

REQUEST FOR PROPOSALS

For

Substitute Teacher and Interim Educational Staffing Services

Girard College is an independent, college preparatory boarding school serving academically talented, financially underserved students 1st through 12th grade. Founded in 1848 by Philadelphia philanthropist and entrepreneur Stephen Girard, Girard College was opened to assist orphaned, white males. The school became integrated in 1965 and later began accepting female students in 1984. The school is operated by the Board of Directors of the City Trusts (BODCT), which consists of members appointed by the Mayor of Philadelphia. The school's campus is located on 43 acres in the Fairmount section of Philadelphia and is on the national register of historic places. Founder's Hall, one of four buildings original to the campus and designed by architect Thomas U. Walter, is a national historic landmark. Today, Girard College serves approximately 350 students from the Greater Philadelphia region, Delaware and New Jersey.

RFP Details

Girard College is seeking proposals from qualified staffing agencies to provide substitute teachers and interim educational professional services on an as-needed basis. The selected vendor will supply credentialed substitute professionals to maintain instructional continuity across all grade levels and subject areas.

RFP Selection Timetable

- April 14th, 2026- **RFP Posted**
- May 22nd, 2026- **Response Deadline**
- September 2026-**Contract Start Date**

Scope/Tasks

This Section, Scope and Tasks, includes the requirements for the project, including the services to be performed and the deliverables that must be met by the selected Applicant. Girard College reserves the right to change certain service requirements or deliverables based on changed circumstances, like a change in the business or technical environment or contract negotiations with Applicant(s) selected for negotiations, without issuing a revised RFP.

Applicants should read this section closely. An Applicant's proposed scope of work must detail how they will meet the service requirements or achieve the deliverables described below. Applicants may also propose additional or revised services or deliverables to achieve the outcomes described above. However, Applicants must explain why each of these additional services or deliverables are necessary, and when and how they will be completed.

Scope of Work:

The selected vendor shall provide the following:

1.1 On-Site Substitutes

- Qualified substitute teachers for planned and unplanned absences
- Coverage for short-term (daily) and long-term assignments
- Professionals credentialed in applicable subject areas and/or special education as required

1.2 Specialized Support Professionals

- Related service professionals as needed (e.g., instructional aides, paraprofessionals)

1.3 Remote/Telehealth Services

- Ability to provide services via a HIPAA-compliant telehealth or virtual platform when on-site coverage is unavailable, during closures, or when remote delivery is clinically or educationally appropriate

1.4 Availability & Response Time

- Vendor must demonstrate capacity to respond to same-day placement requests
- Vendor must maintain a sufficient pool of pre-vetted candidates to meet Girard College's ongoing and surge demand

Qualifications

Interested vendors meet the following qualifications:

All professionals placed must meet the following minimum standards:

- Valid Pennsylvania teaching certificate or substitute permit (appropriate to role)
- Compliance with all Pennsylvania Department of Education (PDE) credentialing requirements
- Pennsylvania Child Abuse History Clearance (Act 151), obtain an acceptable Criminal Record Check from the Pennsylvania State Police (Act 34), obtain an acceptable FBI clearance, obtain an acceptable Arrest/Conviction Certification Form (Act 24) and obtain

an acceptable Commonwealth of PA Sexual Misconduct/Abuse Disclosure History (Act 168) Tuberculosis (TB) screening as required

- Compliance with all Girard College onboarding and background check requirements prior to assignment start

Vendor Responsibilities

- Maintain signed agreements with all placed professionals prior to assignment
- Notify Girard College promptly of any credentialing lapses or compliance issues
- Provide a dedicated account manager or point of contact for placement coordination
- Track and report hours worked per placement upon request
- Ensure placed professionals adhere to Girard College's code of conduct and policies

Client Responsibilities

Girard College will:

- Provide reasonable advance notice of staffing needs when possible
- Notify the vendor immediately of any direct employment offers made to placed professionals
- Provide access to facilities, systems, and information necessary for contractors to perform their duties
- Process invoices within the agreed payment terms

Direct Hire / Conversion Terms

Vendors should clearly disclose their policies regarding the conversion of placed professionals to direct employment by Girard College, including any applicable fees, required hours worked, or notice requirements.

Service Delivery & Reporting

Vendors shall provide:

- Monthly placement reports including hours worked, positions filled, and unfilled requests
- Documentation of contractor credentials upon request
- Incident reporting for any issues arising during assignments

Payment Terms

- Invoices will be issued on a schedule agreed upon at contract execution
- Girard College reserves the right to dispute invoices within a defined window prior to payment

Term & Termination

- The initial contract term shall be one (1) year, with the option to renew for successive one-year terms
- Either party may terminate the agreement without cause upon thirty (30) days written notice
- Girard College reserves the right to terminate for cause with immediate effect upon written notice

Insurance Requirements

Vendors must maintain, at minimum:

- General Commercial Liability Insurance
- Workers' Compensation Insurance as required by Pennsylvania law
- Professional Liability (Errors & Omissions) Insurance
- Evidence of coverage must be provided prior to contract execution

Proposal Submission Requirement

Prospective providers must submit a proposal containing the following:

- Company profile and contact information
- Detailed scope and product offerings
- Detailed Cost Estimate
- References

How We Chose

Girard College will consider many factors, including cost, when evaluating proposals submitted to this RFP. While cost is an important factor, it is not the sole, or necessarily the deciding factor. Girard College may choose to award the contract resulting from this RFP. Girard College will base its selection on criteria that may include, but are not limited to:

- Superior ability or capacity to meet requirements of contract and needs of Girard College
- Superior prior experience of Applicant and staff representing clients like Girard College
- Superior quality, efficiency and fitness of proposed solution for Girard College
- Superior skill and reputation, including timeliness and demonstrable results
- Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
- Lower cost
- Administrative and operational efficiency, requiring less Girard College oversight administration
- Anticipated long-term cost effectiveness

Proposal Submission Deadline

All proposals must be submitted no later than **May 15th, 2026 @ 3:00 p.m.** Late submissions will not be considered.

Submission Instructions

Please submit your proposal electronically in PDF format to:

Sumi Blodgett, Director of Business Services

Email – procurement@girardcollege.edu

Subject Line: RFP Submission – Substitute Teacher and Interim Educational Staffing Services

