



REQUEST FOR PROPOSAL

Special Education Services



precisionhr.net

Proposal By:

Bernie Silvan
Precision HR Solutions
Vice-President
484-381-3173
RFP@precisionhr.net



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June 1, 2026
St. Croix Preparatory Academy Charter School
Dr. Peggy Rosell
peggyrosell@stcroixprep.org



Dear Dr. Rosell,

St. Croix Preparatory Academy Charter School seeks to procure cost-effective, qualified vendors to provide credentialed, experienced Special Education Services. As a proven provider in Minnesota for the last several years, Precision HR Solutions, Inc. is prepared to fulfill this need and grow our relationship.

Precision HR Solutions, Inc., is a national, well-established, financially sound company with deep roots in schools across the United States. We are headquartered outside Philadelphia and our local office is currently providing these services to other schools in Minnesota. As a provider of these services for more than 35 years, Precision HR Solutions has the experience, methods, and qualifications that you require in a reliable partner.

Precision HR Solutions, Inc. has more than 200 local professionals available to support St. Croix Preparatory Academy Charter School and this contract.

If you require additional information or have questions, please contact:

Suzanne Walsh, Executive Director
Precision HR Solutions, Inc.
Phone: (610) 492-7312
Email: RFP@precisionhr.net

Precision HR Solutions, Inc. has no material litigation that would impair our ability to perform under this contract. **We are happy to customize contract terms** and any other needed services to meet the needs and budgets of St. Croix Preparatory Academy Charter School.

Thank you for your consideration, and we look forward to continuing to work with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bernie Silvan".

Ms. Bernie Silvan
Vice-President

COMPANY SUMMARY

Precision HR Solutions, Inc.

The seeds of what is now Precision Human Resource Solutions, Inc. (PrecisionHR) go back over thirty-five years, when our owners began a specialized healthcare and behavioral health human resource services organization. After seeing an increased need for quality and cost-effective educational staffing, PrecisionHR was founded in 2006.

OUR SERVICES

- Teacher/Substitute Teacher
- Teacher's Aide/Paraprofessional, Classroom & Bus Aides
- Therapists - OT, PT, SLP, COTA, PTA, SLP-A, School Psychologists
- Administrative/Clerical personnel
- School Nurses - RN, LPN, LVN
- Health Aides and CNAs
- Cafeteria Workers, Custodians and more



PrecisionHR

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VENDOR QUALIFICATIONS

Company background, experience, and relevant certifications.

Precision HR Solutions, Inc. (PHRS) is a Pennsylvania-based educational staffing firm specializing in providing qualified personnel to private, public and charter schools, and educational programs throughout the nation. PHRS was established to meet the increasing need for dependable, cost-effective staffing in the education sector. Our company builds upon over 35 years of collective experience in human resource management, recruitment, and workforce solutions across education, healthcare, and behavioral-health settings.

Headquartered in Bryn Mawr, Pennsylvania, with a *local office and representatives in Minnesota*, Precision HR partners with charter, public and non-public school systems to provide certified teachers, classroom aides, substitute teachers, paraprofessionals, school nurses, custodial staff, food service workers, and administrative support personnel. Our goal is to allow St. Croix Preparatory Academy Charter School to focus on teaching and learning while we manage all aspects of recruiting, screening, credentialing, onboarding, and payroll for school support staff.

PHRS currently employs more than 2000 professionals across Minnesota and neighboring states, serving multiple schools through long-term, day-to-day, and temp-to-perm staffing arrangements. We pride ourselves on maintaining a large pool of pre-screened candidates to ensure rapid placement and consistent service continuity.

Our staffing process includes:

- Comprehensive background checks, credential verification, and reference reviews
- State and St. Croix Preparatory Academy Charter School-specific onboarding and orientation
- Ongoing professional support and performance monitoring
- Dedicated account management and responsive communication with St. Croix Preparatory Academy Charter School administrators

Over the years, PHRS has earned a reputation for responsiveness, reliability, and flexibility in meeting diverse St. Croix Preparatory Academy Charter School staffing needs. By combining deep industry expertise with hands-on local management, we consistently deliver solutions that improve operational efficiency and maintain classroom continuity.

ABOUT OUR COMPANY

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VENDOR QUALIFICATIONS

ABOUT OUR TEAM

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Suzanne Walsh

Executive Director

Suzanne Walsh is the Executive Director for PrecisionHR, and has over 20 years of experience developing and delivering HR solutions to the education industry. She has worked directly with many of our larger clients to advance programs that drive performance in the form of fill rates and talent quality and is an expert in new hire orientation and custom training development. Suzanne regularly provides available training to many of our ongoing clients to keep them current on state and federal regulations. She is expert at developing and managing a new program that yields value for our clients in the form of excellent fill rates the delivery of quality talent and the leveraging of school-oriented workforce best practices.

With over twenty years in staffing, sixteen with PrecisionHR, Suzanne:

- Oversees school-based services and contracts
- Has trained and performed orientations for close to 2000 new educational staff hires
- Coordinates all activities for Education Based Strategic Clients, including identifying and monitoring state-specific trends, new regulations, etc. and ensuring responsiveness
- Supports transition in a new client; collates sharing best practices and lessons learned among client Administrator and client Support Team
- is the dedicated primary contact for the St. Croix Preparatory Academy Charter School

Tonya Cain

Recruiting Manager

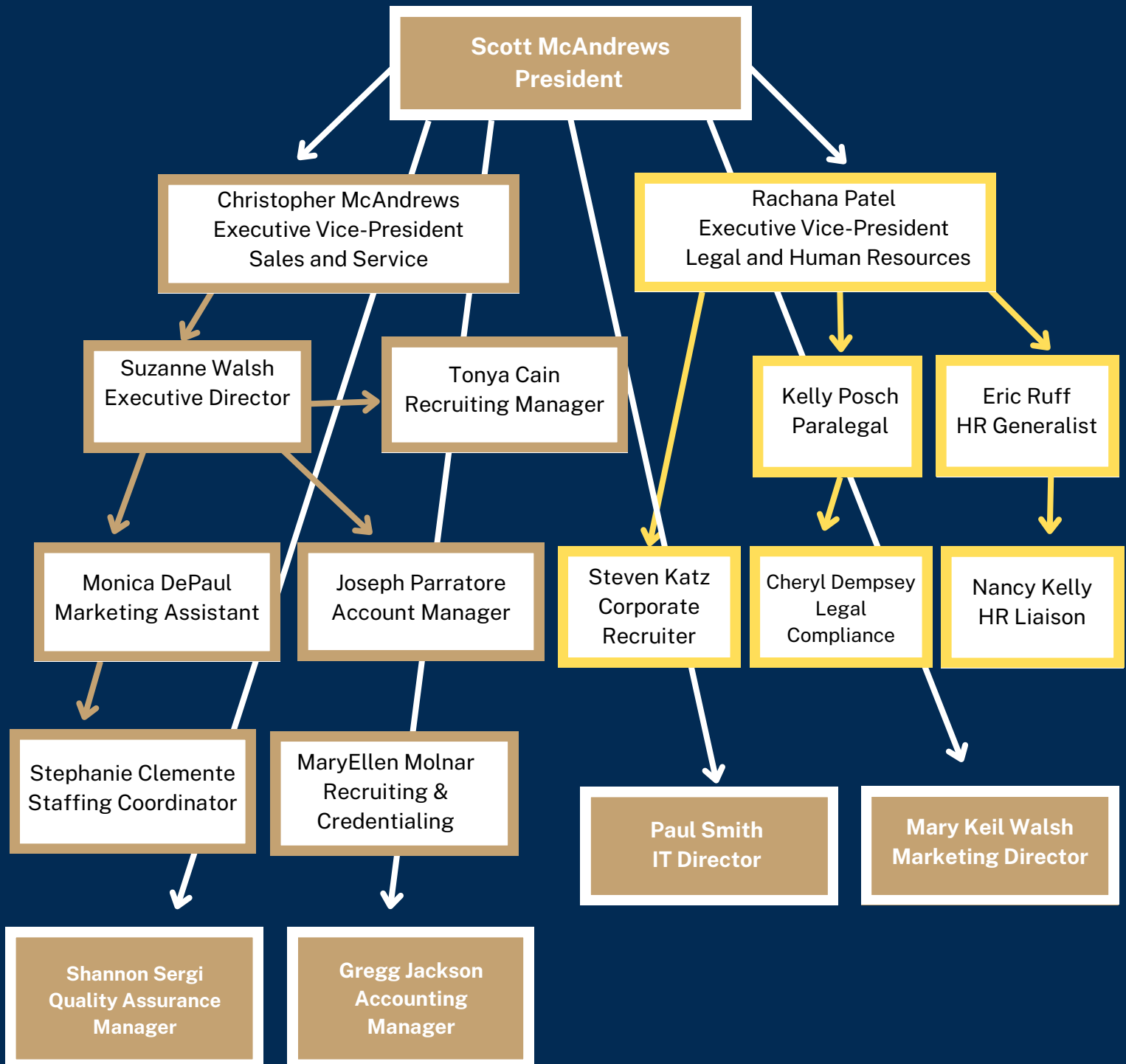
Tonya Cain is the Senior Recruiting Manager for PrecisionHR and has over 10 years of experience developing, launching and maximizing recruiting strategies for education and behavioral health clients. She has tremendous experience managing the sourcing team and recruiters, educating them on how to best connect with candidates and how to find the most-qualified contracted staff. She is an expert on credential validation and the top tools used to expedite the process to ensure comprehensive, quality results. Tonya has taken several education-specific programs from their initial stages to well-integrated programs that consistently meet demanding service levels for both common and difficult to find skill sets.

- Conduct candidate screening interviews and complete intakes.
- Verify, evaluate and compile credentials
- Expedient filling of job orders with appropriately matched professionals
- Communication with client personnel for day to day issues
- Handling call-outs, replacements and scheduling changes
- Dedicated secondary contact



OUR ORGANIZATIONAL CHART

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VENDOR QUALIFICATIONS

Details on the recruitment, screening, and hiring process.

Our main goal is to connect you with highly qualified professionals who will fit right in with your team and support the important work you do for kids and families. It all starts with understanding exactly what you need. From there, we carefully match candidates who have the right skills – and just as importantly—the right personality to work well within your agency’s culture.

Our local office will customize our sourcing and recruitment to your specifications. We have a full recruitment team available, always identifying and building our pools so that we have someone ready to go if your needs increase or if you decide you would like a different candidate. Here are just a few of the tools we use:

- ▶ Online job board advertising
- ▶ Search engine advertising
- ▶ Referral Bonuses
- ▶ Local Advertising
- ▶ Trade Shows/Conferences
- ▶ Targeted direct mail campaigns
- ▶ Email marketing
- ▶ Social media marketing
- ▶ Text/SMS campaigns

It’s not just about finding the candidate - proper credentialing and maintenance of files is just as important. For all candidates, we handle not just the basics, but go the extra mile to make sure any candidate presented to you has what YOU require. Our Compliance Team is located in our Corporate Office to ensure neutrality and checks and balances in our file review and completion process. Documents for any professional are available for review at any time.



- ▶ State Background Check
- ▶ State Fingerprinting
- ▶ State Child Abuse Clearance
- ▶ NSOR/OIG
- ▶ 3rd party license verification
- ▶ 3rd party degree verification
- ▶ 3rd party SSN verification
- ▶ Valid Photo Identification
- ▶ minimum of 3 recent references
- ▶ **any other clearances or trainings you request**

RECRUITING

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VENDOR QUALIFICATIONS

Details on the recruitment, screening, and hiring process.

With over 80 recruiters/coordinators focused daily on obtaining the best talent for our organization, we are able to find the right fit designed specifically for the need within 24 hours or less. For many requests, we can source solely from our database. If this is insufficient, our coordinators utilize online sources, professional associations, trade lists, colleges, job fairs, advertisements and local community networking. For urgent needs, we have Rapid Response Recruiting that is handled afterhours and on weekends to maximize candidate sourcing. A focus on hiring from within the local area is also a priority to keep communities ties strong.

Pre-Qualification of Candidates

- Interview – A Staffing Coordinator conducts an in-depth behavioral prescreening interview to gauge their skills and ability to succeed at St. Croix Preparatory Academy Charter School. The information we receive in the interview will be verified during credentialing. If they do not make a good impression on the coordinator or there is any indication that they are not sufficiently qualified for the position, they will not move forward. Only 40% of the candidates interviewed move forward in the process to contracting.
- Behavioral Interviewing – Candidates who pass the initial pre-screen participate in an in-depth behavioral interview. They are given a detailed skills assessments and we discuss their goals and assignment preferences, like the age group they like working with, commute length, specialized skills (language, technical, etc.) and what value they can bring to St. Croix Preparatory Academy Charter School.



SCREENING

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VENDOR QUALIFICATIONS

Details on the recruitment, screening, and hiring process.

Credentialing

PHRS understands the importance of proper recruiting processes and credentialing as an effective risk management tool and is well known in the industry for its rigorous approach. At PHRS, a dedicated Quality Assurance (QA) team works diligently to maintain this reputation of excellence by putting its professionals through a rigorous process that includes but is not limited to the following components:

- Reference Checking – a minimum of three professional references (e.g., direct supervisors with at least one year of experience with the professional) are gathered and verified. References are primary source verified by PHRS.
- Degree, Licensure and Certification Verification – for each individual to be staffed, the highest educational degree is primary source verified either at the issuing college/university or an approved third party vendor/agent by PHRS. The QA team also requires that licenses and certifications (CPR, First Aid, PALS, etc.) be primary source verified and a copy kept on file.
- Criminal Background Check – all individuals will be subject to Fingerprint Criminal Background and Child Abuse Checks
- Sex Offender Check - all individuals will be subject to a nationwide and State Sex Offender Registry check.

OIG, EPLS – to check for individuals excluded or sanctioned from participating in federally funded health care programs.

Customized Credentialing – PHRS will work with St. Croix Preparatory Academy Charter School to ensure that certifications such as First Aid, CPR, TB, physical are met for any adherence to latest mandated testing requirements or specific St. Croix Preparatory Academy Charter School needs. Verification and copies are kept on file in accordance with HIPAA regulations

PHRS undertakes a primary verification of all licensure, education and certifications. This means that we speak to someone and obtain proof that the credentials are legitimate and in good standing. We have a ZERO TOLERANCE for and are vigilant about making sure that there is no circumstance or mishap that exposes us, your children, their families and St. Croix Preparatory Academy Charter School to risk.

All credentialing information is kept on file and a Master Binder of approved candidates is provided to the client prior to commencement of services, as requested. The QA team utilizes our proprietary software to track expirations and review reports to ensure every professional remains current with their credentials. The QA team also conducts internal audits to make sure that all PHRS staff is compliant with regulations, company policies and verification processes.

CREDENTIALING

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VENDOR QUALIFICATIONS

Pricing structure, including hourly or daily rates for substitutes.



Precision Human Resources Inc.

PRICE PROPOSAL
ST. CROIX PREPARATORY ACADEMY
SPECIAL EDUCATION SERVICES RFP

Position Category	Qty	Hourly Bill Rate	Estimated Annual Hours	Annual Cost
Special Education Paraprofessional / Instructional Aide	4	\$34.00	6,300	\$214,200.00
Occupational Therapist (Long-Term Substitute)	1	\$90.00	920	\$82,800.00
Special Education Teacher (Long-Term Substitute)	1	\$65.00	920	\$59,800.00
TOTAL ESTIMATED ANNUAL CONTRACT VALUE				\$356,800.00

Pricing Assumptions:

- Special Education Paraprofessionals: 4 positions at 37.5 hours per week for 42 weeks.
- Occupational Therapist Long-Term Substitute: 40 hours per week from August 10, 2026 through January 17, 2027 (approximately 23 weeks).
- Special Education Teacher Long-Term Substitute: 40 hours per week from August 10, 2026 through January 17, 2027 (approximately 23 weeks).
- Overtime, if approved, will be billed at 1.5 times the hourly rate.
- Billing will be based on actual hours worked.
- Invoices submitted monthly with Net 30 payment terms.

Overtime Rates:

Paraprofessional/Instructional Aide: \$51.00/hr
Occupational Therapist: \$135.00/hr
Special Education Teacher: \$97.50/hr

PRICING STRUCTURE

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VENDOR QUALIFICATIONS

Availability and response time for fulfilling staffing requests.

We have several processes in place that act as resources to facilitate delivering on our obligations.

We are available 24 hours per day, 7 days per week and 365 days per year.

On Call Services

Our On Call Service is a dedicated team of professionals available outside of normal business hours to meet any needs that arise. They are able to dispatch a replacement, answer questions, or make scheduling changes. This service is provided to our clients and our professionals and is a bridge to communications after/before traditional school hours. The on-call team works from 6:00 pm-6:00 am.

Partnership Reviews

To ensure our program is meeting your expectations, key performance measures will be established. Initially, our implementation team will conduct an analysis to determine current performance levels that would 'set the mark and provide a means for us to evaluate the impact of our program and establish a mechanism to improve performance.

A partnership review provides a face-to-face forum for reviewing mutual expectations and performance, resolving problems, exchanging information, identifying improvement opportunities, and exploring new facets of business relationship. The partnership review will be conducted at the end of each school semester and can include appropriate representatives. The Partnership Review may include some of the following elements:

- Overview
- Goals and Objectives
- Service Analysis Summary
- Order Activity (Filled, Unfilled, and Cancelled)
- Trend Analysis by Skill Classification
- Total Units and Dollars Expenditures
- Breakdown of Expenditures by Location/Department
- Cost Savings Analysis
- Value Added Services

AVAILABILITY

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VENDOR QUALIFICATIONS

References from previous or current clients in the education sector.



SPECIAL SERVICES
201 Orchard Street South
Northfield, MN 55057
PH 507.645.3410 • Fax 507.664.3404
www.northfieldschools.org

June 30, 2025

Subject: Letter of Recommendation for Precision HR

To Whom It May Concern,

I am writing to express my sincere appreciation for the services provided by Precision HR in assisting Northfield Public Schools with filling our vacant Educational Assistant positions throughout this past school year. Our experience collaborating with their team has been consistently positive, and I am pleased to offer this letter of recommendation for their services.

One aspect of our partnership that has been particularly valuable is Precision HR's commitment to fair and transparent rates. We found their pricing structure to be comparable to the loaded hourly rate of our employees with full benefits, which demonstrates a clear understanding of budgetary considerations within the educational sector.

Furthermore, we have been very impressed with the regular communication and prompt responsiveness of the Precision HR team. Their consistent updates and quick replies to our inquiries have ensured a smooth and efficient process, allowing us to address our staffing needs effectively.

The transparent and cost-free option to hire contracted employees after they have completed 500 hours of contracting is also a significant benefit. This flexibility provides a clear pathway for potentially onboarding valuable individuals into permanent roles within our organization.

Finally, we greatly appreciate Precision HR's flexible approach to the hiring process. Their willingness to involve us in the selection of candidates and to consider our input in setting candidate requirements has been invaluable in ensuring a strong fit for our specific needs.

In conclusion, Precision HR has proven to be a reliable and valuable partner in addressing the staffing challenges at Northfield Public Schools. Their commitment to transparency, communication, flexibility, and fair practices has made a significant positive impact on our ability to support our students. I would highly recommend Precision HR to any organization seeking dependable staffing solutions.

Sincerely

Caleb Davidson
Assistant Director of Special Services
Northfield Public Schools

EQUAL OPPORTUNITY EMPLOYER • INDEPENDENT SCHOOL DISTRICT 659

REFERENCES

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VENDOR QUALIFICATIONS

References from previous or current clients in the education sector.



Contact: Keandra Auld, Human Resource Generalist
Telephone: (763) 450-3386
Email: kauld@bccs286.org
Partner since 2024



Contact: Noella O'Rourke, Senior Human Resources Officer
Telephone: (612) 505-8637
Email: norourke@hiawathaacademies.org
Partner since 2024



Contact: Angela Doll, Special Education Director
Telephone: (218) 737-6545
Email: adoll@lcsc.org
Partner since 2025



Contact: Caleb Davidson, Asst Director Special Services
Telephone: (507) 645-3441
Email: cdavidson@northfieldschools.org
Partner since 2024



Contact: Julie Williams, Executive Director of HR
Telephone: (952) 567-8108
Email: jwilliams@swmetro288.org
Partner since 2025

REFERENCES

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VENDOR QUALIFICATIONS

Compliance with state and federal regulations, including background checks.

General Compliance

PHRS shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations governing the performance of services under this contract. Failure to comply with any such laws or regulations may result in termination of the contract and any other remedies available to the St. Croix Preparatory Academy Charter School.

Background Checks and Licensing Requirements

a. In accordance with Minnesota Statutes §123B.03, the PHRS shall ensure that each professional assigned to the St. Croix Preparatory Academy Charter School has successfully completed a criminal background check prior to performing any work or having contact with students.

b. PHRS is responsible for conducting and maintaining documentation of background checks for all substitute teachers, administrative staff, and any other personnel providing services under this contract.

c. Verification of completed background checks must be provided to the St. Croix Preparatory Academy Charter School prior to assignment and upon request at any time during the contract term.

d. Any individual whose background check reveals disqualifying offenses, as defined by state law or St. Croix Preparatory Academy Charter School policy, shall be prohibited from performing services for the St. Croix Preparatory Academy Charter School.

e. All substitute teachers assigned to the St. Croix Preparatory Academy Charter School must hold a valid Minnesota teaching or substitute teaching license issued by the Professional Educator Licensing and Standards Board (PELSB) and must comply with all requirements of state law for educators.

f. The St. Croix Preparatory Academy Charter School reserves the right to deny access to its facilities or terminate an individual's assignment at its sole discretion for failure to meet these requirements or for conduct inconsistent with St. Croix Preparatory Academy Charter School standards.

Federal Compliance Requirements

PHRS shall comply with all applicable provisions of federal law, including but not limited to:

Equal Employment Opportunity (EEO) and the Civil Rights Act of 1964, as amended;

Occupational Safety and Health Act (OSHA);

Family Educational Rights and Privacy Act (FERPA), ensuring protection of student education records;

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973; and

All other applicable federal statutes or regulations related to employment and educational services.

VENDOR QUALIFICATIONS

Compliance with state and federal regulations, including background checks.

Data Privacy and Security

- a. PHRS shall comply with the Minnesota Government Data Practices Act (Minn. Stat. Chapter 13) with respect to all private or confidential data collected, received, or used under this contract.
- b. Substitute teachers and Contractor staff shall be trained on the proper handling and protection of student information in compliance with FERPA and St. Croix Preparatory Academy Charter School policies.
- c. Any private or confidential information obtained in connection with this contract shall be used solely for the purposes of providing services to the St. Croix Preparatory Academy Charter School and shall not be disclosed to unauthorized persons.
- d. PHRS shall promptly notify the St. Croix Preparatory Academy Charter School of any unauthorized access, disclosure, or data breach involving student or employee information.

Certification and Reporting

- a. As a condition of award, PHRS shall certify compliance with all applicable federal, state, and local laws and regulations governing the employment and assignment of substitute teachers.
- b. The St. Croix Preparatory Academy Charter School reserves the right to audit PHRS's compliance with these requirements at any time during the term of the contract.
- c. Failure to comply with any provision in this section may result in immediate termination of the contract, disqualification from future solicitations, and other remedies as provided by law.

COMPLIANCE

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