appropriate measures to reduce the risk of unauthorized disclosure of personally identifiable information by Contractor. Upon expiration of the Agreement, Contractor shall destroy all personally identifiable information received from the District pursuant to this Agreement. In the event that MCSD is required to furnish information or records pursuant to the Georgia Public Records laws, Contractor shall furnish such information and records to MCSD, and MCSD shall have the right to release such information and records.

d) **Cyber Security** – Contractor agrees that it currently does and will continue to implement and maintain an information security / cyber security program to safeguard its technology solutions and to safeguard any information owned by the MCSD. Contractor will provide a written summary of the program to MCSD prior to working with the MCSD; said summary shall include the name of each security measure utilized.

By entering into this Agreement, Contractor represents and warrants that it has administrative, technical, and physical safeguards in place that comply with all laws and regulations applicable and that those safeguards meet or exceed the information security standards and practices that are commonly utilized by similarly sized managers in the relevant industry. In the event that Contractor becomes aware of any actual or suspected network, system and/or data breach with respect to its infrastructure (including, but not limited to, a system intrusion, virus or malicious code attack, loss of data, data theft, unauthorized access to confidential information and/or nonpublic personal information, hacking incident or any acts of data ransom) that results in unauthorized access to and/or use by third parties of the confidential information of MCSD, Contractor agrees to report the information to the MCSD and to take steps to rectify the breach or unauthorized access. Contractor further warrants and represents that it has implemented commercially reasonable backup and disaster recovery technology solutions, and will share information about those solutions to the MCSD upon request.

By entering into this Agreement, Contractor also warrants that to its knowledge, except as previously disclosed to the MCSD, there has been no material breach or other material compromise of, or related to relevant information technology and computer systems, networks, hardware, software, data, or equipment or any data of its customers.

29. **Warranties:** If applicable, Contractor warrants that the workmanship hereunder shall be free from defects for one (1) year from the date of installation or from completion of the services hereunder, whichever is later. Contractor will also extend to MCSD the benefits of any warranty Contractor has received from the manufacturer, the procurement of such warranties being the duty of the Contractor.

THE PARTIES HERETO have affixed their hand and seal as of the date first written above and the undersigned signatories represent and warrant that they have the authority to execute and deliver this Agreement for Services on behalf of their respective parties and have taken all appropriate corporate and company action as is necessary for the enforceability and validity of this Agreement.

MCSD:
MUSCOGEE COUNTY SCHOOL DISTRICT

By: _____
Dr. David F. Lewis, Superintendent of the Board of Education

CONTRACTOR:
XXXXXXX

By: _____

FINANCIAL PROPOSAL

<u>Positions</u>	<u>Gross Hourly Rate</u>	<u>Mark-up %/Bill Rate</u>
School Nutrition Culinary Technician	\$9.50	_____
School Nutrition Cashier/Culinary Technician	\$10.00	_____
Clerical Support	\$10.59	_____
General Maintenance Worker	\$8.00	_____
Administrative Professional	\$18.00	_____
Maintenance Technician	\$10.59	_____
Custodian / Custodian – Other	\$8.00	_____

COMPANY NAME: _____**PRINT NAME:** _____**SIGNATURE:** _____**DATE:** _____

APPENDIX C JOB DESCRIPTIONS

School Nutrition Culinary Technician

- Estimate food preparation amounts and minimize waste
- Prepare and serve food and beverage items according to recipes
- Arrange food and beverage items for efficient serving
- Inspect food items to meet health standards
- Maintain safe and sanitary conditions
- Inventory and stock food items
- Follow State and Federal regulations pertaining to the School Nutrition Program
- Able to lift 30 lbs. unassisted and anything over 30 lbs. with assistance
- Must meet the physical requirements for this position

School Nutrition Cashier/Culinary Technician

- Collect funds for daily meal transactions
- Balance accounts and reconcile transactions
- Use established accounting practices
- Maintain student accounts
- Respond to inquiries regarding the type and cost of meals
- Estimate food preparation amounts and minimize waste
- Prepare and serve food and beverage items according to recipes
- Arrange food and beverage items for efficient service
- Inspect food items to meet health standards
- Maintain safe and sanitary conditions
- Inventory and stock food items
- Follow State and Federal regulations pertaining to the School Nutrition Program
- Able to lift 30 lbs. unassisted and anything over 30 lbs. with assistance
- Must meet the physical requirements for this position

Clerical Support

- Clerical functions as needed in any area of the school district
- Ability to compile data from a variety of sources (transcript/diploma request, personal records)
- Ability to perform record keeping and data entry (confidential and non-confidential)
- Ability to prepare and maintain written and electronic materials
- Ability to respond to inquiries from internal and external parties

General Maintenance Worker

- Able to lift 50 lbs. unassisted and anything over 50 lbs. with assistance
- Able to follow verbal directions
- Able to read
- Able to stand for long periods of time
- Ability to work in inclement weather
- Basic general maintenance skills

Custodian

- Able to lift 50 lbs. unassisted and anything over 50 lbs. with assistance
- Able to follow verbal directions
- Able to read
- Able to stand for long periods of time
- Able to work in inclement weather

Custodian - Other

- Able to lift 50 lbs. unassisted and anything over 50 lbs. with assistance
- Able to follow verbal directions
- Able to read
- Able to stand for long periods of time
- Able to work in inclement weather
- **Able to strip, wax, and buff floors**

Administrative Professional (Professional Position)

- Specific skill set
- Formal certification
- Four-year degree
- Licensure
- A job description will be provided to the agency with additional skills required depending on the type of professional position

Maintenance Technicians (General Position)

- A job description will be provided to the agency depending on the type of general maintenance skills required.

Other (As Needed)

- A job description will be provided at the time of request.