

GRIFFIN-SPALDING COUNTY SCHOOL SYSTEM

REQUEST FOR PROPOSALS

RFP #27-104

SPECIAL EDUCATION MANAGED SERVICES PROVIDER

**Managed Staffing, Employer-of-Record, Workforce Management,
Service Delivery and Support Services**

PROPOSAL DUE DATE: Friday, October 30, 2026 at 12:00 p.m.

Questions Due: Thursday, October 15, 2026 at 12:00 p.m.

Submit Proposals To:

Carol Y. Tims

Budget and Procurement Analyst

Griffin-Spalding County School System

216 South 6th Street

Griffin, GA 30224

Email: procurementdocs@gscs.org



Request for Proposal RFP #27-104 Special Education Managed Service Providers

SOLICITATION NOTICE

The Griffin-Spalding County School System (GSCS) is seeking proposals from qualified Managed Service Providers (MSPs) to provide comprehensive special education staffing and employer-of-record services.

The selected contractor shall recruit, hire, credential, employ, manage, compensate, and replace qualified personnel to support special education programs throughout the District.

GSCS serves approximately 10,000 students across 18 schools and seeks a provider capable of delivering reliable staffing, workforce management, compliance support, technology tools, reporting, and quality assurance services.

The District intends to establish a partnership that supports staffing stability, minimizes service interruptions, supports IDEA compliance, and provides transparency regarding workforce performance and outcomes.

I. SUBMISSION REQUIREMENTS

Hard-copy proposals shall be delivered or mailed to:

Carol Y. Tims
Budget and Procurement Analyst
Griffin-Spalding County School System
216 South 6th Street
Griffin, GA 30224

Hard-copy proposals must be received at the address above no later than 12:00 p.m. on Friday, October 30, 2026. Proposers are responsible for allowing sufficient delivery time. Postmarks will not constitute timely receipt.

An electronic copy of the complete proposal must also be emailed to **procurementdocs@gscs.org** and received no later than **12:00 p.m. on Friday, October 30, 2026**. The electronic copy must be identical to the final hard-copy proposal, including all required certifications, affidavits, attachments, and supporting documentation.

Proposals shall be clearly marked:

RFP #27-104 – Special Education Managed Services Provider



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Proposers shall submit:

1. One (1) original hard copy
2. Seven (7) hard copies
3. One (1) complete electronic copy emailed to procurementdocs@gscs.org by the proposal deadline.

Late proposals will not be considered.

Proposals shall remain valid and may not be withdrawn for one hundred twenty (120) days following the submission deadline.

Questions regarding this RFP must be submitted to Carol Y. Tims at procurementdocs@gscs.org no later than **12:00 p.m. on Thursday, October 15, 2026**.

Questions received by the deadline, together with the District's official responses, will be addressed through written addenda issued by GSCS. All substantive responses to proposer questions and any modifications, clarifications, corrections, or amendments to the RFP will be incorporated into a formal written addendum. Addenda will be posted on the Georgia Procurement Registry and on the GSCS website under Departments/Finance.

Only written addenda issued by GSCS shall constitute official modifications, clarifications, or interpretations of this RFP. No oral statement, informal communication, email, telephone conversation, or other communication shall modify or otherwise affect the requirements of this RFP unless subsequently incorporated into a formal written addendum issued by GSCS.

Proposers are solely responsible for monitoring the Georgia Procurement Registry and the GSCS website for all addenda issued in connection with this RFP.

GSCS reserves the right to reject any or all proposals, waive technicalities or informalities, modify specifications, negotiate with proposers, request clarification or additional information, conduct interviews or demonstrations, and award a contract in the best interest of the District, subject to applicable procurement requirements.

II. SCOPE OF SERVICES

The selected MSP shall provide the services described in this RFP, as requested by GSCS. GSCS reserves the right to increase, decrease, add, or eliminate service requirements as District needs change.

GSCS does not guarantee any minimum number of positions, employees, assignments, hours, services, or expenditures under the resulting contract.



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Non-Exclusive Services and District Right to Engage Other Providers

The resulting contract shall be non-exclusive. GSCS expressly reserves the right, at its sole discretion, to contract directly with, employ, or otherwise engage independent contractors, individual providers, small businesses, specialty providers, or other qualified third-party organizations for special education, related services, therapeutic services, staffing, or other services covered by or related to this RFP.

The award of this contract shall not require GSCS to obtain all special education staffing or related services exclusively through the selected MSP. GSCS may utilize other providers when the District determines that doing so is necessary or beneficial based on factors including, but not limited to, specialized expertise, student needs, service availability, geographic considerations, provider relationships, program requirements, staffing shortages, cost, continuity of services, or other operational needs.

The MSP shall not impose any exclusivity, non-compete, non-solicitation, referral, placement, conversion, or other restriction that would prevent or limit GSCS from contracting with another provider or directly hiring an individual who has previously provided services to GSCS through the MSP.

GSCS may maintain existing contracts or establish future contracts with other providers for services that may be similar to, overlap with, or fall within the general scope of services described in this RFP.

The MSP shall have no claim to exclusive rights, minimum service volumes, minimum staffing levels, or minimum expenditures as a result of being awarded this contract. The District's decision to utilize another provider shall not constitute a breach of contract or basis for additional fees, penalties, damages, or other compensation to the MSP.

III. GSCS PERFORMANCE EXPECTATIONS FOR THE MANAGED SERVICES PROVIDER

The selected MSP shall be accountable for providing qualified personnel, maintaining staffing continuity, supporting timely service delivery, maintaining required credentials, providing transparent reporting, and promptly addressing staffing or service-delivery concerns.

GSCS retains authority over educational programming, student services, school operations, assignments, schedules, and program requirements.

The MSP shall maintain documented processes for recruitment, qualification, credential verification, assignment, employee management, service continuity, absence coverage, performance management, replacement, reporting, escalation, and transition.



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IV. STAFFING CATEGORIES

Services may include staffing for:

- Special Education Teachers
- Paraprofessionals
- Speech-Language Pathologists
- Occupational Therapists
- Physical Therapists
- School Psychologists
- BCBAs
- RBTs
- Nurses (LPN/RN)
- ASL Interpreters
- Language Interpreters
- Vision Specialists
- Hearing Specialists
- Adaptive Physical Education Teachers
- Social Workers
- Audiologists
- Other special education support personnel as requested

V. EMPLOYER-OF-RECORD REQUIREMENTS

The selected MSP shall serve as the employer of record for all personnel assigned under the resulting contract and shall be responsible for all applicable employment administration, including recruitment, hiring, screening, payroll, benefits, employment taxes, workers' compensation, personnel records, employee relations, performance management, credential verification, and personnel replacement.

GSCS shall retain authority over school operations, assignments, schedules, student services, and program requirements. No personnel shall be assigned until approved by GSCS.

The allocation of responsibilities between GSCS and the MSP shall be governed by the responsibility matrix in Section VI and the executed contract.

VI. GSCS/MSP RESPONSIBILITY AND ACCOUNTABILITY MATRIX

The selected MSP shall clearly distinguish employer-of-record responsibilities from GSCS educational and operational authority. The following minimum responsibility framework shall apply unless otherwise agreed in the executed contract.



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Activity	MSP Responsibility	GSCS Responsibility
Candidate recruitment and screening	Recruit, screen, verify employment history and qualifications; provide documentation.	Review candidates and approve/reject proposed personnel via the Human Resources Department on-boarding process.
Hiring/employment	Employ personnel; administer payroll, benefits, taxes, workers' compensation, and employee relations.	No employment obligation solely by virtue of assignment approval.
School assignment	Coordinate placement logistics and maintain staffing records.	Determine school, position, student/program assignment, schedule, and service requirements.
Daily work direction	Manage employer-related matters; respond to attendance/performance concerns.	Provide educational/programmatic direction necessary to implement assigned services and school expectations.
Employee evaluation	Conduct or support employer performance processes.	Provide documented input regarding educational/service performance and compliance.
IEP/service implementation	Ensure assigned personnel are qualified and available; immediately report barriers.	Determine IEP services and ensure District implementation, scheduling, and educational oversight.
Credential monitoring	Verify credentials before placement and continuously monitor status.	Confirm position-specific requirements and communicate District concerns.
Corrective action/removal	Investigate and take employer action; provide replacement when required.	Request removal/reassignment for documented performance, safety, compliance, or program concerns.
Student information	Use only authorized access for assigned duties and protect information.	Control District data access, systems permissions, and educational records.
Replacement/continuity	Provide qualified replacement/interim coverage according to contract.	Approve replacement and communicate service priorities/requirements.

VII. SERVICE-LEVEL AGREEMENTS AND RESPONSE EXPECTATIONS

Proposers shall describe their service-level commitments. At minimum, the selected MSP shall meet the following expectations unless a different standard is negotiated and incorporated into the contract.

Service Event	Minimum Expectation
Acknowledgment of staffing request	Within 1 business day
Initial qualified candidate submission	Within 3 business days when a qualified candidate is available



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Urgent vacancy affecting required student services	Same-business-day acknowledgment; documented coverage/recruitment plan within 1 business day
Credential verification	Completed and documented before assignment; GSCS approval required before service begins
Credential expiration/status change	Immediate notification; no continued assignment when required credentials are invalid
Unexpected absence affecting required services	Immediate notification and documented coverage/escalation plan
Missed IEP-related service	Notify GSCS as soon as known and no later than 1 business day; document corrective/make-up plan
Replacement request	Immediate acknowledgment; replacement plan within 1 business day
Critical performance/safety concern	Immediate escalation to designated GSCS and MSP leadership
Monthly reporting	Complete, accurate reports by agreed monthly deadline

Proposers shall identify any proposed exceptions to these standards in their proposal.

VIII. SPECIAL EDUCATION SERVICE DELIVERY REQUIREMENTS

The MSP shall demonstrate an operational process for supporting continuity and quality of special education services, including IEP-related services, caseload management, provider absences, vacancies, progress-report responsibilities, behavioral services, and communication with District leadership.

The selected MSP shall maintain accurate service-delivery records sufficient for GSCS to verify whether assigned personnel delivered scheduled services. The District may require reporting by student, service, provider, school, date, scheduled minutes, delivered minutes, missed minutes, reason for missed service, and corrective or make-up action.

The MSP shall immediately notify GSCS when an assigned employee reports an inability to implement assigned services, an unmanageable caseload, a prolonged absence, a credential issue, a significant performance concern, or another circumstance that could affect required service delivery.

The MSP shall not independently modify an IEP, placement, service frequency, service duration, accommodations, or other student-specific educational requirement. Questions regarding student programming shall be referred to appropriate GSCS personnel.

IX. IEP, FAPE, AND SERVICE CONTINUITY ACCOUNTABILITY

Because contracted staffing supports the District's obligation to provide services to students with disabilities, the MSP shall maintain systems designed to support continuity of required services.

The MSP shall:



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- Immediately communicate known or anticipated interruptions to required services.
- Participate, as requested, in resolving service-delivery concerns involving assigned personnel.
- Maintain documentation of absences, vacancies, coverage attempts, missed services, corrective actions, and replacement efforts.
- Communicate provider capacity, caseload concerns, and other barriers that could affect service delivery.
- Cooperate with GSCS in identifying and documenting corrective actions when service delivery is disrupted.

Employer-of-record status does not transfer GSCS responsibility for educational decisions or relieve the MSP of its contractual responsibility to provide qualified, available personnel.

X. CREDENTIALING AND PERSONNEL COMPLIANCE

All assigned personnel shall possess and maintain all licenses, certifications, endorsements, registrations, credentials, and other qualifications required by applicable federal and state law, applicable professional licensing authorities, and GSCS requirements for the position assigned.

The MSP shall maintain a credentialing file for each assigned employee and provide a credential compliance matrix/report to GSCS. At minimum, the matrix shall include employee name, position, school/assignment, required credential, credential type/status, issue date when applicable, expiration date, verification date, verification source, and any restriction or pending action.

Credential verification shall be completed before placement. The MSP shall monitor credential status throughout the assignment and immediately notify GSCS of any lapse, suspension, revocation, restriction, or other change in status. Monthly reporting shall identify credentials expiring within an advance-warning period established by GSCS.

No employee may provide services requiring a credential unless the employee has been verified as qualified for the assigned position and approved by GSCS.

XI. REQUIRED DELIVERABLES

Deliverable	Frequency
Implementation & Transition Plan	Once at Startup
Recruitment & Workforce Plan	Initial and Annual Update
Workforce & Vacancy Report	Monthly
Fill-Rate and Time-to-Fill Report	Monthly
Credential Compliance Matrix/Report	Monthly
Service Delivery & Missed-Service Report	Monthly



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Performance & Corrective Action Report	Monthly, As Needed
Executive Performance Review	Quarterly
Program Improvement Recommendations	Quarterly
Annual Program Assessment	Annually
Business Continuity Review	Annually

At minimum, the monthly Service Delivery & Missed-Service Report shall include: student/identifier; service type; provider; school; scheduled minutes/hours; delivered minutes/hours; missed minutes/hours; reason; notification date; make-up/corrective action; and status.

XII. PROPOSAL REQUIREMENTS

Proposers shall organize their technical and pricing proposals to address the following requirements. Proposers shall provide sufficient information for GSCS to evaluate the proposal in accordance with Section XVII.

1. Executive Summary

Provide an overview of your firm's qualifications and proposed solution, including your approach to providing managed special education staffing and employer-of-record services for GSCS.

2. Firm Qualifications and Experience

Describe company background, K-12 experience, Georgia experience, special education staffing experience, and comparable client engagements.

3. Staffing and Recruitment Approach

Describe recruitment methodology, candidate pipeline management, workforce forecasting, fill-rate performance, emergency staffing procedures, retention strategy, and approach to maintaining staffing continuity.

4. Employer-of-Record and Compliance Approach

Describe the employer-of-record model, payroll and HR administration, credentialing process, quality assurance, compliance monitoring, personnel replacement procedures, and performance management.

5. Special Education Service Delivery



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Describe support for IEP-related services, caseload monitoring, service continuity, missed-service identification and response, behavioral services support, progress-report/service documentation, and collaboration with District leadership.

6. Technology and Reporting

Describe workforce management tools, reporting capabilities, dashboards, data integration capabilities, cybersecurity controls, and FERPA compliance.

7. Implementation and Transition Plan

Provide a transition approach, implementation timeline, assigned responsibilities, risk mitigation strategies, and training plan.

8. Account Management and Service Response

Identify the proposed account manager and key personnel, communication and escalation protocols, and response-time commitments. Describe how account management will support the service-level and service-delivery requirements of this RFP.

9. Pricing Proposal

Complete the required pricing schedule in Section XIII and identify all fees, assumptions, and applicable charges.

10. Exceptions and Certifications

Identify any exceptions to the requirements of this RFP and provide all required certifications and documentation.

11. References

Provide at least three public-school district references for services similar in scope and size, including district name, contact person, title, phone number, email address, contract dates, and services provided.

XIII. PRICING (RATE-BASED) SCHEDULE

Staffing Category	Employee Wage (per hr.)	MSP Markup (%)	Fully Loaded Bill Rate (per hr.)	Notes
Special Education Teacher				
Paraprofessional				



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Speech-Language Pathologist				
Occupational Therapist				
Physical Therapist				
School Psychologist				
BCBA				
RBT				
Nurse (LPN/RN)				
ASL Interpreter				
Language Interpreter/Translator				
Vision Specialist				
Hearing Specialist				
Adaptive Physical Education Teacher				
Social Worker				
Audiologist				
Other (Specify)				

Proposers shall complete the Pricing Schedule for each staffing category listed. All pricing shall be stated clearly and shall include all costs necessary for the MSP to provide the services described in this RFP.

Employee Wage: Identify the proposed hourly wage or applicable pay rate to be paid to the employee assigned to the staffing category.

MSP Markup: Identify the MSP markup applied to the Employee Wage, if applicable. If the markup is expressed as a percentage, the proposer shall clearly state the percentage and identify the cost base to which the percentage is applied. If no separate markup is used, the proposer shall indicate "N/A" or "Included."

Fully Loaded Bill Rate: Identify the total hourly or applicable unit rate GSCS would pay for the identified staffing category. The Fully Loaded Bill Rate shall include all costs associated with providing the service unless a separate charge is expressly identified in the proposal.

Notes: Use this column to identify any assumptions, special conditions, included or excluded costs, or other information necessary for GSCS to understand the proposed rate.

Proposers shall clearly identify any additional or separate charges, including, but not limited to, overtime, holiday, emergency, substitute, short-term coverage, or other applicable rates or fees.



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Proposers shall identify the components included in the Fully Loaded Bill Rate, including, as applicable, payroll and employment taxes, benefits, workers' compensation, recruiting, credentialing, administrative or management fees, technology, and other applicable costs.

No additional fee or charge shall be invoiced to GSCS unless expressly identified in the proposal and approved in writing by GSCS.

GSCS may request clarification if pricing information is not sufficiently detailed to permit a clear comparison of proposals.

Rates shall remain firm for the initial contract term unless otherwise proposed and accepted by GSCS.

XIV. PROPOSAL SUBMISSION CHECKLIST

A complete proposal shall include the following submission components, together with all information and documentation required throughout this RFP:

- Executive Summary
- Technical Proposal
- Pricing Proposal
- References
- Required Certifications, Affidavits, and Compliance Documentation required by this RFP and applicable law
- Evidence of Current Insurance Coverage
- Exceptions (if any)

Proposers shall submit all required information and documentation identified throughout this RFP. Failure to provide required information may affect the responsiveness or evaluation of the proposal, subject to applicable law and GSCS procurement procedures.

XV. PROPOSAL RESPONSIVENESS REVIEW

Prior to conducting the evaluation described in this RFP, GSCS will review proposals to determine whether they are responsive to the material requirements of the solicitation.

At a minimum, GSCS may review proposals for:

- Timely receipt of all required proposal submissions;
- Compliance with proposal submission instructions;
- Inclusion of all required proposal components;



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- Completion of the required pricing schedule;
- Submission of required certifications, affidavits, and compliance documentation;
- Submission of evidence of current insurance coverage as required by this RFP;
- Compliance with applicable E-Verify and immigration requirements;
- Material responsiveness to the scope of services and requirements of this RFP; and
- Any other requirements identified in this solicitation.

GSCS reserves the right, consistent with applicable law and procurement procedures, to determine whether a proposal is responsive and eligible for further evaluation. GSCS may, at its discretion, request clarification of minor irregularities, informalities, or omissions that do not materially affect the substance of the proposal or provide a competitive advantage to the proposer.

Proposals determined to be non-responsive may be rejected and may not advance to the scored evaluation phase.

XVI. PROCUREMENT SCHEDULE

Activity	Date
RFP Issued	October 2, 2026
Deadline to Submit Questions	October 15, 2026
Responses to Questions Posted	October 20, 2026
Proposal Submission Deadline	October 30, 2026
Evaluation of Proposals	November 2026
Interviews/Presentations (if required)	December 2026
Reference Checks and Final Evaluation	December 2026
Notice of Intent to Award	December 2026
Board of Education Consideration/Approval	December 2026 or January 2027
Contract Execution	Upon Approval

GSCS reserves the right to modify this schedule.

XVII. EVALUATION CRITERIA

Evaluation Category	Points
Understanding of GSCS Needs	10
Firm Qualifications and Experience	10
Recruitment & Staffing Capability	15
Special Education Service Delivery & Compliance	15
Employer-of-Record & HR Services	10
Technology & Reporting	10
Implementation & Transition Plan	10



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References & Past Performance	10
Pricing	10
Total	100

The evaluation committee will evaluate responsive proposals using the 100-point criteria and point values established in this RFP.

GSCS may, at its discretion, shortlist proposers for interviews, presentations, demonstrations, reference checks, negotiations, or Best and Final Offers (BAFOs). These activities may be used to clarify or validate proposal information and will not receive separate evaluation points unless otherwise stated in this RFP.

If GSCS requests a BAFO, revised pricing and other permitted proposal components may be considered in the final evaluation in accordance with the evaluation criteria and point values established in this RFP.

Pricing Evaluation

Pricing will be evaluated using the Fully Loaded Bill Rates submitted in Section XIII.

The 10 available Pricing points will be divided equally among the 16 standardized staffing categories listed below:

- Special Education Teacher
- Paraprofessional
- Speech-Language Pathologist
- Occupational Therapist
- Physical Therapist
- School Psychologist
- BCBA
- RBT
- Nurse (LPN/RN)
- ASL Interpreter
- Language Interpreter/Translator
- Vision Specialist
- Hearing Specialist
- Adaptive Physical Education Teacher
- Social Worker
- Audiologist

Each standardized staffing category is worth a maximum of **0.625 points**.

For each standardized staffing category, the proposer offering the lowest responsive Fully Loaded Bill Rate will establish the benchmark rate for that category. The Category Price Score will be calculated using the following formula:



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Category Price Score = (Lowest Responsive Fully Loaded Bill Rate ÷ Proposer's Fully Loaded Bill Rate) × 0.625

The Category Price Scores will be added together to determine the proposer's overall Pricing score, with a maximum of 10 points available for Pricing.

The "Other (Specify)" category in the Pricing Schedule will not be included in the numerical Pricing score because the services proposed under this category may differ among proposers and are not standardized for direct price comparison.

GSCS may consider only responsive and reasonably comparable pricing submissions when calculating the Pricing score. Rates or charges that are incomplete, materially unclear, or not submitted in accordance with Section XIII may be excluded from the price calculation or may affect proposal responsiveness, subject to applicable procurement requirements.

Pricing will be evaluated based on the rates and charges submitted in the proposal. The lowest overall price will not, by itself, determine the award.

Subject to applicable procurement requirements, award will be made to the responsible proposer whose final evaluation provides the highest overall evaluation score under the criteria and point values established in this RFP and provides the best overall value to GSCS.

XVIII. REQUIRED DEMONSTRATION / VALIDATION

At the District's discretion, shortlisted proposers may be asked to demonstrate their proposed systems and processes using representative scenarios, including:

- Submission of a staffing request and qualified candidates
- Verification and display of credentials
- Approval and assignment workflow
- Unexpected employee absence and coverage response
- Service-delivery/missed-service reporting
- Credential expiration monitoring
- Workforce vacancy dashboard and escalation
- Performance concern, corrective action, and replacement workflow

Demonstrations will not receive separate evaluation points. They may be used by GSCS to validate information presented in the proposal and to assess the proposer's ability to operationalize the requirements of this RFP.

If GSCS identifies a material inconsistency between the proposal and the demonstration, GSCS may request clarification or consider the information in evaluating the applicable scoring criterion.



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XIX. COMPLIANCE REQUIREMENTS

E-Verify and Georgia Security and Immigration Compliance Act

The proposer and, where applicable, its subcontractors shall comply with all requirements of the Georgia Security and Immigration Compliance Act, including O.C.G.A. § 13-10-91, as amended.

Each proposer required by law to participate in the federal work authorization program commonly known as E-Verify shall submit, with its proposal, a completed, signed, and notarized Contractor Affidavit pursuant to O.C.G.A. § 13-10-91(b)(1). The affidavit shall verify the proposer's enrollment and participation in E-Verify and shall include the proposer's federal work authorization user identification number and date of authorization.

The required affidavit form is not included in this solicitation. Proposers are solely responsible for obtaining the current affidavit form prescribed or authorized under Georgia law and for submitting a properly completed and notarized affidavit with their proposal.

Any subcontractor performing services under the resulting contract shall provide the contractor with the affidavit required by O.C.G.A. § 13-10-91. The successful proposer shall maintain all required immigration-compliance documentation and shall provide copies to GSCS upon request.

Failure to submit a properly completed and notarized Contractor Affidavit when required by law may result in the proposal being deemed non-responsive or may otherwise affect award eligibility, subject to applicable law and GSCS procurement procedures.

FERPA and Data Privacy

The contractor shall comply with FERPA and all applicable privacy laws and District requirements.

The contractor shall:

- Protect student and employee information.
- Maintain appropriate administrative, technical, and physical security controls.
- Notify GSCS within 24 hours of any security breach or suspected unauthorized access involving District data.
- Cooperate with GSCS investigations.
- Return or destroy District data upon contract termination as directed by GSCS.
- Maintain District data solely for authorized contractual purposes.

The MSP shall not sell, redistribute, or use District student or employee data for purposes unrelated to the contracted services.



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Any use of District data in artificial-intelligence, machine-learning, analytics, or model-development systems shall require prior written authorization from GSCS and comply with applicable laws and District requirements.

All District data shall remain the property of GSCS.

Background Checks

All assigned personnel shall successfully complete criminal history screening, national sex-offender screening, employment verification, and professional license verification, as applicable. GSCS may require additional screening consistent with District policy.

All personnel assigned under the contract shall meet the credentialing requirements established in Section X of this RFP.

XX. INSURANCE REQUIREMENTS

The successful proposer shall maintain insurance coverage appropriate for the services contemplated under this RFP and consistent with industry standards for providing staffing, employer-of-record, workforce management, and special education support services.

As part of its proposal, each proposer shall submit evidence of current insurance coverage, which may include a certificate of insurance, insurance carrier summary, declarations page, or other documentation sufficient to demonstrate the existence of applicable coverage.

At a minimum, proposers shall identify available coverage for the following areas, as applicable:

- Commercial General Liability
- Professional Liability / Errors and Omissions
- Workers' Compensation
- Employer's Liability
- Automobile Liability (if applicable)
- Cyber Liability / Data Breach Coverage

Submission of insurance documentation with the proposal is intended solely to demonstrate the proposer's current insurance program and financial responsibility.

Prior to contract execution, GSCS reserves the right to review insurance coverage, require certificates of insurance, establish minimum coverage requirements, require additional insured status, and require modifications to coverage amounts, terms, conditions, or endorsements as determined necessary to protect the interests of the District.

Failure to provide evidence of current insurance coverage with the proposal may affect the evaluation of the proposer's qualifications or responsiveness.



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XXI. PERFORMANCE MANAGEMENT, CORRECTIVE ACTION, AND REPLACEMENT

The MSP shall maintain a documented performance-management process for attendance, service quality, professional conduct, credential compliance, safety, and failure to meet District expectations.

Level	Expected Action
1 – Coaching/Informal Correction	Document concern, communicate expectations, provide coaching/corrective guidance, and establish follow-up.
2 – Formal Corrective Action	Written corrective action with measurable expectations, timeline, and monitoring.
3 – Removal Request	When warranted, MSP removes/reassigns employees consistent with contract requirements and GSCS direction.
4 – Replacement	MSP provides a qualified replacement and continuity plan according to service-level expectations.
5 – Contract-Level Escalation	Repeated or systemic failures may be elevated to MSP executive leadership and GSCS contract administration.

GSCS may request removal of assigned personnel for documented performance, safety, compliance, professional conduct, or programmatic concerns.

The MSP remains responsible for employer-of-record actions while GSCS retains authority over District assignments and educational/programmatic requirements.

XXII. AUDIT, INVOICING, AND RECORDS

GSCS may review records reasonably necessary to verify compliance with the contract, including personnel qualifications, credentials, background checks, timesheets, payroll support, service records, invoices, performance records, and staffing reports, subject to applicable privacy and confidentiality requirements.

Invoices shall contain sufficient detail for GSCS to reconcile billed services, including, as applicable: employee, position, school, dates worked, hours/services delivered, bill rate, total, purchase order, and required District approval.

GSCS may dispute charges that cannot be substantiated or that relate to unauthorized personnel or services not provided.



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XXIII. CONTRACT TERM, TRANSITION, AND TERMINATION

The initial contract term shall begin upon execution and continue through June 30, 2027.

Renewal options may be considered based upon satisfactory performance, funding availability, Board approval, and applicable procurement requirements.

For transition into or out of the contract, the MSP shall maintain a written transition plan addressing staffing continuity, personnel status, records, student data, credentials, open vacancies, corrective actions, outstanding invoices, communications, and knowledge transfer.

Upon termination or expiration, the MSP shall return or destroy District data as directed by GSCS and cooperate in an orderly transition.

GSCS may terminate for cause, including failure to perform, loss of required licenses, noncompliance, or breach of contract; or for convenience upon thirty (30) days' written notice.

XXIV. CERTIFICATIONS

The proposer shall certify that:

1. Information submitted is true and accurate.
2. The proposer is authorized to submit the proposal.
3. The proposer is not suspended or debarred from public contracting.
4. All required licenses, registrations, certifications, and qualifications are maintained and in good standing.
5. The proposer agrees to comply with all requirements, terms, conditions, and specifications contained in this RFP.
6. The proposer has complied, or will comply, with all applicable requirements of O.C.G.A. § 13-10-91 and the Georgia Security and Immigration Compliance Act, including submission of all required immigration-compliance documentation.
7. If required by law, the proposer has submitted with its proposal a completed, signed, and notarized Contractor Affidavit pursuant to O.C.G.A. § 13-10-91(b)(1) and will maintain compliance with E-Verify requirements throughout the term of any resulting contract.
8. The proposer shall obtain and maintain any subcontractor affidavits and related documentation required by O.C.G.A. § 13-10-91 and shall provide such documentation to GSCS upon request.



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Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

XXV. ACKNOWLEDGMENT

By submitting a proposal, the proposer acknowledges that it has reviewed and understands the requirements of this RFP and agrees to comply with all requirements unless specifically identified as an exception in the proposal.