



EAST BRUNSWICK PUBLIC SCHOOLS

FINANCIAL SERVICES
Agenda Item: 4.

Date Prepared: 5/26/2023

Meeting Date: 6/15/2023

TO: Members, Board of Education
FROM: Lori Tagerty, Purchasing Manager
SUBJECT: Contract Award - Substitute Staffing Services (RFP No. 2023-07)

Summary:

The District developed a formal request for proposal (RFP) soliciting qualified firms to compete for Substitute Staffing Services (RFP Number 2023-07). The specifications were issued to ten companies with two companies responding. The proposals were received and opened on Wednesday, May 17, 2023 at 11:00 a.m.

A Committee was formed to review the proposals. The Committee was comprised of the Director of Financial Services, Director of Human Resources, and Purchasing Manager. The Committee's role was to fairly evaluate the proposals to ensure that they met the goals of the district's plan.

A pre-established set of criteria formed the basis for evaluating the proposals; The criteria included 1) Technical Criteria including a description of the services to be provided along with a detailed description of how the provider would provide the services and a listing of similar services the provider has provided to other public and private schools in NJ; 2) Management Criteria including resumes of key employees and professionals who would be assigned to the contract along with relevant experience and qualifications; and, 3) Cost.

The Committee's cumulative score resulted in ESS Northeast, LLC receiving the highest score. The Committee determined that ESS Northeast, LLC will meet the district's needs for the service.

This contract will be funded through the General Fund Budget.

Recommendation:

Recommendation: That a contract is awarded for Substitute Staffing Services in accordance with RFP Number 2023-07 to ESS Northeast, LLC, Cherry Hill, NJ with rates as presented in the attached.

Board Member	Moved	Second	Aye	Nay	Abstention	Did Not Vote
Mrs. Becker						
Mr. Carangelo						
Mr. Csizmar						
Mrs. Guas						
Mr. Hong						
Mrs. Reiss						
Mr. Winston						
Mrs. Lachs						

Totals						
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ATTACHMENTS:

Description	Upload Date	Type
ESS Substitute Staffing Rates	5/26/2023	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
BOE_2.3_Purchasing	Tagerty, Lori	Approved	6/2/2023 - 3:14 PM
BOE_2.3_Purchasing	Crotchfelt, Joseph	Approved	6/2/2023 - 5:12 PM