


GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

TO: Mark Silverstein  
FROM: Scott Henry   
DATE: July 14, 2016  
RE: Agenda Item for July 27, 2016

Attached is information on the responses to the Request for Proposals for Substitute Services received on July 13, 2016. Based on the cost analysis and prior favorable experience I am recommending the Board award a contract to Source 4Teachers to provide substitute services for the 2016-17 school year.

## **Glassboro Board of Education**

### **Review of RFP Responses**

#### **Substitute Services**

Responses to the Glassboro Board of Education Request for Proposals for Substitute Services were received and opened on July 13, 2016 at 11:00 AM. Proposals were received from Delta-T Group, Insight Workforce Solutions and Source 4Teachers. Proposals were reviewed by the Business Administrator for completeness and pricing structure. All proposals appear to be complete.

The pricing of all three proposals is very similar (see attachment). All three respondent's pricing is based on a percentage mark up of substitute pay rates.

Delta-T Group	35% Mark -up
Insight Workforce Solutions	35.5% Mark up
Source 4Teachers	36% Mark up

During the 2014-15 and 2015-16 school years Source 4 Teachers provided substitute services to the district. The substitute fill rate for 15-16 was approximately 90%. Source 4Teachers provided a reliable service and customer service was excellent. The quality of substitutes met district expectations.

Due to the fact that the pricing structure of all three RFP respondents is so similar, other factors need to be considered in making a vendor selection. Based on the district's prior positive experience with Source 4Teachers, I am recommending the District award a contract for substitute service to Source 4Teachers effective July 1, 2016.

