



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:** February 19, 2013

**TITLE:** Award of Contract for Substitute Placement Automated Services Based on Responses to Request for Proposal (RFP) 12-0030

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**BACKGROUND:**

The Human Resources Department is responsible for providing substitute personnel when required for both certified and classified staff persons. Automated systems are available that allow employees to report their absence, to assign a pre-qualified substitute, and provide special instructions as needed. Substitutes are notified either on line, by email and/or by telephone. System access is controlled by Human Resources utilizing a user ID and a PIN Number.

Eight vendors registered with the Purchasing Department were mailed Request for Proposal (RFP) 12-0030. Three vendors responded: Automated Substitute Placement & Absence Management, eSchool Solutions and CRS Advanced Technology. A Human Resources evaluation team led by John Hastings the Department Manager ranked each vendor as per their response to the RFP.

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**RECOMMENDATION:**

The Administration recommends that the Governing Board approve the Award of Contract for Substitute Placement Automated Services to CRS Advanced Technology based on their response to Request for Proposal (RFP)12-0030.

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**INITIATED BY:**

*Scott Little*

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**Scott Little, Chief Financial Officer**

**Date: February 11, 2013**

*Patrick Nelson*

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**Patrick Nelson, Superintendent**

## **Substitute Placement Automated Services**

### **Vendor Evaluation RFP 12-0030**

The three responding vendors were evaluated based on the following criteria:

- a. References Provided
- b. Specifications Vendor Substitute Tracking System
- c. Cost Five Year Term

All three responding vendors are in the business of supplying automated substitute placement services. Each provided Arizona K-12 school districts as references. The Evaluation Committee was unanimous in ranking CRS Subfinder as the highest ranked vendor followed by Automated Substitute Placement & Absence Management and eSchool Solutions. The evaluators found the following:

#### **CRS Subfinder Arizona State Retirement System**

Arizona State Retirement System information may be identified in up to ten user fields in the CRS Employee & Substitute Profiles, alternate contribution rate information required by the Arizona State Retirement System. CRS has a history of working with their Arizona customers to monitor the 20/20 rule.

#### **CRS Subfinder Training**

CRS provided a detailed breakdown of their training kit to include manuals, user guides and online tutorials available 24/7.

#### **Pricing**

CRS five year cost is \$62,590.00 plus a one time start fee of \$5,171.80 covering loading data the three days of onsite training.

Automated Substitute Placement & Absence Management five year cost is \$72,240.00 plus \$5,250.00 covering loading data and onsite training.

eSchool Schools Solution five year cost is \$64,870.00 plus \$3,500.00 for three days onsite training.