



# ***PINELLAS PREPARATORY ACADEMY***

## **REQUEST FOR PROPOSALS** **3<sup>RD</sup> PARTY HUMAN CAPITAL** **SERVICES**

Pinellas Preparatory Academy, Inc. is an organization that operates two public charter schools sponsored by the Pinellas County School Board. Our school operates as an independent entity and a not-for-profit agency. We are requesting proposals from Human Resource professionals in order to handle our human resources and oversee our benefit needs.

Our current staff consists of approximately 75 full-time employees, 10 full-time hourly staff members, and 10 part-time hourly employees.

### ***BID REQUEST INFORMATION***

**Bid Title:** 3<sup>rd</sup> Party Human Capital Specialist (Human Resources)

**Destination:** Pinellas Preparatory Academy, Inc.  
2300 S. Belcher Rd.  
Largo, FL 33771

Email: [kfulling@pinellasprep.org](mailto:kfulling@pinellasprep.org)

**Bid Due Date & Time:** Monday, July 1, 2019 @ 8:00 am

**Contact Information:** Karna Fulling, Office Supervisor  
[kfulling@pinellasprep.org](mailto:kfulling@pinellasprep.org) (Email is preferred)  
727-536-3600

### ***SPECIFIC INFORMATION REQUESTED WITHIN PROPOSAL***

**Explanation of Experiences:** Preferences will be given to vendors who have experience with charter schools or other schools (i.e. private schools). Please provide description of the services you have provided to such schools, if any, and references.

**Fee Structure:** Provide as part of your response what your fee structure and/or compensation expectation

#### **Services Requested:**

- ***We contract with Bouchard Insurance, a full-service insurance brokerage company that provides full insurance coverages to employees. The Human Capital specialist will work directly with Bouchard in regard to Open Enrollment, etc. in addition to the following:***
- Review compensation including stipends
- Researching and making recommendation regarding the Florida Retirement System
- Review of job descriptions; update as necessary

- Assist with execution of employee contracts
- Monitor employee contract execution and files
- Developing strategies to attract, recruit, and retain talent
- Maintaining employee files
- Oversee completion of new hire paperwork (I-9, W-9, Direct Deposit, etc.)
- Data entry into Employee Navigator, Florida Blue, Humana, Mutual of Omaha
- Benefit processing during Open Enrollment
- Manage grievance process
- Assist administration with disciplinary process
- Conduct exit interviews and surveys
- Update and maintain Employee Handbook (input ThinkHR for compliance)
- COBRA entry and monitoring
- Unemployment
- Recruit independent grant writers and/or services
- Bi-weekly onsite (minimum 3 hr. visit) to provide file audit, employee contact, etc.

**References:** Please provide at least three references, preferably schools if possible, that we can contact to gauge satisfaction with your service.

**Transition:** If you and/or your company is selected, what is the transition process and timeline we can expect?

**Additional selling points or information:** Please provide any additional information that you feel would be helpful in our decision making process.

## ***GENERAL TERMS & CONDITIONS***

**Scope:** Pinellas Preparatory Academy, Inc. hopes to make the change as soon as possible.

**Delivery of Proposals:** We prefer proposals are emailed to [kfulling@pinellasprep.org](mailto:kfulling@pinellasprep.org) but may also be delivered by USPS or other delivery service using the contact information above.

### **Method of Evaluation:**

- The evaluation of proposals will be done by a committee.
- Each evaluator on the committee will independently score each proposal using the predetermined point system listed within this document.
- They will compile a total score for each proposal.
- Each evaluator will then individually rank each proposal based upon the total score they awarded. The proposal receiving the highest point score will be ranked 1, the second highest score will be ranked 2, and so on.
- After each evaluator completes this process, the facilitator of the evaluation process will ask each evaluator for the rank they gave each proposal.
- These numbers will be totaled for all evaluators to determine an overall ranking for each proposal.
- The highest ranked proposal (the one with the lowest rank number) will be recommended to the Board of Directors for award of the contract.
  - It may be requested that an oral presentation be given to the Board of Directors. This presentation of the proposal should be no more than fifteen (15) minutes. An additional fifteen minutes of questions may follow.

The evaluation committee reserves the right to negotiate further terms and conditions, including price, with the highest ranked respondent. If the evaluation committee cannot reach a mutually beneficial agreement with the first selected respondent, the committee reserves the right to enter into negotiations with the next highest ranked respondent and continue this process until agreement is reached.

**Non-Exclusive Agreement:** This RFP does NOT establish an exclusive arrangement between Pinellas Preparatory Academy, Inc. and vendor. Pinellas Preparatory Academy, Inc. reserves, but is not limited to, the following rights:

- The right to use others to perform work and services described in this RFP;
- The right to request proposals from other Vendors for work described in the RFP;
- The unrestricted right to bid any work or services described herein.

**Confidentiality of Information:** Pinellas Preparatory Academy, Inc. reserves the right to retain all copies of vendor proposals submitted in response to this Request for Proposals. You are hereby notified that under FS 119.07, ("Florida's Sunshine Law") proposals submitted in response to this solicitation cannot be granted immunity from public scrutiny. All information submitted must be made available to the public for examination, if so requested. Vendor requests to hold certain submitted materials in confidence cannot be honored. If it is essential to your organization that certain materials be kept confidential, and they are a required element of this Request for Proposal, it is recommended that you decline to respond to this solicitation.

**Proposal Preparation Costs:** The costs of developing proposals are entirely the responsibility of the vendor, and shall not be charged in any manner to the schools. This includes, but is not limited to, the direct cost of vendor personnel assigned to prepare vendor's response to the RFP and any out-of-pocket expense (including, but not limited to, travel, accommodation, supplies) incurred by vendor in preparing the response to the RFP.

**Solicitation of School Employees:** Pinellas Preparatory Academy, Inc. expressly prohibits vendors from making any offer of employment, equivalent offer or any other offering of value to any employee or representative of the schools.

**Lobbying:** Respondents are hereby advised that lobbying is not permitted with any school personnel or Board members related to or involved with this RFP. All oral or written inquiries must be directed through Karna Fulling (contact information above) and will be forwarded to the committee. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a Board member or school personnel on the award of this contract. Any respondent or any individuals that lobby on behalf of respondent may result in rejection or disqualification of said proposal.

**Ownership of Work Products** Pinellas Preparatory Academy, Inc. shall have ownership rights, including copyrights and patents, to all work products developed for the schools by the vendor.

**Key Events & Dates:**

|                         |  |
|-------------------------|--|
| Thursday, June 13, 2019 | Request for Proposals posted on school's web site and bid notices mailed to prospective bidders  |
| Monday, July 1, 2019    | Proposals due by 8:00 AM. The evaluation committee will evaluate and contact top bidders it wishes to negotiate with by early mid-July |
| Tuesday, July 16, 2019  | Recommendation will be made to the Board of Directors  |

**Taxes:** Purchases are exempt from all federal excise and state sales taxes.

**Inquiries / Information:** Any questions by prospective bidders concerning requirements of this bid should be addressed to Karna Fulling, contact information above.

**Basis of Award or Rejection of Bids:** The evaluation committee will recommend the lowest responsive and responsible bidder. Slight variations or irregularities may be accepted by Pinellas Preparatory Academy, Inc. if either is found to be in its best interest. The evaluation committee shall be responsible for determining the acceptability of a bid. Pinellas Preparatory Academy, Inc. reserves the right to reject any or all bids, either in part or in whole.

**Evaluation Criteria:** The following factors will be considered in ranking the proposals received:

| <b>Explanation of Criteria</b>                 | <b>Possible Points</b>  |
|--|---|
| Understanding of task and proposed plan        | + 0 to 10   |
| Experience & qualifications of firm            |   |
| <i>Experience with Charter Schools</i>         | + 0 to 5  |
| <i>Experience with other schools</i>           | + 0 to 5  |
| <i>Experience with contracted staff</i>        | + 0 to 10   |
| Payroll Submittal Process                      | + 0 to 10   |
| Fee Structure                                  | + 0 to 10   |
| Ability to be onsite bi-weekly                 | + 0 to 10   |
| Issue Resolutions Satisfactorily Explained     | + 0 to 10   |
| Ability to accommodate our current operations  | + 0 to 10   |
| References                                     | + 0 to 10   |
| Any missing information                        | - 10 ( <i>for each piece of missing information asked for above</i> ) |
| Any additional information / services provided | Up to 10 ( <i>additional points</i> )                                 |
| <b>Total Points Possible</b>                   | <b>100 Points</b>   |