

GREEN DOT PUBLIC SCHOOLS
RFP TITLE: GREEN DOT PUBLIC SCHOOLS STAFFING SERVICES
RFP#: FY27-001
DATE OF ISSUANCE: FRIDAY, MARCH 06, 2026

Please submit all proposals electronically to:
Contract and Procurement Department
Green Dot Public Schools
To: purchasing@greendot.org
Subject line: "Proposal – Staffing Services RFP#: FY27-001"
Bid Due Date: Friday, April 17, 2026, at 5:00 PM, PST

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1. Introduction and Purpose

Introduction: Green Dot Public Schools (“GDPS”) is a California nonprofit public benefit organization based in Los Angeles, CA, operating a total of 18 middle and high schools in Los Angeles, California. GDPS’s mission is to help transform public education so ALL students graduate prepared for college, leadership and life. Our schools are built upon the following core values: 1) Personal Responsibility, 2) Passion for Excellence, 3) Respect for Others & Community, 4) All Stakeholders are Critical in the Education Process, and 5) An Unwavering Belief in ALL Students’ Potential. We serve around 10,000 students across all 18 school sites.

Purpose: GDPS seeks proposals from qualified respondents (the “Proposers”) interested in providing substitute staffing services as described in this RFP. GDPS is seeking proposals from qualified Respondents who align with our core values to provide substitute services to GDPS schools. The purpose of this Request for Proposal (RFP) is to solicit proposals from various qualified Respondents, conduct a fair and extensive evaluation based on criteria listed herein, and select the Respondents that can deliver the highest quality work product. We are evaluating our substitute staff vendor pool to identify companies with the most qualified and reliable substitute staff for both day-to-day placements and longer-term, multi-week placements. We plan to partner with several vendors.

We are awarding contracts for staffing services related to the following four scopes:

- Scope A: Multiple-subject and single-subject teachers
- Scope B: Special Education Specialist Services/ Education Specialist Services
- Scope C: Counseling services
- Scope D: Office and Administrative Staffing Services

Proposers can bid on all, some or one of the scopes listed above.

GDPS will require the Proposer to provide comprehensive services, management, a workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, maintenance, and insurance necessary to deliver the proposed services. All of the necessary factors that contribute to the price must be included in the proposed price. The Proposer must demonstrate a track record of success in the industry, provide references, and maintain sound business practices demonstrating fiscal responsibility.

Contract Period: This proposal addresses the contract period July 1, 2026, through June 30, 2027, with up to two (2) 1-year extensions. The contract period shall not exceed three years.

Proposer acknowledges that their proposal and any related records may be subject to disclosure under the California Public Records Act. Nothing in this RFP (or otherwise) shall be construed to limit or prevent compliance with the Public Records Act or any other applicable law requiring disclosure of public records.

2. RFP Timeline

- Release date: Friday, March 06, 2026
- Questions from Proposer due: Friday, March 20, 2026
- Questions Answered by: Friday, March 27, 2026
- RFP Closing date: Friday, April 17, 2026
- Evaluation and Award by: End-May 2026

3. Scope of Services

Scope A: Multi-subject and Single Subject Services

Green Dot Public Schools seeks to find a provider who can provide multi-subject and single-subject teachers during vacancies. Qualified teachers must:

- Hold valid documentation issued by the California Commission on Teacher Credentialing (CTC), including a Certificate of Clearance and appropriate substitute permit or teaching credential.
- Teachers who do not have a permit should proactively get a 30-day sub permit with the support of the sub vendor before their assignment can begin
- Staff should be willing to fill short-term requests and long term substitute assignments (if qualified to do so)
- Exhibit and uphold Green Dot core values, in particular the belief in the potential for all learners
- Create a culture of learning in the classroom

- Engage in data-driven planning and assessment of student learning
- Establish a culture of respect and rapport with the students which supports the students' emotional safety
- Engage in critical reflection, constantly revising practice to increase effectiveness
- Support supervision and transition periods

Scope B: Special Education Services/Education Specialist Services

Green Dot Public Schools seeks to find a provider who can provide substitute special education teachers during vacancies. Special Education Teachers must:

- Hold valid documentation issued by the California Commission on Teacher Credentialing (CTC), including a Certificate of Clearance and appropriate substitute permit or teaching credential.
- Teachers who do not have a permit should proactively get a 30-day sub permit with the support of the sub vendor before their assignment can begin
- Staff should be willing to fill short-term requests and long term substitute assignments (if qualified to do so)
- Exhibit and uphold Green Dot core values, in particular the belief in the potential for all learners
- Create a culture of learning in the classroom
- Engage in data-driven planning and assessment of student learning
- Establish a culture of respect and rapport with the students which supports the students' emotional safety
- Engage in critical reflection, constantly revising practice to increase effectiveness

Scope C: Counseling Services:

A Pupil Personnel Services: School Counseling Credential is required. The school counselor will provide the following services, but not limited to:

- Develop, plan, implement and evaluate a school counseling and guidance program that includes academic, career, personal and social development
- Advocate for the high academic achievement and social development of all students; provide school-wide prevention
- Provide intervention strategies and counseling services within MTSS framework
- Provide consultation, training and staff development to teachers and parents regarding students' needs.
- Provide information about secondary/post-secondary options to all students
- Implement systems that allow all students to analyze their options in order to make informed decisions about secondary/post-secondary options
- Collaborate with Coordination of Service Teams consisting of School Psychologists, School Counselors, Social workers, Licensed Clinical Social Worker, and Marriage and Family Therapist
- Provide support services to students experiencing crisis
- Other Duties as assigned.
- Note: 3 months to full year assignments may occur

Scope D: Office and Administrative Staffing Services

Green Dot Public Schools seeks to find a provider who can provide staff who can sub in during vacancies and meet the school's main office operational needs. This includes but is not limited to:

- Provide excellent customer service to all stakeholders
- Greet visitors to the school, determine nature of business and direct visitors to their destination, following all school safety procedures
- Answer telephone to provide information, take and relay messages and transfer calls
- Assist in making phone calls to parents to communicate important information and set appointments
- Process incoming and outgoing mail and assist in assembling mailers such as report cards, newsletters and attendance letters
- Assist in managing student traffic flow in the main office (i.e. discipline, medical, emergency situations, etc.)
- Maintain student files
- Accurately enter attendance data such as tardy slips, excuse notes and attendance from substitute teachers
- Enter enrollment data, update student info and process student data for exits
- Request information from previous schools for student records and transcript requests. Assist in the collection of information such as emergency cards, immunization, etc.
- Support enforcement of campus safety processes
- Other duties as assigned include: support with purchasing inventory, school nutrition programming, events and recruitment/enrollment.

4. Minimum Qualifications (Pass/Fail Screening)

A Respondent must meet all of the following minimum qualifications to GDPS's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

1. The Respondent has experience with substitute staffing services (In other words, the Respondent must meet at least one scope of service described above)
Yes _____ No _____
2. The Respondent has the resources and ability to serve all of GDPS's schools (18 schools, _____ teachers and _____ instructional aides) for 185 school days as requested.
Yes _____ No _____
3. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.
Yes _____ No _____
4. The Respondent is licensed to do business in the state of California.
Yes _____ No _____
5. California education agencies receive state funding for reported attendance on the condition that pupils are taught by teachers who hold a valid certification. The Respondent agrees that any substitute teacher working at a GDPS school will have a current and valid teacher certification. The teaching certification is at the expense of the Respondent or teacher; GDPS shall not reimburse for these expenses.
 - a. Respondents must provide GDPS with an employee roster with credential information, including credential expiration date, prior to the first day of school.
 - B. The Respondent must provide GDPS an updated employee list if there are any employee transitions.
Yes _____ No _____
6. The Respondent agrees to adhere to the California Department of Justice (DOJ) fingerprint and criminal background investigation and Tuberculosis (TB) requirements of Education Code Section 45125.1 et seq., 49406 and 47605 (l), and provide an affidavit that certifies all of their employees that work at GDPS schools who come into contact with students have the appropriate DOJ and TB clearances. DOJ and TB clearances are at the expense of the Respondent; GDPS shall not reimburse for these expenses.
 - a. The Affidavit shall include the following information:
 - i. Substitute employee name, GDPS school(s) the employee works at, Date of DOJ criminal background check clearance, TB expiration date, and Name of DOJ custodian of records.
 - b. The Affidavit is due before the first day of school each year of the contract. The Respondent must provide GDPS an updated employee list if there are any employee transitions.
 - c. The Respondent will request and receive subsequent arrest notifications for its employees for the DOJ to ensure ongoing safety of students.
Yes _____ No _____

5. Proposer and Proposal Requirements

Proposer Requirement:

Staffing: The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification.

Prior to commencing the services to GDPS, the successful Proposer will submit a completed GDPS's Vendor Certification Form, which will certify that each staff member providing the services to GDPS has Department of Justice clearance and Tuberculosis clearance, at the Proposer's expense; as well as that each staff member providing the services to GDPS has all required credentials or licenses appropriate for their assignment.

The successful Proposer will ensure that its staff members providing services to GDPS agree to a confidentiality agreement, which shall require that any information the staff member gains or accesses through their assignment at GDPS, including but not limited to pupil records, personally identifiable information, or protected health information as defined in the Family Educational Rights and Privacy Act of 1974 (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA), respectively, may be used only as necessary to perform the services or as required by law. In addition, the staff member shall be prohibited from using, disclosing, or in any way disseminating to unauthorized parties any such information.

The successful Proposer will, at the request of GDPS, immediately remove from any GDPS site any person who, in the opinion of GDPS, has engaged in improper conduct. The Proposer will not permit a person so removed to return to any GDPS location unless prior written consent is provided by GDPS.

Assignments: The Proposer will not make any assignments or subcontract for the work without prior written permission from GDPS.

Legal: The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, under the laws of the State of California or other legislative bodies of appropriate jurisdiction. The Proposer must promptly notify GDPS concerning any litigation or claims filed with any federal or California State agency involving the Proposer or its parent or subsidiary companies.

Insurance: Proposer must indemnify and provide insurance coverage that will minimize GDPS's exposure:

- Workers' Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Automobile Liability and Physical Damage insurance for an amount of not less than \$5,000,000 minimum for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- Coverage should include abuse and molestation and assault and battery coverage with no exclusions.
- Proposer must name Green Dot Public Schools ("GDPS") as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing GDPS as "additional insured" must be provided to GDPS prior to commencement of services and kept up-to-date.

Pricing: All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment B must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with **N/A**.

Invoices and Payments: GDPS's standard payment terms are **net 30** days after receipt of an accurate invoice. Invoices may be sent no more frequently than once per month. Invoices shall be submitted to GDPS within the first seven days of each month and shall identify, in sufficient detail, the services performed. Separate invoices shall be generated for each school.

Invoices must be accompanied by the required Monthly Utilization Report. Invoices that do not reconcile to the submitted monthly report may be returned for correction.

In the event the Proposer presents GDPS with invoices, statements, reports, etc. that are incomplete, or inaccurate, GDPS may request additional information from the Proposer or GDPS may be required to perform substantial research which could result in delay of payment. GDPS will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by

inadequate, incomplete, or inaccurate information provided in invoices or statements by the Proposer.

Contract Type: The preferred contract type to be awarded is a fee per hour contract.

Proposal Requirements:

- Organize Proposal EXACTLY in This Order
 - Carefully read all instructions, requirements, and specifications. Fill out all sections completely and submit the following details/documents as part of your proposal as necessary.
1. Executive Summary detailing qualifications (Not Scored Separately)
 - a. Maximum two (2) pages
 - b. Summarize qualifications, scopes proposed, and key differentiators.
 2. Pricing & Cost Structure (20 Points)
(Aligns to Evaluation Category 1)
 - a. Include:
 - i. Completed Attachment B
 - ii. Explanation of rate structure
 - iii. Overtime structure
 - iv. Long-term rate structure
 - v. Any additional fees
 - vi. Cancellation policies
 - vii. Description of cost controls
 3. Organizational Experience & Capacity (15 Points)
(Aligns to Evaluation Category 2)
 - a. Include:
 - i. Years in operation
 - ii. Experience in K–12 charter/district environments
 - iii. Experience in Los Angeles County
 - iv. Multi-site service capacity
 - v. Organization chart
 - vi. Client list
 - vii. References (3-5)
 4. Recruitment, Screening & Compliance (15 Points)
(Aligns to Evaluation Category 3)
 - a. Include detailed narrative addressing:
 - i. Credential verification process
 - ii. DOJ/FBI fingerprint process
 - iii. TB compliance procedures
 - iv. Reference checks
 - v. Ongoing monitoring
 - vi. Compliance with Ed Code
 - vii. Compliance with and ability to provide GDPS Vendor Certification (Attachment D) form and subsequent updated vendor rosters
 - viii. Sample roster format
 5. Substitute Quality & Training (15 Points)
(Aligns to Evaluation Category 4)
 - a. Include:
 - i. Minimum qualification standards
 - ii. Interview process
 - iii. Sample interview questions
 - iv. Training modules
 - v. Classroom management training
 - vi. Equity/SPED exposure
 - vii. Ongoing performance monitoring
 - viii. Years of experience breakdown
 - ix. Subject credential breakdown
 - x. Demographic breakdown
 - xi. Substitute pool size (LA area)

6. Service Model & Fill Rates (15 Points)
(Aligns to Evaluation Category 5)

- a. Include:
- i. Historical fill rates (daily / long-term / same-day)
 - ii. Average time to fill
 - iii. Emergency fill strategy
 - iv. Long-term coverage strategy
 - v. Escalation protocol
 - vi. Technology platform description
 - vii. Hard-to-fill subject strategy
 - viii. Pool size data

7. Account Management & Reporting (10 Points)
(Aligns to Evaluation Category 6)

- a. Include:
- i. Dedicated account manager structure
 - ii. Reporting samples
 - iii. Monthly utilization reporting process
 - iv. Sample invoice format
 - v. Escalation and issue resolution protocol
 - vi. Complaint resolution policy
 - vii. Performance tracking
 - viii. Monthly utilization report to GDPC Finance no later than the 7th business day of each month. The report must reconcile to the submitted invoice and include, at minimum, the following:
 1. School site name
 2. Date(s) of service
 3. Substitute employee name
 4. Assignment type (e.g., teacher, SPED, counselor, office staff)
 5. Credential type (if applicable)
 6. Daily or hourly rate
 7. Number of hours worked per day
 8. Total cost per assignment
 9. Total monthly cost per school site
 10. Total monthly cost network-wide

Include acknowledgment of reporting requirements listed in the Evaluation section.

8. Financial Stability & Business Viability (10 Points)
(Aligns to Evaluation Category 7)

Green Dot Public Schools seeks to ensure that the selected vendor possesses sufficient financial strength and operational capacity to sustain substitute staffing services throughout the contract term. Substitute staffing services require the vendor to maintain adequate cash flow to support payroll, benefits, workers' compensation coverage, insurance obligations, and operational continuity. Therefore, financial stability is a critical evaluation factor.

- a. Include:
- i. Audited/reviewed financial statements (2–3 years)
 - ii. Balance sheet
 - iii. Income statement
 - iv. Proof of working capital
 - v. Insurance certificates
 - vi. Litigation/bankruptcy disclosure

9. Implementation Plan (Scored within relevant categories)

- a. Include:
- i. Recruiting strategy
 - ii. Onboarding plan
 - iii. Timeline
 - iv. Transition plan

10. Required Forms and Attachments

- a. Include:
- i. List of Schools - Attachment A
 - ii. Cost/Pricing Proposal – Attachment B

- iii. Contact Information – Attachment C
- iv. Vendor Certification Form – Attachment D
- v. Checklist of Required Elements - Attachment E

6. Evaluation Criteria

Evaluation: A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source. **Proposals must be organized in the same order as Section 5. Evaluation will be conducted directly against those headings and contents.**

Index	Category	Weight	Why It Matters
1	Pricing & Cost Structure	20 pts	Fiscal responsibility
2	Organizational Experience & Capacity	15 pts	Ability to serve a multi-site school network
3	Recruitment, Screening & Compliance	15 pts	Student safety & credential quality
4	Substitute Quality & Training	15 pts	Classroom effectiveness
5	Service Model & Fill Rates	15 pts	Operational reliability
6	Account Management & Reporting	10 pts	Transparency & oversight
7	Financial Stability & Business Viability	10 pts	Ensure the vendor can consistently meet payroll, maintain insurance coverage, and sustain operations throughout the contract term without risking classroom disruptions.

7. Proposal Authorities, Restrictions, and Clauses

GDPS Authorities and Options

- GDPS reserves the right to reject any and all proposals for any reason.
- GDPS reserves the right to negotiate any and all proposals for any reason.
- GDPS has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from GDPS.
- Subsequent to GDPS’s acceptance of a submitted proposal, final terms and conditions will be negotiated, and finalized via a formal contract, between the Proposer and GDPS.

8. Proposal Questionnaire

This proposal questionnaire is intended to provide GDPS with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible. Type each question in the same order as listed in the questionnaire.

Corporate Capacity and Approach

1. Demonstrate how you will manage, supervise, and execute the work in alignment with GDPS core beliefs and mission. Responses must:
 - a. Describe your substitute staff placement process and logic. Please include your average fill rates.
 - b. Explain how you handle last minute (morning of) requests.
 - c. Explain your process for requesting long term (multi-week) substitute staff members.
 - d. Explain how you ensure teachers with subject-specific credentials are placed in the right assignments.
 - e. How big is your pool of credentialed substitute teachers in the Los Angeles area?
 - f. How big is your pool of non-credentialed instruction aides in the Los Angeles area?
 - g. Include a breakdown of subject areas your substitute teachers are credentialed for.
 - i. Explain your approach to staffing hard-to-staff subjects like Science and Math (not including Special Education Services)
 - h. Include a breakdown of years of experience of your substitute teachers.
 - i. Include a demographic breakdown of your substitute teacher pool (e.g. race/ ethnicity/gender)
 - j. Provide a breakdown of substitute teachers that are in good standing with your company.
2. Are your teachers and staff independent contractors or Full Time Employees hired by your company? If neither, please describe.

References and Prior Experience

3. Describe your company's experience working with public charter schools serving grades 6-12 and your demonstrated alignment with the GDPS mission to serve low-income communities in California with historically underperforming schools and graduate students ready for success in college.
4. Have you worked with GDPS schools in the past? If so, please include the following:
 - a. Which schools and duration of work.
 - b. A short statement describing the Respondent's professional relationship with GDPS staff.
 - c. A short statement describing the Respondent's relationship with GDPS scholars.

Personnel Quality and Reliability

5. Provide an overview of the experience and qualifications of the substitute teachers to be placed at a GDPS school.
 - a. Please include details on your interview process as well as sample interview questions used in the quality assessment process.
 - b. Provide details on any training that substitute teachers participate in while employed by your company.
6. How do you collect feedback to assess the performance of your substitute teachers?
7. What is your process to ensure that your employees have valid and current substitute credentials?

Customer Service

8. What is the process of requesting a substitute?
 - a. Include the name of the point of contact (e.g., account representative) or any portals GDPS staff will be required to use.
 - b. How many people at GDPS can request a substitute teacher?
 - c. Describe your customer service approach, norms, and expectations.

9. What is your cancellation policy?

10. What is your process of resolving a complaint about a substitute teacher?

a. How do you ensure problematic substitutes are not staffed at another GDPS school?

Other

11. Please include any information that you believe sets your organization apart from others in this sector?

9. Exhibits, Attachments & Appendix

Attachment A

Schools

#	School Name	School Address
1	Animo James B Taylor CMS	820 E. 111 th Pl., Los Angeles, CA 90059
2	Animo Jefferson CMS	1655 E. 27 th St., Los Angeles, CA 90011
3	Animo Ralph Bunche CHS	1655 E. 27 th St., Los Angeles, CA 90011
4	Animo Mae Jemison CMS	12700 S. Avalon Blvd., Los Angeles, CA 90061
5	Animo Legacy CMS	12226 S. Western Ave., Los Angeles, CA 90047
6	Animo Inglewood CHS	3425 W. Manchester Blvd. Inglewood, CA 90305
7	Animo Leadership CHS	11044 S. Freeman Ave., Inglewood, CA 90304
8	Alain LeRoy Locke College Prep Academy	325 E. 111 th St., Los Angeles, CA 90061

9	Oscar de la Hoya Animo CHS	1114 S. Lorena St., Los Angeles, CA 90023
10	Animo Pat Brown CHS	8205 Beach St., Los Angeles, CA 90001
11	Animo South Los Angeles CHS	11130 Western Ave., Los Angeles, CA 90047

12	<i>Animo Venice CHS</i>	<i>820 Broadway St., Venice, CA 90291</i>
13	<i>Animo Watts College Prep Academy</i>	<i>12628 S. Avalon Blvd. Los Angeles, CA 90061</i>
14	<i>Animo Compton Charter Span School</i>	<i>Animo Compton Charter (Span School) 13305 S. San Pedro St. Los Angeles, CA 90061</i>
15	<i>Animo Florence-Firestone CMS</i>	<i>8255 Beach St., Los Angeles, CA 90001</i>
16	<i>Animo Ellen Ochoa CMS</i>	<i>4360 Dozier St., Los Angeles, CA 90022</i>
17	<i>Animo City of Champions CHS</i>	<i>3401 W. Imperial Highway. Inglewood, CA 90303</i>
18	<i>Animo Jackie Robinson CHS</i>	<i>3500 S. Hill St., Los Angeles, CA 90007</i>

Attachment B

Cost/Pricing Proposal

Proposal Pricing

Proposers must use the chart below to indicate its proposed hourly rates. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, and any other cost necessary to provide Substitute Teacher Services:

Respondents must provide a fixed price as indicated in the table below:

Rates

Full Day Pay (> 4 Hours) \$ _____

Half Day Pay (<4 Hours) \$ _____

Overtime (8+ Hours) \$ _____

Long-Term Pay Rate (15 days +) \$ _____

Other Fees

Hiring Fees (GDPS to hire Respondent Employee) \$ _____

Cancellation Fees and Policies _____

Other _____

Attachment C

Contact Information

Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email Address	
Company Legal Name	
Company Address	
Company Phone Number	
Company Website	
Year Company Founded	
Years Operating in California	
Number of Clients	
Number of Employees	
Authorized Representative Name	
Authorized Representative Signature	

Attachment D

Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification

Charter schools are required to comply with all applicable state and federal legal requirements, including but not limited to, criminal background clearances and fingerprinting requirements and TB risk assessment/clearance and credentialing requirements. (Ed. Code, §§ 45125.1 et seq., 49406, and 47605(l).) For each returning and new contracting entities/independent contractor (“vendors”), the charter school is responsible for ensuring annually that vendors provide signed certification to the charter school that all applicable requirements are met, prior to the provision of school site services and/or any contact with students, for the current school year.

Directions: This *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* form must be completed annually prior to providing school site services by all returning and new vendors providing services to the charter school whose employees may have contact (physical, verbal, or virtual) with students. As part of its certification, each vendor must provide (on the certification form or an attachment to the certification form) a complete and detailed list of all vendor employees covered by the certification. In the event that any new employee(s) of the vendor will provide any service(s) to the charter school after the initial annual submission of the vendor certification form, charter school must obtain an updated vendor certification form along with a complete and detailed list of all vendor employees covered by the certification prior to those new employees providing services to the charter school.

The California fingerprint and criminal background clearance, TB risk assessment/clearance requirements, and credentialing requirements are set forth in Education Code sections 45125.1 et seq., 49406, and 47605(l)

GREEN DOT PUBLIC SCHOOLS (“CHARTER SCHOOL”) and the Vendor [CONTRACTOR BUSINESS NAME] (“VENDOR”) entered into an agreement/contract (Number _____) outlining the terms and conditions for the provision of school site services provided to the CHARTER SCHOOL.

Description of the school site services provided to the CHARTER SCHOOL:
[INSERT DESCRIPTION]

Select one of the following:

- This is the initial annual certification submission for this current school year.
- This is an update to the initial annual submission for this current school year.

PLEASE CHECK ALL APPROPRIATE BOXES AND SIGN BELOW.

CLEARANCE AND CREDENTIAL REQUIREMENTS SATISFIED:

- A. The VENDOR hereby certifies to the CHARTER SCHOOL’s Governing Board that it has completed the criminal background check requirements of Education Code section 45125.1, that it has determined that none of its employees that may come into contact with CHARTER SCHOOL students has been convicted of a violent felony listed in Penal Code Section 667.5(c) or a serious felony listed in Penal Code Section 1192.7(c), and that the VENDOR requests and receives subsequent arrest notifications for all such employees from the California Department of Justice to ensure ongoing safety of students.
- B. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all employees who may have frequent or prolonged contact with students have undergone a risk assessment and/or been examined and determined to be free of active tuberculosis as required in Education Code section 49406. VENDOR requires all new employees to provide VENDOR with certificate of tuberculosis clearance dated within the 60 days prior to initial employment. VENDOR maintains current TB clearances for all such employees
- C. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all VENDOR employees whose assignment at the CHARTER SCHOOL requires a teaching or substitute credential or license holds a current, valid credential or license appropriate for the assignment as required by Education Code section 47605(l)

List below, or attach, the name and other information for each vendor employee for whom VENDOR has successfully completed the requisite fingerprinting and criminal background check, TB risk assessment/clearance, and credential verification (if applicable), in accordance with the provisions above.

Name of Employee	Date of Criminal Background Clearance Determination	TB Expiration Date	Credential(s) Type and Expiration Date(s)
<i>John Example</i>	<i>07/23/2020</i>	<i>07/23/2024</i>	<i>MSTC 07/01/2020</i>

CERTIFICATION OF INAPPLICABILITY OF CLEARANCE REQUIREMENTS:

- D. The VENDOR hereby certifies that the Department of Justice (DOJ) fingerprint and criminal background clearance requirements are NOT applicable to the VENDOR and its employees for the following reason(s) permitted by Education Code section 45125.1 et seq.
 - The VENDOR and its employees will NOT have any interaction with pupils outside of the immediate supervision and control of the pupil’s parent or guardian or a school employee. [Ed. Code § 45125.1(a).]
 - The services provided by the VENDOR and its employees are for an “EMERGENCY OR EXCEPTIONAL SITUATION” ONLY, such as when pupil health or safety is immediately endangered or when emergency repairs are needed to make the school facilities safe and habitable. [Ed. Code § 45125.1(b).]

By signing below, under penalty of perjury, I certify that the information contained on this certification form and the employee list(s) is accurate and that it may be uttered or published as true. I further attest that VENDOR will maintain, update, and provide the CHARTER SCHOOL with current and complete information along with the employee list, throughout the duration of services provided by VENDOR. The individual signing this form warrants that they are authorized to do so, and further, that they are authorized to make the promises on this form on behalf of the VENDOR.

Authorized Vendor
Signature

Printed Name

Title

Date

CHARTER SCHOOL CERTIFICATION

By signing below, under penalty of perjury, I certify that I have reviewed the information contained on this certification form and the employee list(s). I further attest that CHARTER SCHOOL will ensure VENDOR provides an updated current and complete certification form along with the employee list(s) to CHARTER SCHOOL prior to the provision of services to CHARTER SCHOOL by any new VENDOR employee and/or, as applicable, to continue provision of services to CHARTER SCHOOL in accordance with applicable requirements. The individual signing this form warrants that they are authorized to do so, and further, that they are authorized to make the promises on this form on behalf of the CHARTER SCHOOL.

Authorized Charter
School Signature

Printed Name

Title

Date

Attachment E

Checklist of Required Elements

ITEM	INCLUDED (Y/N)	PAGE	INITIAL S
Introduction and Purpose			
Minimum Qualifications (Pass/Fail Screening) #4			
Proposal organized according to Section 5 – Proposer and Proposal Requirements			
Insurance Certificates			
W-9			
Implementation Plan			
Financial Statements			
Proposal Questionnaire #8			
Pricing Proposals – Attachment B			
Company Information/Bid Authorization – Attachment C			
Vendor Certification of Criminal Background Clearance - Attachment D			
Checklist of Required Elements (This Document) – Attachment E			