



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GEORGIA 30083
www.dekalb.k12.ga.us/solicitations

May 21, 2015

REQUEST FOR PROPOSALS (RFP) 16-478

INTERNATIONAL TEACHING SERVICE PROVIDER

PROPOSAL SUBMISSION DEADLINE TIME - 2:00 PM, Tuesday, June 23, 2015
PUBLIC PROPOSAL ACKNOWLEDGEMENT - 2:00 PM, Wednesday, June 24, 2015

PROPOSAL RESPONSES MUST BE RECEIVED IN THE **CENTRAL PURCHASING OFFICE:**

**DeKalb County School District
Purchasing/Finance Department
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083**

PROPOSALS RECEIVED AFTER DEADLINE SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.

**PROPOSALS WILL BE ACKNOWLEDGED PUBLICLY AT THE FOLLOWING TIME/LOCATION:
2:00 PM, Wednesday, June 24, 2015**

**DeKalb County School District
Finance Conference Room
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083**

RFP Contact Person is:

Carla L. Smith at carla_l_smith@dekalbschoolsga.org and 678.676.0120

THE PERSON SIGNING THIS RFP MUST BE LEGALLY AUTHORIZED TO BIND THE COMPANY.

COMPANY NAME _____

ADDRESS _____

AREA CODE, TELEPHONE NO., AND EXTENSION _____

OFFEROR FAX NUMBER _____

OFFEROR E-MAIL ADDRESS _____

PRINT CERTIFYING/ENGAGING COMPANY OFFICIAL'S NAME _____

SIGNATURE OF CERTIFYING/ENGAGING COMPANY OFFICIAL _____

TITLE OF CERTIFYING/ENGAGING COMPANY OFFICIAL _____

FEDERAL I.D. NUMBER _____

DATE _____

OFFEROR WEB ADDRESS _____

Time is of the essence. Specify your earliest _____ and latest _____ service commencement dates after receipt of award letter.

Compliance With Requirements

Offeror must indicate below whether or not their proposal is in complete compliance with the stated requirements. If there are any deviations from these requirements, offeror must indicate in writing what the exact deviations are and what actual services will be provided. Attach and label additional sheets if necessary.

- Proposal is in complete compliance with proposal requirements.
- Proposal deviates from stated requirements as follows:

Cancellation

Awards, contracts, and extensions may be canceled for convenience by the DeKalb County School District (DCSD) at any time. In the event of termination of contract by DCSD, the DCSD will be responsible only for those services that have been delivered and accepted according to the RFP requirements.

Funding Provisions

No award or contract will be made if funding is not approved by the DeKalb County Board of Education.

Fiscal Year Funding Implications

The fiscal year for DCSD begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options. This solicitation, any resulting contract(s), and any renewal and extension options shall terminate absolutely without further obligation on the part of DCSD at the end of the fiscal year in which this solicitation was issued and at each June 30 renewal anniversary date thereafter unless the successful offeror is notified otherwise and agrees in writing to the exercise of renewal and extension options.

Rights Reserved

DCSD reserves the right to accept or reject any and/or all parts of responsive proposals received and/or to reject all proposals submitted. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous to DCSD. DCSD reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for DCSD. The decision of DCSD shall be final.

DCSD reserves the right to request and negotiate a “best and final” response from offerors.

Taxes

Purchases made by DCSD are not subject to federal, state, or local sales tax. A Sales Tax Exemption Certificate will be furnished upon request.

F.O.B. Delivery

All prices are to be F.O.B. delivery to various DCSD locations.

Inside Delivery Required

Equipment must be delivered, set in place, and functionality must be demonstrated to DCSD staff.

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

Estimated Quantities

The quantities shown in this RFP document are estimates, which are provided for your information. However, actual quantities purchased by DCSD may vary.

Exclusions of Trade Usages

This RFP contains all of the terms, conditions and obligations to which the parties agree, and shall not be modified, controlled, explained, supplemented or affected in any way by any usage of trade not expressly included in this agreement.

Brand Name or Catalog Number

Any manufacturer name, trade name, brand name or catalogue number used in these specifications are for the purpose of describing and establishing general performance and quality levels. Such references are not intended to be restrictive or to eliminate competing articles of equal quality. Offerors are at liberty to quote on substitutions so long as the quality or performance of the proposed product meets or exceeds the quality of the specifications listed for any item.

No Obligation/No Award Guaranteed/Cost to Propose

The contract, if any, will be awarded to the offeror whose proposal offers the best value to DCSD in meeting the required scope of work described herein, if the appropriate funds are available and the contract is approved by the DeKalb County Board of Education. No obligation or commitment is incurred by the DeKalb County Board of Education from the receipt of any proposal, marketing materials, or presentations. There is no guarantee that any offeror will receive an award as a result of submitting a proposal. Any/all costs incurred by the offeror in preparation and submission of this proposal are the sole responsibility of the offeror. Expenses incurred by the offeror will not be reimbursed by DCSD or become a reason for contracting with the offeror.

Offeror must sign below acknowledging the above statement:

Signature of Engaging Official: _____ **Date:** _____
(Company Name / Certifying Official Signature)

Conditional Proposals

Proposals that are conditional and/or in any way qualify or vary the terms of these instructions, conditions, and specifications shall be considered non-responsive and disqualified.

Offeror Failure

In the event services to be furnished by the successful offeror should for any reason fail to conform to the scope of work contained herein, DCSD reserves the right to reject the services and further reserves the right to terminate the contract.

Failure of the successful offeror to perform contracted services may also result in the removal of that offeror from doing business with DCSD for a period of not less than one year.

Georgia Open Records Act

All proposals submitted in response to DCSD solicitations may be subject to the Georgia Open Records Act, which permits any member of the public to inspect and/or copy documents prepared and maintained or received in the course of the operation of the public office or agency.

No Assignment of Award

The successful offeror may not assign the award or contract to or subcontract with another party without the express written permission of DCSD.

The Laws of the State of Georgia

This RFP and subsequent agreement are subject to the laws of the State of Georgia.

Additional Terms

In the event an award is made to an offeror, the resulting contract shall not depart from this document unless agreed to in writing by DCSD and the successful offeror. DCSD shall not be bound by additional terms and conditions and/or extraneous language added to this document by offerors.

ALL SOLICITATIONS ISSUED BY DCSD ARE ADVERTISED IN THE LEGAL SECTION OF THE CHAMPION NEWSPAPER, (404) 373-7779, POSTED ON THE DCSD WEBSITE, AND POSTED IN THE TEAM GEORGIA MARKETPLACE'S GEORGIA PROCUREMENT REGISTRY. Offerors are solely responsible to review and make themselves aware of DCSD solicitations posted on the following website:

<http://www.dekalb.k12.ga.us/solicitations>

Proposal responses will be received in the Purchasing Office between the hours of 8:30 AM and 4:30 PM only, Monday through Friday, excluding DCSD holidays, furlough days, and inclement weather closings.

DCSD is not responsible for misdirected mail, mail not received, and/or mail delivered late by designated carriers.

PROPOSALS RECEIVED IN THE PURCHASING OFFICE AFTER THE STATED DEADLINE DATE AND TIME SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.

PROPOSALS DELIVERED TO ANY SCHOOL OR LOCATION OTHER THAN THE DCSD PURCHASING DEPARTMENT SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.

PROPOSALS THAT ARE DELIVERED BY EXPRESS CARRIER (e.g., FEDEX, UPS) AND RECEIVED IN THE DCSD MAILROOM WITH VERIFYING SIGNATURE BEFORE THE SCHEDULED PROPOSAL SUBMISSION SHALL BE CONSIDERED RESPONSIVE AND ENTERED INTO THE PROPOSAL TABULATION.

LABELS WITH THE PROPER IDENTIFICATION INFORMATION ARE PROVIDED IN YOUR REQUEST FOR PROPOSAL PACKAGE FOR YOUR CONVENIENCE AND USE. YOU MAY ALSO DOWNLOAD LABELS FROM THE DCSD WEBSITE BY CHOOSING ATTACHMENT 1 AT:

<http://www.dekalb.k12.ga.us/solicitations>

SEALED PROPOSAL RESPONSES MUST BE CORRECTLY ADDRESSED AS SHOWN ON THE REQUEST FOR PROPOSAL COVER SHEET.

BOXES OR EXPRESS CARRIER PACKAGES CONTAINING SEALED PROPOSALS MUST BE CORRECTLY ADDRESSED AS WELL.

RESPONSES RECEIVED BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED.

NOTICE TO OFFERORS

FOR SECURITY REASONS, ALL OFFERORS ATTENDING THE PUBLIC PROPOSAL ACKNOWLEDGEMENT MUST REGISTER AT THE FIRST FLOOR FRONT DESK AT 1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GEORGIA 30083, BEFORE ATTENDING THE PROPOSAL ACKNOWLEDGEMENT.

ALL OFFERORS SUBMITTING SEALED PROPOSALS IN PERSON TO THE PURCHASING DEPARTMENT MUST HAVE THEIR SEALED PROPOSALS STAMPED WITH THE DATE AND TIME BY A PURCHASING DEPARTMENT REPRESENTATIVE AND MUST LEAVE THEIR SEALED PROPOSALS IN THE CARE OF A PURCHASING DEPARTMENT REPRESENTATIVE. PURCHASING DEPARTMENT REPRESENTATIVES WILL ISSUE RECEIPTS FOR SEALED PROPOSALS IF REQUESTED.

SEALED PROPOSALS LEFT RANDOMLY AT THE BUILDING, THE DIVISION OF FINANCE OR THE PURCHASING DEPARTMENT WITHOUT BEING DATE AND TIME STAMPED OR WITHOUT ENSURING A PURCHASING DEPARTMENT REPRESENTATIVE TAKES POSSESSION OF SAME SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.



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REQUEST FOR PROPOSALS

RFP 16-478

INTERNATIONAL TEACHING SERVICE PROVIDER

THE SCHOOL CANNOT LIVE APART FROM THE COMMUNITY

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

TABLE OF CONTENTS

DCSD Solicitation Boilerplate..... 1-5
 RFP Cover Page.....6
 Table of Contents.....7-8
 Attachments.....31-44

PART I – BACKGROUND AND INFORMATION

A. Objectives9
 B. General Information.....9
 C. Procurement Process 10
 D. Addenda 10
 E. Proposal Deadlines 10
 F. Schedule of Events 10
 G. Format and Submission of Proposals..... 11
 H. Proposal Contact Person..... 12
 I. Prohibited Contacts 12
 J. Questions and Answers 13

PART II – GENERAL REQUIREMENTS

A. Offeror Performance 14
 B. News Release 14
 C. Non-Discrimination 14
 D. Drug Free Workplace 14
 E. Smoke Free Workplace 14
 F. Costs Incurred 15
 G. Insurance..... 15
 H. Indemnification 17
 I. Illegal Immigration Reform and Enforcement Act of 2011..... 18
 J. Interviews 18
 K. Contract Terms..... 19
 L. Permits and Applicable Laws 19
 M. Infringement 19
 N. Ownership Rights 19
 O. Non-Collusion..... 19
 P. Conflict of Interest 20
 Q. Financial Stability 20
 R. No Obligation/No Contract Guaranteed..... 20
 S. Confidentiality and Non-Disclosure 20
 T. Business License 20

TABLE OF CONTENTS (CONT'D)

PART III – SCOPE OF WORK

A. Purpose / Project Overview21

B-G. Project Scope of Work.....21-27

H. Company Profile.....27

I. References27

J. Brochures, Catalogs, Manuals, Websites, Literature27

K. Added Value.....27

L. Fee Proposal27

M. Evaluation Criteria28

N. Transition Plan29

O. Required Content / Document Checklist.....29

ATTACHMENTS

Attachment A – Fee Proposal Form.....31

Attachment B - Offeror Disclosure and Questionnaire32-33

Attachment C – Critical Paragraphs34

Attachment D – Offeror’s Client Reference Form35

Attachment E – Confidentiality and Non-Disclosure36

Attachment F –Suspension and Debarment37

Attachment G –Illegal Immigration Reform and Enforcement Act of 2011
Certification38-43

Attachment H –Signature Page44

Final Page.....45

PART I BACKGROUND AND INFORMATION

A. OBJECTIVES

The DeKalb County School District (DCSD) is seeking proposals from highly qualified and capable offerors engaged in the business of providing international (foreign national) teachers for various DCSD schools on an as-needed basis. DCSD desires to provide well-trained, highly effective, and experienced teachers, with an emphasis on critical needs areas. DCSD desires to provide cultural experiences to its students through a diverse faculty and to enhance mutual understanding between the people of the United States and other countries. DCSD recognizes the importance of recruiting international teachers because of the cultural experiences they can bring to the classroom.

Awarded offeror shall provide services in accordance with the specifications, terms and conditions set forth in these proposal documents. Services shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel and per diem, direct and indirect administrative costs, overhead, any other charges, and all things and services necessary to provide international teachers in accordance with the requirements of this RFP.

DCSD reserves the right to make multiple awards. DCSD, at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by DCSD.

B. GENERAL INFORMATION

DCSD is a metropolitan Atlanta public school system organized and existing under the Constitution and laws of the State of Georgia. DCSD is located in the second largest county in Georgia. DeKalb County is one of the most culturally diverse counties in the nation. DCSD has a student enrollment of approximately 99,000 students in pre-kindergarten through grade 12. With 141 schools and centers, DCSD educates the third largest pre-kindergarten through grade 12 student population in the State of Georgia. DCSD is the second largest employer in DeKalb County with over 15,000 full and part time employees.

DCSD is dedicated to giving every student the best possible education through an intensive core curriculum and specialized, challenging instructional and career programs. DCSD is striving to become the premier K-12 school system of choice and is constantly improving and refining instruction and management to make it as effective, productive, and economical as possible.

DCSD includes approximately:

- 78 Elementary Schools
- 19 Middle Schools
- 24 High Schools

- 11 Specialized Learning Centers
- 4 Administrative Centers
- 5 Athletic Stadiums

Currently, DCSD has 95 Title I schools. DCSD's wide-area network connects instruction and administration sites to deliver technology and learning tools to every child. The main administrative offices are located at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083. DCSD is governed by a seven-member Board of Education.

C. PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. Proposals must be responsive to all aspects of this RFP.

D. ADDENDA

It is the responsibility of offerors to frequently check for any addenda, questions, and answers posted on the Purchasing Bulletin Board on the DCSD website. Failure on the part of offerors to make themselves aware of and comply with addenda requirements will not relieve them of this obligation. All posted addenda must be printed, signed by the offeror, and included in the offeror's RFP submission. Click on the following link to the Purchasing Bulletin Board:

<http://www.dekalb.k12.ga.us/solicitations>

E. PROPOSAL DEADLINES

Proposals in response to this RFP must be received by the DCSD Purchasing Department at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083, no later than **2:00 pm, Tuesday, June 23, 2015**. Proposals received after the stated deadline will not be considered.

Proposals will be acknowledged publicly on **Wednesday, June 24, 2015** at 2:00 pm.

F. SCHEDULE OF EVENTS

DATE

RFP Advertisement Dates

1st Consecutive Ad in Legal Organ	Thursday – May 21, 2015
2nd Consecutive Ad in Legal Organ	Thursday – May 28, 2015
Deadline for Offerors to Submit Questions	Thursday, 12:00 Noon, June 4, 2015
Posted Responses to Questions*	Wednesday, 4:30 pm, June 10, 2015
RFP Submission Deadline	Tuesday – 2:00 pm, June 23, 2015
RFP Public Acknowledgment	Wednesday – 2:00 pm, June 24, 2015

Responses to questions will not be posted on official DCSD holidays or furlough days. The successful offeror will be formally notified after DeKalb County Board of Education approval.

G. FORMAT AND SUBMISSION OF PROPOSALS

The format requirements for RFP responses are designed to ensure uniformity in the responses, provide the information necessary to understand each offeror’s proposal, and facilitate an efficient and comprehensive evaluation of all responses. Proposals must comply with the specifications and detailed instructions stated in this RFP document, be signed by the certifying company official, and be presented to the DCSD Purchasing Department according to the detailed instructions stated in this document.

- Proposals must be presented in a three-ring binder with tabs separating the required sections. All attachments must be identified properly for easy recognition and association.

Each page of the response must be numbered, and the offeror’s company name must appear in the lower right-hand corner of each page.

- Each proposal must contain a detailed Table of Contents and must be organized in the same order as the requirements are outlined in this RFP document. Each separate bullet point must be addressed individually. A response that does not adhere to a “point-by-point” format may be disqualified.

- Responses shall be organized simply and economically. Emphasis must be placed on completeness and clarity. Proposals that do not include all required information may be disqualified.

- RFP responses must be submitted in a sealed container plainly addressed as shown below. Containers not properly labeled as shown below will not be opened or considered.

SEE REQUIRED CONTENT / DOCUMENT CHECK LIST – PAGE 29.

Proposals must be sealed and clearly labeled and addressed as shown below:

SEALED PROPOSAL IDENTIFICATION LABEL:

This information must appear in the lower LEFT corner of your sealed proposal container (whether envelope, box, express carrier package, etc.)

SEALED PROPOSAL ADDRESS LABEL:

This information must appear in the mailing address area of your sealed proposal container (whether envelope, box, express carrier

<p>(SEALED PROPOSAL RESPONSE) RFP Number: RFP 16-478 RFP Name: International Teaching Service Provider RFP Due Date: June 23, 2015, 2:00 PM Company Name: _____ Company Mailing Address: _____ Contact Person Name: _____ Contact Telephone No.: ()</p>

<p>(SEALED PROPOSAL RESPONSE) DeKalb County School District Purchasing Department 1701 Mountain Industrial Blvd Stone Mountain, GA 30083 ATTN: Carla L. Smith</p>

Boxes, express carrier packages and any other containers enclosing sealed proposals must ALSO be clearly labeled as shown above.

Sealed proposals **MUST** be received by the DCSD Purchasing Department by the **DEADLINE** stated in this solicitation. **Offerors submitting proposals in person must have the date and time stamped on their sealed proposals by a Purchasing Department representative.** Sealed proposals must be placed in the care of a Purchasing Department representative.

Failure to follow these sealed proposal label and submission requirements may cause proposals to be declared non-responsive and rejected.

Offerors are required to submit **one (1) original and ten (10) copies of the proposal.**

Ten (10) duplicate copies are required to be submitted with the original in a sealed package. It is recommended that copies be made after the original is complete and fully executed (signed and initialed) by the offeror's authorized representative.

Submit all responses to:
Carla L. Smith, Purchasing Manager
Purchasing Department
DeKalb County School District
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083

RFP responses will NOT be accepted at any other DCSD location.

H. PROPOSAL CONTACT PERSON

The assigned contact person for offerors is Carla L. Smith, Purchasing Manager. Ms. Smith can be reached at 678.676.0110 or by email to carla_l.smith@dekalbschoolsga.org.

I. PROHIBITED CONTACTS

Except with the consent of the proposal contact person, all offerors, including any persons affiliated with or in any way related to the offeror, are strictly prohibited from contacting DeKalb County Board of Education members and DCSD employees or consultants on any matter having to do in any aspect with this RFP, other than as provided herein. Any and all contacts with such persons associated with DCSD shall be in writing, in appropriate circumstances or cases, as directed by the contact person.

Board Member Communication with Prospective Offerors

Offerors shall not contact Board members individually for the purpose of soliciting a purchase or contract between the time a request for proposal is formally released and a recommendation is made by the administration to the Board. If an offeror violates this prohibition during this timeframe, consideration for the offeror for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

J. QUESTIONS AND ANSWERS

It is intended that this RFP be adequate for any offeror to respond to DCSD's requirements. However, should offerors have questions all questions shall be submitted electronically to: **Carla L. Smith at solicitationsquestions@dekalbschoolsga.org**. The deadline to submit questions is **Thursday, June 4, 2015 by Noon**. Questions received after the deadline will not be considered. All questions received by **Noon, Thursday, June 4, 2015**, shall be answered in writing and both the questions and answers will be posted to the following website on or before **Wednesday, June 10, 2015, 4:30 PM.**

<http://www.dekalb.k12.ga.us/solicitations>

PART II GENERAL REQUIREMENTS

A. OFFEROR PERFORMANCE

The successful offeror is required to perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of this RFP document and any negotiated contract(s). Specifications contained herein and in the successful response will become contractual obligations, if an award ensues. Failure of the offeror to fully perform these obligations may result in cancellation of the award and contract.

DCSD will look to the offeror and his/her identified personnel to coordinate and deliver the services described in this RFP. The services shall not be delegated to sub-offerors or assigned to any third party.

This RFP does not constitute an offer by DCSD. DCSD reserves the right to cancel this RFP at any time during the procurement process, for any reason or for no reason. DCSD makes no commitments, expressed or implied, that this process will result in a business transaction with any offeror.

B. NEWS RELEASE

Any news release or publicity pertaining to any phase of this project must be cleared through the DCSD Executive Director of Communications.

C. NON-DISCRIMINATION

DCSD does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in any of its employment practices, education programs, services or activities.

DCSD supports an open, fair, and impartial free-market system which maximizes competition and seeks to include all responsible businesses and to provide ample opportunities for business growth and development. Minority businesses are encouraged and given the opportunity to bid on various projects; however, all responses will be evaluated on the same criteria. It is not the intention or desire of DCSD to restrict or impede competition, nor to increase the cost of the work.

D. DRUG-FREE WORKPLACE

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.

E. SMOKE-FREE WORKPLACE

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not use tobacco products on DCSD property at any time during the performance of this contract.

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

F. COSTS INCURRED

DCSD is not liable for any costs incurred by an offeror in preparing and/or submitting a response to this RFP or for any interview if requested. Any and all costs incurred by the offeror in preparing and/or submitting a response to this RFP and interviewing with DCSD (if requested) shall be the sole responsibility of the offeror and shall not be reimbursed by DCSD.

There is no guarantee of any offeror receiving an award as a result of submitting a response to this RFP.

G. INSURANCE

The DCSD Risk Management Unit sets insurance and indemnification requirements for each solicitation.

Certificate of Insurance / Accord Form is required with solicitation submittal. **Provision of Certificate of Insurance is a mandatory requirement.** Proposals submitted with certificates of insurance will be considered conditionally responsive to the insurance and indemnification requirement. Final award of this RFP will be contingent upon receipt within three (3) business days of request for insurance documentation complete with the following requirements and fully acceptable to the DCSD Risk Management Unit. No work will commence / no purchases will be made without the written statement of approval of insurance coverage from the DCSD Risk Management Unit. In the event the awarded offeror cannot produce insurance coverage acceptable to the Risk Management Unit within the time provided, DCSD reserves the right to award this solicitation to the first runner-up.

(1) The successful Offeror shall procure and maintain throughout the term of this agreement a policy or policies of insurance providing coverage as set forth below that shall protect the Offeror and the Indemnitees (as defined in Part II, Section H of this RFP) from any claims for bodily injury, property damage, errors and omissions, or personal injury which may arise out of offeror's operations under this agreement.

The foregoing policies shall be obtained from insurance companies approved to do business in the State of Georgia and companies acceptable to DCSD. Offeror shall procure the insurance policy(ies) at the Offeror's own expense and shall furnish to DCSD a certificate of insurance containing the following:

- (a) Name and address of authorized agent;
- (b) Name and address of insured;
- (c) Name of insurance company;
- (d) Description of coverage in standard terminology;
- (e) Policy period;
- (f) Policy Number;
- (g) Limits of liability;
- (h) Name and address of certificate holder;
- (i) Acknowledgment to the DCSD of notice of expiration or cancellation;
- (j) Signature of authorized agent;
- (k) Telephone number of authorized agent; and

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-
- (l) Details of policy exclusions applicable to this agreement in comments section of insurance certificate.

All certificates evidencing primary and excess layers shall be renewed and kept current and up to date on an annual basis.

- (2) Offeror is required to maintain the following insurance coverage during the term of this agreement:
- (a) Workers' Compensation Insurance in the amounts of the statutory limits established by the General Assembly of the State of Georgia. Offeror shall have the ability to self-insure its required workers' compensation coverage if offeror is an approved self-insurer in the State of Georgia.
 - (b) Comprehensive General Liability Policy, or equivalent coverage, to include contractual liability. The Comprehensive General Liability Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and any excess or Commercial Umbrella Policy described below.
 - (c) Comprehensive Auto Policy to include but not be limited to liability coverage on any owned, non-owned, and hired vehicle used by offeror or offeror's personnel in the performance of this agreement. The Comprehensive Automobile Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and the excess or Commercial Umbrella Policy required under this agreement. In the event the offeror does not own or lease any vehicles, this requirement may be met by coverage for non-owned and hired vehicles being included under the Comprehensive General Liability Policy.
 - (d) Professional Liability (Errors and Omissions) Insurance coverage for professional liability arising out of all professional services the offeror proposes to provide, such as, case management; legal defense and settlement; claims adjusting; accounting, etc.
 - (e) Commercial Umbrella or Excess Liability Policy, which must provide the same or broader coverage than those provided for in the above Comprehensive General Liability and Business Auto Policies. Policy limits for the Commercial Umbrella or Excess Liability Policy shall have an annual aggregate limit not less than \$2,000,000.
 - (f) Under all coverage and certificates required hereunder, policies shall be endorsed to include the following terms and conditions:
 - (i) All policies and coverage shall be on an "occurrence" not "claims made" basis.
 - (ii) The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed, allowed to lapse for any reason until at least sixty (60) days prior written notice has been given to DCSD.
 - (iii) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section H of this RFP) for losses arising out of this agreement.
 - (iv) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.
 - (v) Certificates of Insurance showing such coverage to be in force shall be filed with DCSD prior to commencement or continuation of any work under this agreement.
 - (vi) All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.
 - (g) Under coverage and certificates required under Sections 2(b), (c), and (d) above, policies shall be endorsed to include the following terms and conditions:

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- (i) Minimum limits of \$1,000,000 per occurrence \$2,000,000 in the annual aggregate. Primary limits of coverage in the amount of \$1,000,000 per occurrence must be with insurers approved to conduct business in the State of Georgia. Excess or umbrella liability insurance may be placed with any insurer submitted by offeror, including captive or self-insured programs, with the prior written approval of DCSD.
 - (ii) Contractual liability coverage, specifically referencing this agreement and its Indemnity, applies to liability assumed by the named insured.
 - (iii) Shall include Indemnitees as additional insured.
 - (iv) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section H of this RFP) for losses arising out of this agreement.
 - (v) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.
 - (vi) Shall be primary and not excess to any other coverage provided by or available to the Indemnitees (as defined in Part II, Section H of this RFP).
- (h) Offeror shall require any and all subofferors performing work under this agreement to carry insurance of the types and with limits of liability as offeror shall deem appropriate and adequate for the work being performed. However, the obligations of the offeror to the Indemnitees assumed in Sections of Indemnification, and Insurance shall not be reduced or diminished by the standards set for the subofferors. Further, offeror agrees that their obligations to indemnify and insure the Indemnitees shall pertain to all losses arising out of the subofferor's acts or negligence in the same manner and to the same extent as if committed by the offeror. Offeror shall obtain and make available for inspection by DCSD, current certificates of insurance evidencing insurance coverage by such subofferors.

H. INDEMNIFICATION

- 1) DCSD shall not indemnify, defend or hold harmless the successful offeror.
- 2) The successful offeror, however, shall indemnify, defend, and hold harmless the DeKalb County Board of Education, the DeKalb County School District, and their officials, officers, employees, agents, volunteers, and assigns (all of whom may collectively be referred to as "Indemnitees" throughout this RFP), from any and all claims, demands, suits, actions, legal or administrative proceedings, losses, liabilities, costs, interest, and damages of every kind and description, including any attorneys' fees and/or litigation and investigative expenses, for bodily injury, personal injury, (including but not limited to offeror's employees), or loss or destruction of property (including loss of use, damage or destruction of DCSD owned property) to the extent that any such claim or suit was caused by, arose out of, or contributed to, in whole or in part, by reason of any act, omission, professional error, fault, mistake, or negligence whether active, passive or imputed, of the offeror its employees, agents, representatives, or their employees, agents, or representatives in connection with or incidental to offeror's performance of the agreed-upon services regardless of whether such liability, claim, damage, loss, cost or expense is caused in part by an Indemnitee.
- 3) Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of Offeror's agreed-upon services for any reason.

I. ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

The Illegal Immigration Reform and Enforcement Act of 2011 applies to and is a requirement for all DeKalb County School District solicitations for physical performance of services (i.e. public works contracts). **The Illegal Immigration Reform and Enforcement Act of 2011 does not apply to solicitations for items, commodities and products.**

Bidders must complete and/or have their subcontractors complete the following forms:

- 1) Immigration and Security Certification
- 2) Bidder E-Verify Affidavit
- 3) Contractor Affidavit (Contractor Only)
- 4) Subcontractor Affidavit (Subcontractor Only)
- 5) Sub-Subcontractor Affidavit (Sub-Subcontractor Only)

The Immigration and Security Certification, the Bidder E-Verify Affidavit, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit are found on pages 37-42 of this solicitation document. The Immigration and Security Certification, the Bidder E-Verify Affidavit, the Contractor Affidavit, Subcontractor Affidavit and the Sub-Subcontractor Affidavit must be completed, notarized and submitted with your bid response.

I acknowledge the Illegal Immigration Reform and Enforcement Act of 2011 requirements for service providers and confirm by my signature below that the Immigration and Security Certification, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit are each completed, notarized and made a part of this solicitation response package. I also acknowledge that all items or services furnished to DCSD must comply with applicable federal and state immigration laws, and regulation.

_____ Please check here if the Illegal Immigration and Reform Act of 2011 **does not** apply to your solicitation, because it is one for items, commodities, or products. If this does not apply to any portion of the solicitation, then the bidder is not required to complete the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit found on **pages 41-43**. **Please be advised that pages 38-40 must still be completed.**

Signature of Engaging Official: _____ **Date:** _____
(Company Name / Certifying Official Signature)

J. INTERVIEWS

DCSD reserves the right to require offerors to participate in one or more interviews with DCSD board members and/or staff. Offerors must be prepared to discuss the salient points of their proposal within two (2) normal working days of being asked to participate in interviews. There are to be no presentations, individually or collectively, without such invitation.

K. CONTRACT TERMS

In the event DCSD determines that outsourcing these services are in its best interest, with the approval of the DeKalb County Board of Education, the successful offeror will be notified in writing. A contract confirming price and other terms shall be signed by the parties. Services will begin on or about August 1, 2015. The initial contract duration shall be through July 31, 2016. The contract will contain four (4) one-year extension options contingent upon DCSD's offer of such extension, the successful offeror's acceptance and the approval of the DeKalb County Board of Education to extend the contract. The contract is subject to the approval of the DeKalb County Board of Education and to fiscal year funding limitations. The contract price must be held firm for the entire term of the contract. DCSD reserves the right to terminate any resulting contract for convenience or for cause. In the event of contract termination by DCSD, the DCSD will be responsible only for those services and deliverables that have been received and accepted. Non-performance of contract terms shall give sufficient cause for DCSD to cancel the contract. Non-performance shall be construed to include, but is not limited to, failure of the offeror to deliver equipment or perform services in the time specified or in the manner required.

L. PERMITS AND APPLICABLE LAWS

Offerors shall at their own expense obtain all necessary permits, certifications, and licenses and shall comply with all applicable local, state, and federal laws, ordinances, rules, and regulations necessary to the full execution of the requirements stated herein. Offerors shall maintain all such permits, licenses, certifications, and compliances in a current status throughout the course of the contract. Offerors shall submit copies of permits, licenses, and certifications evidencing proof of the aforementioned immediately upon request of DCSD. Offerors shall be in compliance with registration with the Georgia Secretary of State's office as applicable.

M. INFRINGEMENT

Offeror shall fully indemnify Indemnitees against any claims of infringement of any patent, copyright, trade secret, trademark, or other intellectual property rights related to the offeror's response to this RFP or services performed upon contract award. Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

N. OWNERSHIP RIGHTS

DCSD shall retain ownership rights to the contents of all documents, supporting literature, and data submitted by offerors to this RFP.

O. NON-COLLUSION

Offerors shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this RFP. Further, offerors guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

P. CONFLICT OF INTEREST

Offerors shall disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee or DeKalb County Board of Education member. Offerors shall also disclose the name of any DCSD employee or board member who owns, directly or indirectly, an interest in five percent or more in the offeror's company or any of its branches. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest, unfair advantage, or personal benefit to any DCSD official.

Q. FINANCIAL STABILITY

1. Offerors shall provide a copy of their company's audited financial statements for the previous two (2) years – 2012 and 2013. **Provision of financial statements is a mandatory requirement.**
2. Indicate here if your company is publicly traded or not publicly traded:
My company is publicly traded. _____/
My company is not publicly traded. _____/
3. If your company is a publicly traded company, provide a copy of your company's annual report for the previous two (2) years – 2012 and 2013.

R. NO OBLIGATION/NO CONTRACT GUARANTEED

This RFP does not commit DCSD to contract with any offeror to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP.

S. CONFIDENTIALITY AND NON-DISCLOSURE

Information made available to offerors by DCSD shall be used only for purposes related to responding to this RFP and shall not be used for any other purpose without the express written permission of DCSD. Offerors to this RFP unequivocally agree to assume responsibility for protecting and safeguarding the confidentiality of DCSD records that are not public information. Such information may include, but is not limited to student and human resource file contents.

T. BUSINESS LICENSE

Offerors shall submit with their proposal, a copy of their valid company business license. If the offeror is a Georgia corporation, offeror shall submit a valid county or city business license. If the offeror is not a Georgia corporation, offeror shall submit a certificate of authority to transact business in the state of Georgia and a copy of their valid business license issued by their home jurisdiction. If offeror holds a professional certification which is licensed by the state of Georgia, offeror shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the offeror for the duration of the contract. **Provision of copy of business license is a mandatory requirement.**

PART III SCOPE OF WORK

A. PURPOSE / OBJECTIVE / PROJECT OVERVIEW

The DeKalb County School District (DCSD) is seeking proposals from highly qualified and capable offerors engaged in the business of providing international (foreign national) teachers for various DCSD schools on an as-needed basis. DCSD desires to provide well-trained, highly-effective, and experienced teachers, with an emphasis on critical needs areas. DCSD desires to provide cultural experiences to its students through a diverse faculty and to enhance mutual understanding between the people of the United States and other countries.

Awarded offeror ("Service Provider") shall provide services in accordance with the specifications, terms and conditions set forth in these proposal documents. Services shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel and per diem, direct and indirect administrative costs, overhead, any other charges, and all things and services necessary to provide International/foreign teachers in accordance with the requirements of this RFP.

DCSD reserves the right to make multiple awards. DCSD at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by DCSD.

B. SCOPE OF WORK

Service Provider shall provide well-trained, highly effective, and experienced teachers, with a particular emphasis on critical needs areas, as identified by DCSD, for various DCSD schools on an as-needed basis.

Each individual teacher shall hold a valid United States J-1 or H-1B Visa. Obligations of DCSD to pay fees to Service Provider for each teacher's services is conditioned upon same.

DCSD and successful service provider shall mutually agree on the number of teachers to be provided to DCSD.

DCSD shall have the right, in its sole discretion, to interview and determine which teacher or teachers to accept. DCSD shall not be obligated to, and expressly reserves the right to decline to, utilize the service of any teacher identified by Service Provider for any reason or for no reason whatsoever.

C. SERVICE PROVIDER RESPONSIBILITIES:

1. DCSD will not do business with Service Provider if Service Provider does not fully comply with all applicable federal, state and local laws, regulations and other controlling authorities relating to payment of wages, unemployment compensation,

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

workers' compensation, wage and hour laws, social security, F.I.C.A., employment discrimination, immigration, income tax, payroll taxes and all other applicable employment-related laws. Any contract(s) entered into by DCSD with Service Provider is expressly conditioned upon Service Provider's assurance that Service Provider intends to and shall comply with all applicable federal, state and local laws, regulations and other controlling authorities relating to payment of wages, unemployment compensation, workers' compensation, wage and hour laws, social security, F.I.C.A., employment discrimination, immigration, income tax, payroll taxes and all other applicable employment-related laws. Notwithstanding any other provision of this RFP or any subsequent contract(s) by and between DCSD and Service Provider to the contrary, Service Provider's failure to comply with all such applicable laws, regulations, and other controlling authorities shall constitute sufficient grounds for the immediate termination of any contract(s) by and between DCSD and Service provider.

2. Service Provider must have:
 - a. A proven track record in the recruitment and selection of well-trained, highly effective, and experienced international teachers, with a minimum of two years' experience, who possess a minimum of a college/university degree equivalent to a U.S. bachelor's degree or its international equivalent in education.
 - b. A proven track record in obtaining appropriate cultural exchange work visas for selected teachers.
 - c. A proven track record in working with appropriate state agencies to obtain teacher certification for international teachers.
 - d. A proven track record in providing appropriate professional development to prepare international teachers to work effectively in school districts located in the United States.
 - e. A proven track record in providing on-going professional development, on-site evaluation and general year-round support for international teachers.
 - f. A proven track record in providing relocation assistance to international teachers including, but not limited to, housing, local transportation, travel arrangements and health insurance.
 - g. The ability to provide a written evaluation/calculation of prior service to international teachers pursuant to DCSD's regulations and guidelines.
 - h. A proven track record with conducting thorough criminal background investigations through international crime information agencies for international teachers hired.

3. Service Provider must describe, in response to this RFP:
 - a. The basic concept and proposed methodology you will use for recruiting well-trained, highly effective, and experienced international teachers for DCSD.
 - b. Your experience working with appropriate state agencies to obtain teacher certification for international teachers and necessary documents to obtain Georgia certification.

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- c. Your experience in providing relocation assistance to international teachers including, but not limited to, housing, local transportation, travel arrangements and health insurance.
 - d. Your recruitment and selection process for the engagement of well-trained, highly effective, and experienced international teachers, who possess a minimum of a college/university degree equivalent to a U.S. bachelor's degree or international equivalent in education.
 - e. Your experience in obtaining appropriate work visas for selected teachers.
4. Service Provider is responsible and shall pay for the following:
 - a. Recruiting and selection expenses for teachers, including advertising, application and evaluation process, personal interviews, criminal background checks, reference checks, and participant selection.
 - b. Verifying that the international teachers selected are eligible and qualified to obtain in-field Georgia certification.
 - c. All necessary documents to obtain Georgia teacher certificates for selected teachers, including, but not limited to, the evaluation of foreign transcripts.
 - d. All teacher benefits, including but not limited to health insurance, life insurance, paid sick leave that meets the requirements set forth in O.C.G.A. §§ 20-2-850 to 853, workers' compensation coverage, and disability insurance.
 - e. Verifying the credentials of international teachers, checking the references of international teachers and conducting in-depth interviews prior to any interviews conducted by DCSD.
 - f. All expenses, or the coordination of necessary round-trip transportation, from teacher's country of residence to DeKalb County, Georgia
 - g. Orientation following teacher's arrival.
 - h. Additional consultation and staff development, as DCSD deems necessary and as requested by DCSD.
 5. Prior to placement with DCSD, Service Provider shall confirm that a teacher is:
 - a. Eligible to work in the United States and holds a valid J1 or H-1B Visa approved by the U. S. Department of Homeland Security.
 - b. Sponsored by the Service Provider to teach in DCSD, as indicated on Form DS-2019, Items 1, 2 and 4 if holding a J-1 Visa.
 - c. Competent, qualified, and can provide for the desired instructional services.
 - d. Eligible for professional education certification in the State of Georgia.
 - e. Certified professional teacher in his/her home country.
 - f. Proficient in the English language.
 6. Service Provider shall maintain and shall provide DCSD upon request a credential file that includes but is not limited to the following documents for each teacher assigned to DCSD:
 - a. Name of Teacher.
 - b. Period of teacher's assignment.
 - c. Annual salary.
 - d. Administrative fee (if applicable) charged by Service Provider to teacher.

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- e. Teacher's application with Service Provider.
 - f. Complete record of teacher's educational credentials, experience, recommendations, background information, including but not limited to, the appropriate state teaching license/certification for the designated instructional services and criminal background check information.
 - g. At least two (2) work references.
 - h. Teacher's valid Visa.
 - i. Proof of Social Security number.
 - j. Other documentation as necessary to establish the teacher's authorization to work in the United States.
7. Service Provider agrees:
- a. DCSD may interview teacher by telephone, Skype interview or other medium.
 - b. DCSD reserves the right to request a face-to-face interview with teacher.
 - c. DCSD reserves the right to select and hire teachers according to the District's needs.
 - d. That all international teachers will speak fluent English and demonstrate evidence of strong interpersonal skills and genuine enthusiasm for instructing all students.
 - e. That all international teachers must be eligible for certification as set forth in rules and regulations promulgated by the Georgia Professional Standards Commission.
 - f. That all international teachers will demonstrate strong classroom performance and a desire to work with those students who reside/attend schools in urban/under-resourced areas.
8. Each teacher placed in DCSD schools by Service Provider, shall:
- a. Complete criminal background check, fingerprinting and all other hiring requirements of DCSD. The cost of the background check and fingerprinting shall be the Service Provider's responsibility. The cost of fingerprinting shall be paid by the Service Provider at the time of fingerprinting in cash or certified funds. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement of a criminal background check and a satisfactory background check as determined by DCSD.
 - b. Comply with DCSD's and the State of Georgia's applicable curriculum policies, rules and regulations, including but not limited to in-field certifications.
 - c. Maintain adequate and current records in the manner required by DCSD for all students served by the teacher
 - d. Follow the same work schedule as required of DCSD employees.
 - e. All teachers who did not teach in DCSD the previous year shall participate in monthly professional learning opportunities, provided after school hours by DCSD at no cost to Service Provider.
 - f. Abide by all DeKalb County Board of Education (the Board) policies, except those relating to compensation, insurance, retirement, tenure, benefits, and social security and any other benefits afforded to DCSD employees.

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- g. All teachers shall be subject to and required to abide by all personnel policies of DCSD and the state of Georgia Professional Standards Commission.
 - h. Provide notices of absences in the manner required of DCSD's employees.
 - i. Maintain a valid United States Visa and authorization to work in the United States throughout the teacher's assignment to a DCSD school.
9. Upon request, Service Provider shall provide an acceptable replacement teacher to replace a teacher deemed by DCSD to be unsatisfactory.

D. DCSD RESPONSIBILITIES:

1. Prior to commencement of teacher's active teaching duties, arrange for teacher to have a minimum of one (1) workday of classroom observation or non-instructional activity without being charged a personal or sick day.
2. Assign mentor(s) during the first year to assist teach in orientation to DCSD.
3. Allow teachers to take sick, personal, vacation and/or professional days in a manner consistent with that of teachers employed by DCSD.
4. Be solely responsible for any expenses incurred in providing a substitute teacher to cover the teacher's absence for any authorized leave granted by DCSD.
5. Provide orientation for teacher and Service Provider regarding applicable federal, state and local rules, regulations, policies, procedures, curriculum, personnel policies and procedures with which the teacher is expected to comply. This provision creates no obligation upon DCSD which in any way discharges or negates Service Provider's responsibilities, as set forth in Part III, Section C of this RFP, to fully comply with applicable federal, state, and local laws, regulations, and other controlling authorities.
6. Inform teacher and Service Provider in writing about any changes in applicable rules, regulations, policies, procedures and curriculum. This provision creates no obligation upon DCSD which in any way discharges or negates Service Provider's responsibilities, as set forth in Part III, Section C of this RFP, to fully comply with applicable federal, state, and local laws, regulations, and other controlling authorities.
7. Inform teacher of DCSD's website and availability of online access to DCSD policies and procedures.
8. Notify Service Provider in writing if a teacher is not satisfactory and compensate Service Provider for pay to teacher for days actually worked.

E. VENDOR COMPENSATION:

DCSD shall compensate Service Provider for the services of each teacher as follows:

1. Service Provider shall be due a sum equal to:
 - a. Entry-level salary for a regular teacher divided by 190 days and multiplied by the number of days of teaching services the teacher provides during the school year; plus
 - b. An adjustment to compensate for certificates attained, degrees earned, and years of certified teaching experience in an accredited institution, consistent with amounts credited to certified educators employed by DCSD in similar positions; plus

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- c. An annual administrative fee per teacher divided by 190 days and multiplied by the number of days of teaching services the teacher provides during the school year
 - d. Notwithstanding the above, the administrative fee for teachers who report to DCSD after the tenth day of the beginning of the school year shall be prorated for the remainder of the school year during the period of time the teacher provides teaching services to DCSD.
 - e. Upon request by DCSD, Service provider shall verify in writing supported by any materials requested by DCSD, that all teachers who have been assigned to DCSD during the current school year have been timely provided full compensation and benefits by Service Provider.
2. In addition, DCSD shall pay to Service Provider and Service Provider shall in turn pay to teacher an amount equal to supplemental pay that would be paid directly to teacher, if teacher was a DCSD employee, for incentive bonuses and for hours worked beyond the normal work schedule and in the following categories:
 - a. Extended day
 - b. Summer school teaching
 - c. Professional learning stipends, when applicable
 - d. Saturday school
 - e. Athletic assignments
 - f. Instructional and literary assignments

F. INVOICING

Service Provider shall submit an itemized invoice for services rendered by teacher on a quarterly basis. All invoices submitted for payment must be accompanied by a signed copy of the service log for applicable days. Payment will be made 30 days after receipt of undisputed quarterly invoice.

G. OFFEROR QUESTIONS

Offerors shall respond to the following:

1. What experience does your company have in providing international (foreign national) teachers for school districts of a similar size and scope as DCSD?
2. How does your company plan to maintain staffing levels of qualified teachers to fulfill the contract obligations?
3. How does your company plan to prevent personnel turnover of selected teachers during the contract year?
4. Do teachers receive all compensation the district pays for years of creditable service on the DCSD Teacher's Salary Schedule? Explain how your company provides compensation to teachers.

5. Explain in detail the method by which your company will provide paid sick leave that meets the requirements set forth in O.C.G.A. §§ 20-2-850 to 853, in accordance with O.C.G.A. §20-2-850-853.
6. How does your company plan to facilitate seamless communication with the staff of the DeKalb County School District to address daily concerns?
7. Explain in detail your company's process to address concerns, questions and complaints expressed by DCSD and/or teachers employed by your company.

H. COMPANY PROFILE

Offerors to this Request for Proposal are required to demonstrate, and include with their submissions to this RFP, a full and complete company profile, to include, but not be limited to: the date of establishment, mission statement, type and confirmation of the company's legal entity form, company's organizational structure/chart, principals' names and titles, company size in relation to the industry, number of employees, company history, financial position, all relevant current and past experience on similar projects focusing on the company's overall experience as an international teaching service provider and the resumes of staff expected to be assigned to this project which include qualifications, certifications, education and responsibilities.

I. REFERENCES

Offeror must provide the names and contact phone numbers of at least three (3) current clients, preferably clients comparable to DCSD, for whom the offeror is providing or has provided international teaching provider services. Include entities of a similar size and scope as DCSD using (Attachment D – Offeror's Reference Form, [page 35](#)).

J. BROCHURES, CATALOGS, MANUALS, WEBSITES, LITERATURE

In addition to the formal response to this RFP, all offerors are encouraged to submit brochures, catalogs, manuals, website materials, industry literature, DVD's and any other marketing and informational media which will support and enhance their submission value.

K. ADDED VALUE

Offerors are encouraged to describe in detail all added value or additional services or benefits available and offered at no cost to DCSD in their RFP response. Attach and label as "ADDED VALUE".

L. FEE PROPOSAL

Offeror shall provide a Firm Fixed Annual Administration Fee for each Teacher provided to the DeKalb County School District. Firm fixed annual administration fee shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel and per diem, direct and indirect administrative costs, overhead, any other charges, and all things and

services necessary to provide International Teaching Provider Services in accordance with the requirements of this RFP. Refer to Attachment A, Fee Proposal Form, [page 31](#).

Additional fee(s), if any, related to the provision of each teacher must be included in the fee proposal form. A breakdown of specific additional fee(s) shall be included. Attach additional pages, if necessary.

Offerors must be willing to honor fee proposal for up to 60 months after Board of Education approval and acceptance of the RFP.

Include any value added services at “no cost.”

M. EVALUATION CRITERIA

DCSD advertises this RFP as an opportunity for interested and qualified companies specializing in providing international teaching services to submit responses consistent with the scope of work stated herein. Offerors to this RFP are encouraged to submit their most comprehensive, innovative and creative proposals for the provision of international teaching services for DCSD. DCSD awards contracts on a strictly non-discriminatory basis, without regard to the race, color, sex, religion, national origin, marital status, sexual orientation, age or disability of the offeror.

All responsive offerors will be carefully reviewed and evaluated for responsibility, capacity, business strength, qualifications, expertise, demonstrated experience in international teaching provider services for large urban public school districts and highest and best value to DCSD with consideration to quality, approach, timeliness, dedicated personnel, and added value

DCSD may, at its sole discretion, select or reject all or portions of the service(s) proposed from responsive offerors. As a part of the evaluation process, DCSD may find it necessary to evaluate the addition or deletion of components of an offeror’s proposal in order to make equivalent comparisons to other proposals. DCSD will select the offeror whose proposal DCSD determines best meets the needs of DCSD, based upon the requirements and evaluation criteria set forth herein.

The determination of the successful proposal will be based upon information supplied by the offeror in the RFP response and upon other information that will be obtained by DCSD as it deems necessary. The lowest-cost proposal submitted may not necessarily be determined to be the most responsive and responsible proposal when all factors have been considered. This said, the quoted price is an important factor in the determination of the selected proposal.

DCSD reserves the right to require Offerors to participate in one or more interviews with DCSD Board Members and/or staff. Offeror must be prepared to discuss the important points of their proposal within (2) normal working days of being asked to participate in interviews. There are to be no presentations, individually or collectively, without such invitation.

N. TRANSITION PLAN

1. Transition on Commencement of Contract

The awarded offeror shall assume full services in accordance with the award of the RFP. The awarded offeror shall coordinate and cooperate with DCSD's existing provider(s) to ensure a smooth and orderly transition with uninterrupted services.

2. Transition and Continuity of Service upon Expiration of Contract

Continuity of services is necessary to DCSD. The awarded offeror agrees to this philosophy and upon expiration of contract, agrees to:

- Exercise best efforts and cooperation for an orderly and efficient transition to another international teaching provider services or to DCSD.
- Negotiate a plan in good faith with successor to determine the nature and extent of the phase-in, phase-out services required. The plan shall specify a date for services described in the plan and shall be subject to approval by DCSD. The existing international teaching service provider shall provide sufficient experienced personnel during the phase-in and phase-out periods to ensure that the imperious services in the contract are maintained at the required level of need and proficiency.
- All DCSD property (including but not limited to, students and DCSD records, parts, equipment, facilities, keys and materials) shall be returned to DCSD upon expiration of contract.
- Offeror shall include in their response any DCSD or any subsequent contractor requirements, if offeror is awarded this contract and does not retain this contract upon its expiration.

O. REQUIRED CONTENT / DOCUMENT CHECKLIST

IMPORTANT NOTICE: Failure to provide the information and/or documentation required in this solicitation will cause the submission to be declared non-responsive and rejected.

Refer to Part I, Section G, Page 10, for additional information on the format and submission of proposals. Offerors are required to submit one (1) original and ten (10) copies of their response. Responses must be submitted on 8 ½" x 11" single-sided stock. Offerors must reply in a narrative to each requirement and question. "Understand and comply" responses are not acceptable. All RFP submissions must include the following items and attachments.

- The Request for Proposals document, RFP 16-478 International Teaching Service Provider, MUST BE the first document in the submission); this document consists of Pages 1-45 and is located at www.dekalb.k12.ga.us/adminservices/solicitations/purchasing/
- Table of Contents for your submission

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- Addenda – Each individual Addendum must be printed, signed and inserted immediately following the Table of Contents (page 10)
 - Project Scope of Work (pages 21-27)
 - Certificate of Insurance (page 15)
 - Brochures, Catalogs, Manuals, Websites, Literature, DVDs and other marketing media (page 27)
 - Offeror's Client References (References, page 27, and Attachment D, page 35)
 - Company Profile (page 27)
 - Audited Company Financial Statements and Company Annual Reports for 2012 and 2013 (page 20)
 - Added Value (page 27)
 - Business License (page 20)
 - Attachment A – Fee Proposal Form (page 31)
 - Attachment B - Offeror Disclosure Form and Questionnaire (pages 32-33)
 - Attachment C – Critical Paragraphs (page 34)
 - Attachment D – Offeror's Client References (page 35)
 - Attachment E- Statement of Confidentiality and Non-Disclosure (page 36)
 - Attachment F – Suspension and Debarment Certification (page 37)
 - Attachment G – Immigration & Security Certification (pages 18 & 38-43)
 - Attachment H– Signature Page (page 44)
 - Remember: Ten (10) copies plus an original, all in three-ring binders with tabs separating the required sections.

**Attachment A
RFP 16-478
INTERNATIONAL TEACHING SERVICE PROVIDER**

FEE PROPOSAL FORM

Offerors must be willing to honor this fee proposal for up to 60 months after Board of Education approval and acceptance of the RFP.

Offeror shall provide a firm fixed annual administration fee for each Teacher provided to the DeKalb County School District. Firm fixed annual administration fee shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel and per diem, direct and indirect administrative costs, overhead, any other charges, and all things and services necessary to provide International Teaching Provider Services in accordance with the requirements of this RFP.

Additional fee(s), if any, related to the provision of each teacher must be included in this fee proposal form. A breakdown of specific additional fee(s) shall be included. Attach additional pages, if necessary.

Include any value added services at “no cost.”

<u>ITEM</u>	<u>SERVICE</u>	<u>FIRM FIXED FEE FOR EACH TEACHER</u>
1.	Annual Administration Fee for Each Teacher	\$ _____

Attachment B
RFP 16-478
INTERNATIONAL TEACHING SERVICE PROVIDER

Offeror Disclosure Form and Questionnaire

Offerors shall fully answer all questions below. Questionnaire shall be submitted with proposal and shall be included as a part of the proposal.

For the purposes of this questionnaire:

“Offeror” means, each offeror and its constituent members, firms, partners, joint venturers and first tier subconsultants.

“Affiliate” means any legal entity that directly or indirectly through one or more intermediate legal entities, controls, or is controlled by or is under common control with the Offeror or a member of Offeror.

“Control” means that the controlling entity: (i) possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the controlled entity, whether through the ownership of voting securities or by contract or otherwise; or (ii) has direct or indirect ownership in the aggregate of fifty-one percent (51%) or more of any class or voting or equity interests in the controlled entity.

Provide the following information:

1. Provide names and business address(es) of Offeror and each of Offeror’s officers, directors, affiliates or other employees, agents or representatives for this project: RFP 16-478, International Teaching Service Provider. Describe accurately, fully and completely their respective relationships with the Offeror, including their ownership interests and their anticipated role in the management and operations of the Offeror.
2. Describe the general development of Offeror’s business during the past ten (10) years, or such shorter period of time that the Offeror has been in business.
3. List any lawsuits, administrative actions or litigation to which Offeror is currently a party or has been a party (either as a plaintiff or defendant) during the past ten (10) years based upon fraud, theft, breach of contract, misrepresentation, safety, wrongful death or other similar conduct. For each suit, list all parties and indicate whether any party was a bonding company, insurance company, an owner, or otherwise. State the project giving rise to the lawsuit, administrative action or litigation, explain the basis for all claims and state whether a settlement was reached or a judgment was entered, identifying each party against whom a judgment was entered.

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

4. Provide details if Offeror has been charged with a criminal offense within the last ten (10) years.

5. Describe any citation or notices of violation which Offeror received from any government agency in connection with any of Offeror's work during the past ten (10) years. Include Occupational Health and Safety Administration (OSHA) violations.

6. State whether any of the following events have occurred in the last ten (10) years with respect to the Offeror. If any answer is yes, fully explain the circumstances surrounding the subject matter:

(a) Whether Offeror, or affiliate currently or previously associated with Offeror, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium or assignment for the benefit of creditors, or otherwise sought relief from creditors.

(b) Whether Offeror was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining Offeror from engaging in any type of business practice; and

(c) Whether Offeror was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Offeror which directly arose from activities conducted by Offeror which submitted a bid or proposal for the subject matter.

7. State whether any employee, agent or representative of Offeror who is or will be directly involved in the project, in the last ten (10) years,

(a) Has or had, directly or indirectly, a business relationship with DCSD;

(b) Directly or indirectly has received revenues from DCSD; or

(c) Directly or indirectly has received revenues from conducting business on DCSD property or pursuant to any contract with DCSD.

8. State whether any employee, agent or representative of Offeror who is or will be directly involved in the project has or had within the last ten (10) years a direct or indirect business relationship with any elected or appointed DCSD Board Member or official or with any DCSD employee.

NOTE: In addition to providing narrative answers to the questions posed in this disclosure form and questionnaire, Offeror may attach any other documents that may provide information responsible to the subjects in this disclosure form and questionnaire.

Attachment C
RFP 16-478
INTERNATIONAL TEACHING SERVICE PROVIDER

Critical Paragraphs

Offerors must put their initials in the space provided in front of each critical paragraph and sign below. Initials signify that the information has been read and the offeror agrees to comply with the requirements, stipulations, terms and conditions. Attach and label "Critical Paragraph."

- 1) ____ This RFP does not commit DCSD to any offeror to this RFP. DCSD is not liable for any costs incurred by an offeror in responding to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP.
- 2) ____ Any news release or publicity pertaining to any phase of this RFP will be the responsibility of DCSD and must be cleared through the Chief Legal Officer of DCSD.
- 3) ____ It is the responsibility of offerors to make themselves aware of and to comply with any addenda, questions and answers posted to the DCSD website in relation to this RFP. All addenda must be printed, signed by the certifying official and included in the RFP submittals. Failure to do so will cause the offeror to be deemed non-responsive to the requirements of this RFP.
- 4) ____ Offerors to the RFP agree to fully indemnify DCSD as stated in the RFP, **Part II, I, (page 17).**
- 5) ____ Offerors certify that they have not engaged in collusion and guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced or acted in any manner to result in restriction of trade or unfair advantage.
- 6) ____ The DCSD reserves the right to reject any and/or all responses submitted and to waive any technicalities or minor irregularities in responses received. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous DCSD.

Attachment D
RFP 16-478
INTERNATIONAL TEACHING SERVICE PROVIDER

OFFEROR’S CLIENT REFERENCES
(Please copy this form and use one form per reference.)

Attach and label “Offeror’s Client References.”

 Company Name Providing Reference

 Address City/State/Zip

 Name of Contact Person

 Telephone Number of Contact Person

 Email Address of Contact Person

 Date/Duration of Service Relationship

Describe / Summarize in Detail Services Provided. Include Project Name, Date(s) of Project, Cost/Amount of Contract; Firm’s Role, and Completion Status (If previous/past client, explain what severed the relationship.) Use additional sheets if necessary:

Important! This is a required part of your RFP submission. DCSD will verify client references. It is advisable that you inform your reference contact person that you have listed them for reference.

 COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

Attachment E
RFP 16-478
INTERNATIONAL TEACHING SERVICE PROVIDER

Statement of Confidentiality and Non-Disclosure

Any non-public information made available to the offeror by DCSD in relation to this RFP shall be used only for those purposes outlined in the RFP document and shall not be used in any other way without the written permission of the DCSD.

If the offeror is uncertain about the proposed use of information provided in relation to this RFP, the offeror shall consult with the DCSD RFP contact person as identified in the RFP document for clarification.

The offeror agrees to assume full responsibility for protecting the confidentiality of DCSD records that are not public information. Such information may include, but is not limited to student and employee data and other written and oral information of a personal and/or confidential nature, which shall be safeguarded by the offeror to ensure that it is not improperly disclosed.

Offeror Company Name

Company Representative

Date

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

Attachment F
RFP 16-478
INTERNATIONAL TEACHING SERVICE PROVIDER
SUSPENSION AND DEBARMENT CERTIFICATION

By submitting this RFP, the offeror certifies that the proposing company and/or its principals have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

Further, by submitting this RFP, the offeror certifies that all lower tier participating individuals and/or company(s) and all respective principals of lower tier participants have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

The certification placed herein is a material representation of fact upon which reliance will be placed as RFP submissions are evaluated and any transaction is entered into. If it is later determined that the prospective offeror has knowingly rendered an erroneous certification, the DCSD may pursue all available remedies, including but not limited to suspension and/or debarment.

The prospective offeror shall provide immediate written notice to the DCSD Purchasing Department if at any time the prospective offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The prospective offeror agrees by submitting this form that, should the proposed transaction be entered into, the prospective offeror shall not knowingly enter into any lower tier transaction with a person or entity that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction.

By signing and submitting this form, the offeror is providing the certification set out above.

Signature of Engaging Official: _____ Date: _____
(Offeror Company Name/Certifying Official Signature)

Further, the DCSD's Purchasing Department will check the website at <http://sams.gov> to determine if the offeror is listed.

Attachment G
RFP 16-478
INTERNATIONAL TEACHING SERVICE PROVIDER

IMMIGRATION & SECURITY CERTIFICATION

Part I-To be completed by all Offerors desiring to conduct business with the DeKalb County School District

In order to insure compliance with the **Immigration Reform and Control Act of 1986 (IRCA), Pub.L. 99-603** and the Illegal Immigration Reform and Enforcement Act of 2011, O.C.G.A. § 13-10-90 **et. seq.**, Offeror must initial one of the sections below:

_____ Offeror has 500 or more employees and Offeror warrants that Offeror has complied with the Immigration Reform and Control Act of 1986 (IRCA) Pub.L. 99-603 by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees (eVerify).

_____ Offeror has 100 or more employees and Offeror warrants that Offeror has complied with the Immigration Reform and Control Act of 1986 (IRCA) Pub.L. 99-603 by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees (eVerify).

_____ Offeror has 99 or fewer employees and Offeror warrants that Offeror has complied with the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603 by registering at <https://vis-dhs.com/EmployerRegistration> and verifying information of all new employees (eVerify).

Part II- Only to be completed by all DeKalb County School District Contractor and Subcontractor Offerors in connection with the physical performance of services within the State of Georgia, pursuant to O.C.G.A. § 13-10-90 et. seq. Please initial where appropriate.

A. Contractor acknowledges and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this Solicitation.

B. In order to insure compliance with the **Immigration Reform and Control Act of 1986 (IRCA), Pub.L. 99-603** and the **Illegal Immigration Reform and Enforcement Act of 2011, O.C.G.A. § 13-10-90 et. seq.**, Contractor must initial one of the sections below:

_____ Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA) Pub.L. 99-603 and the Illegal Immigration Reform and Enforcement Act of 2011 by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 **et. seq.**

_____ Contractor has 100 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA) Pub.L. 99-603 and the Illegal Immigration Reform and Enforcement Act of 2011 by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et. seq.

_____ Contractor has 99 or fewer employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA) Pub. L. 99-603 and the Illegal Immigration Reform and Enforcement Act of 2011 by registering at <https://vis-dhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et. seq.

C. Contractor acknowledges and agrees that, in the event the Contractor employs or contracts with any subcontractors in connection with a covered contract under O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, the Contractor will secure from the subcontractor(s) such subcontractor’s indication of the employee-number category applicable to the subcontractor. _____

D. Contractor acknowledges and agrees that Contractor’s compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 shall be attested by the execution of the Contractor Affidavit (attached hereto), or a substantially similar affidavit, which shall be provided to the DeKalb County School System. _____

E. Contractor acknowledges and agrees that, in the event the Contractor employs or contracts with any subcontractor(s) in connection with a covered contract under O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, the Contractor will secure from such subcontractor(s) attestation of the subcontractor(s) compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by execution of the Subcontractor Affidavit (attached hereto), or a substantially similar affidavit, and maintain records of such attestation for inspection by the DeKalb County School District at any time. _____

_____/_____
Signature Printed Name Title

By signing above you are certifying that the representations made herein are true and correct.

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____ / email: _____

Sworn to and subscribed before me this _____ day of _____

Notary Public
My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT
Offeror E-Verify Affidavit**

By executing this affidavit, the undersigned Offeror verifies its compliance with **Immigration Reform and Control Act of 1986 (IRCA), Pub.L. 99-603**, stating affirmatively that the individual firm or corporation which is engaged in services on behalf of the **DeKalb 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 by federal law and regulation. Furthermore, the undersigned Offeror will continue to use the federal work authorization program throughout the contract period. Offeror hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number: _____

Date of Authorization: _____

Name of Project: _____

Solicitation Number (if applicable): _____

Name of Public Employer: **DeKalb County School District** _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201__.

Notary Public _____

My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT
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 the **DeKalb 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 User Identification number: _____

Date of Authorization: _____

Name of Subcontractor: _____

Name of Project: _____

Solicitation Number (if applicable): _____

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201__.

Notary Public _____

My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

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 under a contract with _____ on behalf of the **DeKalb 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 contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

Name of Subcontractor: _____

Name of Project: _____

Solicitation Number (if applicable): _____

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201__.

Notary Public _____

My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-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 for _____ and _____ on behalf of the **DeKalb 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with information required by O.C.G.A §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

Name of Sub-subcontractor: _____

Name of Project: _____

Solicitation Number (if applicable): _____

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201__.

Notary Public _____

My Commission Expires: _____

Attachment H
RFP 16-478
INTERNATIONAL TEACHING SERVICE PROVIDER

SIGNATURE PAGE

I certify that I have read this RFP document in its entirety and agree to conform to and comply with the terms, conditions and requirements of this RFP. I also certify that I am a duly appointed official of the offering company with the authority to authorize and engage this RFP submittal. Further, I certify that the contents of the response to this RFP are true, accurate and complete.

Printed Name/Engaging Authorized
Company Official

Position/Title

Offeror's Company Name

Signature/Engaging Authorized
Company Official

E-mail address

Telephone Number

Date

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

END OF RFP