



**THE ESCAMBIA COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT
75 NORTH PACE BLVD.
PENSACOLA, FL 32505**

REQUEST FOR PROPOSAL (RFP) & PROPOSAL ACKNOWLEDGMENT

POSTING DATE: **MARCH 13, 2015** PURCHASING CONTACT & TELEPHONE: **JOHN DOMBROSKIE, DIRECTOR OF PURCHASING (850-469-6120)**

RFP TITLE: **DISTRICT WIDE JOB CLASSIFICATION AND COMPENSATION STUDY** RFP NUMBER: **152301**

RFP OPENING DATE & TIME: **APRIL 13, 2015 3:30 CENTRAL TIME**

NOTE: PROPOSALS RECEIVED AFTER THE RFP OPENING DATE AND TIME WILL NOT BE ACCEPTED.

The School District of Escambia County, Florida, solicits your company to submit a proposal on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. Proposals will not be accepted unless all conditions have been met. All proposals must have an authorized signature in the space provided below. All proposals must be sealed and received in the School District's Purchasing Office at 75 North Pace Blvd., Pensacola, Florida, by the "RFP Opening Date & Time" referenced above. All envelopes containing sealed proposals must reference the "RFP Title", "RFP Number" and the "RFP Opening Date & Time". The School District is not responsible for lost or late delivery of Proposals by the U.S. Postal Service or other delivery services used by the Responder. Proposals may not be withdrawn for a period of sixty (60) days after the opening date unless otherwise specified.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE RESPONDER.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER: (EXT:) FACSIMILE NUMBER:

EMAIL:

HOW DID YOU FIND OUT ABOUT THIS RFP? SCHOOL DISTRICT WEBSITE___ BIDNET___ DEMAND STAR___ PRIME VENDOR___ OTHER___ (PLEASE SPECIFY___)

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER RESPONDER SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE RESPONDER. SIGNING THIS ACKNOWLEDGEMENT ALSO AFFIRMS THAT THE ORIGINAL REQUEST FOR PROPOSAL DOCUMENT HAS NOT BEEN ALTERED IN ANY WAY.

AUTHORIZED SIGNATURE: TYPED OR PRINTED NAME:

TITLE: DATE:

I. INTRODUCTION & GENERAL INFORMATION

The School District of Escambia County (the "District") is soliciting written proposals from qualified human resource firms for the purpose of conducting a comprehensive District Wide Job Classification and Compensation Study (the "Study") for designated positions as described further. The District, located in Northwest Florida, consists of thirty-one (31) elementary schools, nine (9) middle schools, seven (7) high schools and seven (7) other educational centers. The current enrollment in the District is about forty thousand one hundred (40,100) students. Employment totals approximately five thousand two hundred (5,200) permanent employees. Educational Support Personnel, under a collective bargaining agreement, number approximately one thousand nine hundred seventy-nine (1,979). Administrative and Professional Personnel number approximately four hundred twenty-nine (429) and are not under a collective bargaining agreement. The District's Instructional staff will not be a component of the Study. The School District of Escambia County welcomes visits and inquiries from prospective proposers of compensation and classification services. Visits and inquiries should be coordinated through John Dombroskie, Director of Purchasing.

II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Responder" as used within this Request For Proposal (RFP) refers to the person, company or organization responding to this RFP. The Responder is responsible for understanding and complying with the terms and conditions herein.

- A. **GENERAL:** Upon an RFP award, the terms and conditions of this RFP or any portion thereof, may upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect). Subject to the mutual consent of the parties, the pricing, terms and conditions of this RFP, for the products or services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.
- B. **RFP OPENING AND FORM:** Proposal openings will be public on the date and time specified on the Proposal Acknowledgement form. All proposals received after the time indicated will be rejected as non-responsive and retained by the District. Proposals by email, fax, telegram, or verbally by telephone or in person will not be accepted. The public opening will acknowledge receipt of the Proposals only; details concerning pricing or the offering will not be announced. All proposals submitted shall become public record upon an announcement of a recommended award or thirty (30) days after the opening date whichever occurs first. To protect any confidential information contained in their Proposal, companies must invoke the exemptions to disclosure provided by law in response to the RFP, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- C. **WARRANTY:** All goods and services furnished by the Responder, relating to and pursuant to this RFP will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Responder will take all necessary action, at Responder's expense, to correct such breach in the most expeditious manner possible.
- D. **PRICING:** All pricing submitted will include all packaging, handling, shipping charges, and delivery to any point within Escambia County, Florida to a secure area or inside

delivery. The School Board is exempt and does not pay Federal Excise and State of Florida Sales Taxes.

- E. **TERMS OF PAYMENT / INVOICING:** The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and Responder's invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated.
- F. **TRANSPORTATION AND TITLE:** (1) Title to the goods will pass to the School District upon receipt and acceptance at the destination indicated herein. Until acceptance, the Responder retains the sole insurable interest in the goods. (2) The shipper will prepay all transportation charges. The School District will not accept collect freight charges. (3) No premium carriers will be used for the School District's account without prior written consent of the Director of Purchasing.
- G. **PACKING:** All shipments will include an itemized list of each package's content, and reference the School District's Purchase Order Number. No charges will be allowed for cartage or packing unless agreed upon by the School District prior to shipment.
- H. **INSPECTIONS AND TESTING:** The School District will have the right to expedite, inspect and test any of the goods or work covered by this RFP. All goods or services are subject to the School District's inspection and approval upon arrival or completion. If rejected, they will be held for disposal at the Responder's risk. Such inspection, or the waiver thereof, however, will not relieve the Responder from full responsibility for furnishing goods or work conforming to the requirements of this RFP or the RFP Specifications, and will not prejudice any claim, right, or privilege the School District may have because of the use of defective or unsatisfactory goods or work.
- I. **STOP WORK ORDER:** The School District may at any time by written notice to the Responder stop all or any part of the work for this RFP award. Upon receiving such notice, the Responder will take all reasonable steps to minimize additional costs during the period of work stoppage. The School District may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the RFP terms and conditions.
- J. **INSURANCE AND INDEMNIFICATION:** The Responder agrees to indemnify and save harmless the School District, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Responder, its agents, employees, or representatives, or are arising from any Responder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the School District. The Responder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School District. The Responder will, at the request of the School District, supply certificates evidencing such coverage.
- K. **RISK OF LOSS:** The Responder assumes the following risks: (1) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3) all risks of loss or damage

to any property received by the Responder or held by the Responder or its suppliers for the account of the School District, until such property has been delivered to the School District; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School District, from the time of shipment thereof to Responder until redelivery thereof to the School District.

- L. **LAWS AND REGULATIONS:** Responders will comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, and the rules and regulations promulgated under these Acts. Responders agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age or national origin.

All agreements as a result of an award hereto and all extensions and modifications thereto and all questions relating to its validity, interpretation, performance or enforcement shall be governed and construed in conformance to the laws of the State of Florida.

- M. **PUBLIC ENTITY CRIMES:** A Responder, person, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute, Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

- N. **PATENTS:** Responders agree to indemnify and save harmless the School District, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent by reason of the buying, selling or using the goods supplied under this solicitation, and will assume the defense of any and all suits and will pay all costs and expenses thereto.

- O. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Responders must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent (5%) or more of the company.

- P. **TERMINATION: DEFAULT.** The School District may terminate all or any part of a subsequent award by giving notice of default to Responder, if Responder: (1) refuses or fails to deliver the goods or services within the time specified; (2) fails to comply with any of the provisions of this RFP or so fails to make progress as to endanger performances, hereunder, or; (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the School District's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination. **CONVENIENCE.** The School District may terminate for its convenience at any time, in whole or in part any subsequent award. In which event of termination for

convenience, the School Districts sole obligations will be to reimburse Responder for (1) those goods or services actually shipped/performed and accepted up to the date of termination, and (2) costs incurred by Responder for unfinished goods, which are specifically manufactured for the School District and which are not standard products of the Responder, as of the date of termination, and a reasonable profit thereon. In no event is the School District responsible for loss of anticipated profit nor will reimbursement exceed the RFP value.

- Q. **DRUG-FREE WORKPLACE:** Whenever two (2) or more RFPs are equal with respect to price, quality, and service, an RFP received from a business that certifies that it has implemented a drug-free workplace program as defined by Section 287.087 Florida Statutes, will be given preference in the award process.
- R. **PERFORMANCE:** In an effort to reduce the cost of doing business with the School District, and unless indicated elsewhere, no bid or performance bond is required. However, upon award and subsequent default by Responder, the School District reserves the right to pursue any or all of the following remedies: (1) to accept the next lowest available RFP price or to purchase materials or services on the open market, and to charge the original awardees for the difference in cost via a deduction to any outstanding or future obligations; (2) the Responder in default will be prohibited from activity for a period of time determined by the severity of the default, but not exceeding two (2) years; (3) any other remedy available to the School District in tort or law.
- S. **AUDIT AND INSPECTION:** The District or its representative reserves the right to inspect and/or audit all the Responder's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Responder to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Responder.
- T. **SAMPLES AND BRAND NAMES: BRAND NAMES.** Specifications referencing specific brand names and models are used to reflect the kind and type of quality in materials and workmanship, and the corresponding level of performance the School District expects to receive as a minimum. Responders offering equivalents or superior products to the brand/model referenced will: (1) reference on the RFP in the space provided the manufacturer's name, brand name, model and/or part number; (2) next to the price Responder will indicate "ALT" to reflect an alternate offering; (3) where no sample is provided with the RFP, Responders will enclose sufficient technical specification sheets and literature to enable the School District to reach a preliminary evaluation; (4) the School District may request and Responder agrees to submit a sample or to provide its product on-trial or demonstration, whichever the School District may deem appropriate, at no charge to the District; (5) the School District reserves the right to determine the acceptability of any alternatives offered. **SAMPLES.** Any sample requested by this RFP or to be provided at the Responder's option, should be forwarded under separate cover to the attention of the Purchasing Office of the School District. The package or envelope will reference the RFP Number, RFP Title, and RFP Item Number and clearly marked "Samples". All samples will be provided free of charge, including transportation charges. Responders are responsible for notifying and making arrangements for pick up from the School

District if a return of samples is expected. All samples unclaimed for thirty (30) days will be disposed of at the discretion of the School District.

- U. **EVALUATION CRITERIA:** Primary factors used to decide the award hereunder will be price, quality, availability, vendor experience, references, and responsiveness. Other factors that may be used in the evaluation of proposals received will be: (1) administrative costs incurred by the School District in association with the discharge of any subsequent award; (2) alternative payment terms; (3) Responder's past performance. The School District reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any proposal in its entirety or in part, and to waive minor irregularities if the proposal is otherwise valid. In the event of a price extension error, the unit price will be accepted as correct. The School District has sole discretion in determining testing and evaluation methods. The School District may consider in conjunction to any award hereunder, those products, services and, prices available to them through contracts from state, federal, and local government agencies or other school districts within the State of Florida.

- V. **CLARIFICATIONS AND INTERPRETATIONS:** The School District reserves the right to allow for clarification of questionable entries, and for the Responder to withdraw items with obvious mistakes. Any questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on the RFP Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing at least seven (7) workdays prior to the opening date of the proposals. Failure to do so, on the part of the Responder will constitute an acceptance by the Responder of consequent decision. An addendum to the RFP shall be issued and posted for those interpretations that may affect the eventual outcome of this solicitation. It is the Responder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the RFP. Therefore oral statements given before the RFP opening date will not be binding. The School District will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be posted to the School District's Purchasing website address at <http://ecsd-fl.schoolloop.com/purchasing/bids> at least five (5) workdays prior to the opening date. The Responder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their proposal.

- W. **RFP TABULATIONS, RECOMMENDATIONS, AND PROTEST:** RFP tabulations with award recommendations are posted for seventy-two (72) hours in the Purchasing Office and are also posted to the School District's Purchasing website address at <http://ecsd-fl.schoolloop.com/purchasing/bids>. Failure to file a protest within the time prescribed in Section 120.57(3) Florida State Statutes will constitute a waiver of proceedings under Chapter 120, Florida State Statutes and School Board Rules. RFP tabulations, recommendations or notices will not be automatically mailed.

- X. **CONTACT:** All questions for additional information regarding this RFP **must be directed to the designated Purchasing Agent noted on page one (1)**. Prospective Responders shall not contact any member of the Escambia County School Board, Superintendent, or staff regarding this solicitation prior to posting of the final tabulation and award recommendation on the website and in the Purchasing Office. Any such contact shall be cause for rejection of your proposal.

- Y. **PROPOSAL PREPARATION COSTS:** Neither the School District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this proposal.

- Z. **AGREEMENT FORM:** All subsequent agreements as a result of an award hereunder, shall incorporate all terms, conditions and specifications contained herein, and in response hereto, unless mutually amended in writing.
- AA. **ADDITIONAL TERMS AND CONDITIONS:** The School District reserves the right to reject offers containing terms and/or conditions contradictory to those requested in this solicitation.

III. SPECIAL CONDITIONS These "SPECIAL CONDITIONS" are in addition to or supplement Section II GENERAL TERMS AND CONDITIONS. In the event of a conflict these SPECIAL CONDITIONS shall have precedence.

- A. **EMPLOYEE SCREENINGS:** If services are to be provided when District students are present, or the Responder will have access to District funds, or the Responder will be working directly with students, the following additional provision is herein incorporated and made a part of this agreement by this reference:

Responder will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes; by certifying that the Responder and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided to the District in advance of the Responder providing any services on campus while students are present. The Responder will bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Responder and its employees. The Responder will follow the procedures for obtaining employee background screening as outlined on the District Website: <http://ecsd-fl.schoolloop.com>. Responder will provide school a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Responder will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added. The parties agree that in the event that Responder fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling the District to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Responder agrees to indemnify and hold harmless the District, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from Responder's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.

- B. **RISK MANAGEMENT PROVISIONS:** Anything in the foregoing Articles to the contrary notwithstanding, each Responder thereof hereby agrees to:
 - 1. **HOLD HARMLESS/INDEMNIFICATION AGREEMENT:** Save and hold harmless, pay on behalf of, protect, defend, and indemnify the School Board, (including the Superintendent of Schools, the School District, their officers, agents, and employees) from and against any demand, claim, suit, loss, expense, or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of any person arising out of, or in any way related to, any action or

inaction of the Responder (including its sub-contractors, officers, agents, and employees) in the performance or intended performance of this agreement, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to the performance of this agreement. The obligations of the Responder pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Responder.

2. **REQUIRED INSURANCE:**
 - a. Maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of general liability and auto liability insurance in an amount not less than \$1,000,000 with an insurance company rated not lower than "A" by A. M. Best and Company. The School Board shall be named as an additional insured. The policy and evidence of such insurance shall be endorsed so as to provide coverage for all liability hereby contractually assumed by the Responder and a copy thereof shall be delivered to the undersigned before beginning performance of this agreement. Such insurance shall not be subject to cancellation, non-renewal, reduction in policy limits or other adverse change in coverage, except with forty-five (45) days prior written notice to the School Board, which notice shall be given by U.S. Certified Mail with return receipt requested to the undersigned. No other form of notification shall relieve the insurance company, or its agents, or representatives of responsibility.
 - b. If this agreement involves performance by officers, employees, agents or sub-contractors of the Responder, the Responder shall also maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of Workers' Compensation insurance in the amount required by Florida Statutes Chapter 440, and Employer Legal Liability Insurance in the amount of \$100,000.
- C. **CONFLICT OF INTEREST:** The Responder affirms that, to the best of its knowledge, there exists no actual or potential conflict between the Independent Contractor's family, business, or financial interests and its services under this agreement; and, in event of change in either its private interests or services under this agreement, the Responder will raise with the District any questions regarding possible conflict of interest which may arise as a result of such change.
- D. **THE RESPONDER AS AN INDEPENDENT CONTRACTOR:** The Responder shall have sole control over the manner and means of providing the services performed under this agreement. The Responder's relationship to the District under this agreement shall be that of an Independent Contractor. The Responder will not be considered an agent or employee of the District for any purpose.

As an Independent Contractor, the Responder is responsible for all taxes incident to payments for services herein, including without limitation, all state and federal income taxes payroll and other taxes, and Workers' Compensation.
- E. **COMPLIANCE WITH LAWS:** The Responder agrees to comply with all applicable laws, statutes, regulations, rulings, or enactments of any governmental authority. The

Responder shall obtain from third parties, including State and local governments, all licenses and permissions necessary for the performance of the work.

- F. **GOVERNING LAWS:** This agreement is to be governed and construed in accordance with the laws of the State of Florida. The parties agree that jurisdiction for the resolution of any legal issues arising out of this contract shall be solely with the Circuit Courts of Escambia County, Florida. The parties hereby waive venue in any other forum.
- G. **EXAMINATION OF RECORDS:** The Responder agrees that the District, the Comptroller General of the United States of America and/or the Inspector General of the Federal Sponsoring Agency, and the Auditor General of the State of Florida or their duly authorized representatives shall have access to, and the right to examine, any directly pertinent books, papers, and records of the Responder involving transactions related to this agreement until the expiration of five (5) years after final payment under this agreement or such longer period as required by law.
- H. **FLORIDA'S PUBLIC RECORDS LAW:** Responder shall comply with Florida's Public Records Law. Specifically, Respondent agrees that it will:
1. Keep and maintain public records that ordinarily and necessarily would be required by the District in order to perform the services performed by Respondent under the Agreement.
 2. Provide the public with access to such public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes., or as otherwise provided by law.
 3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law.
 4. Meet all requirements for retaining public records and transfer to the District, at no cost, all public records in possession of Responder upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.
 5. The failure of Responder to comply with the provisions set forth shall constitute a default and breach.
- I. **EX PARTE COMMUNICATION:** Ex parte communication, whether verbal or written, by any potential Responders or representative of any potential Responders to this solicitation with District personnel involved with or related to this RFP, other than as expressly designated in this document, is strictly prohibited. Violation of this restriction may result in the rejection/disqualification of the Responders' proposal.

Ex parte communication (whether verbal or written) by any potential Responders or representative of any potential Responders to this solicitation with District Board members is also prohibited and will result in the disqualification of the Responders.

Any current vendor meetings with District staff and administration, or instructional personnel shall at no time include any conversation regarding the solicitation.

- J. **THE RESPONDER'S WARRANTY OF ORIGINALITY:** The Responder warrants that the Services will be an original work by the Responder and, to the best of the Responder's knowledge, will not infringe upon the rights of third parties. For any data delivered to the District that is not first produced under this Agreement, the Responder certifies that he/she will acquire the necessary rights/licenses for the District to copy and use said data at its discretion without expense by the District. All original data and records of this work first produced by the Responder under this Agreement shall be the property of the District.
- K. **RESTRICTIVE MARKINGS:** The Responder shall not put any restrictive markings upon any Data unless otherwise specified in this Agreement.
- L. **COVENANT AGAINST CONTINGENT FEES:** The Responder warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an Agreement or understanding for a commission, percentage, brokerage, or contingency fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Independent Contractor for purposes of securing business. For breach or violation of this warranty, the District shall have the right to annul this Agreement without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
- M. **INVOICES:** Itemized invoices must be submitted monthly. Invoices must detail the type of activity, by whom, and the project name. Travel expenses shall be itemized and receive prior travel authorization from a District representative to be identified. Reimbursement for actual travel expenses is limited to lodging, airfare and rental vehicles in accordance with current School District travel regulations and procedures.
- N. **MISCELLANEOUS:**
1. The District will not be liable for any cost incurred in the preparation of proposals.
 2. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
 3. The proposer shall furnish the District such additional information as the District may reasonably require.
 4. The District will not be liable for any costs not included in the proposal and subsequent contracted-for-costs.
 5. The District reserves the right to reject any and all proposals, and the right, in its sole discretion, to accept the proposal it considers most favorable to the District's interests. The District further reserves the right to reject all proposals and to seek new proposals when such a procedure is reasonable in the best interest of the District.
 6. The District reserves the right to waive any of the conditions or criteria set forth in this Request for Proposal.

7. The contract cannot be assigned to a sub-contractor without the prior written approval of the School Board of Escambia County.

IV. PROJECT OBJECTIVES The key objectives of this project include but are not limited to:

- Recommendation of wage scales to improve external competitiveness and internal equity.
- Development of complete classification descriptions with defensible minimum requirements.
- Development of compensation administration methods to attract and retain valuable employees.
- Completion of the project within six (6) months to one (1) year of an award by the School Board.

V. SCOPE OF WORK OR SERVICES

The District invites proposals from qualified firms experienced in conducting Job Classification and Compensation Studies. This work includes all positions in the District except those classified as "Instructional" under the teachers' collective bargaining unit. Elected positions - School Board Members and the Superintendent of Schools are also not included in this study.

In Attachments A (Educational Support Personnel), B (Administrative Personnel) and C (Professional Personnel) all of the District's current classification titles are listed, including the current number of employees in each specific classification. It should be noted that the numbers may vary slightly in each classification as normal staff turnover occurs. A list of all current Job Titles and their related Job Descriptions to be evaluated are available at http://www.escambia.k12.fl.us/Employment/Job_Descriptions.asp

The current established Job Descriptions may be appropriate for many positions however, the awarded Responder will be expected to not only re-write the existing Job Descriptions where needed, but write additional Job Descriptions where appropriate, or recommend the deletion of Job Descriptions that are obsolete, replacing them with appropriate descriptions and the deletion of unfilled and unneeded positions.

The successful firm will:

- Review and study all appropriate District documents including Personnel Policies and Procedures and the Rules and Procedures of the District School Board, all applicable bargaining agreements, organizational charts, current pay plans, job descriptions, and the current performance appraisal system. Note: the performance appraisal system for the Educational Support Personnel (ESP) is part of the collective bargaining agreement. In addition, firms will be expected to review as appropriate Federal and State of Florida rules and law regarding public employment as applicable to the business of the Escambia County School District.
- Conduct meetings with District and other designated parties and affected employees as appropriate to explain the project objectives and methodology.
- During the course of the project, make informal presentations of findings as necessary with the District, and hold a minimum of one (1) formal on site meeting with the Escambia County School Board as determined by the Assistant Superintendent of Human Resources and/or the Superintendent.
- Consult weekly or as needed with designated staff from the District's Human Resources Department.

-Review the School District's current practices and rules as related to the Fair Labor Standards Act and make appropriate recommendations with justifications. Review and make appropriate recommendations related to fulfillment of Florida and Federal Law by the District.

-Recommend pay administration practices to include consideration of pay for performance, incentives for individuals and groups, skill-based pay alternative reward strategies as may be suitable to specific classifications. The successful firm will review the current District practice of longevity pay for Educational Support Personnel and provide a cost benefit analysis of continuing this practice and making recommendations regarding this practice. In addition, the successful firm will consider for cost benefit analysis the Omnibus Settlement Agreement of February 2004 with the collective bargaining unit where annual leave accruals' for non-twelve (12) month employees was replaced with paid days off.

-Review the District's current classification specifications as they relate to the Americans with Disabilities Act and revise and update all class specifications as necessary.

-Conduct a comprehensive survey of labor market comparables (local, region, etc.) using a survey document designed specifically for and approved by the District, and designed to include base salary, actual salary, incentive plans, and benefit information to ensure that the School District is competitive in its total compensation package. Of particular interest are positions that the District has had difficulty in maintaining full employment (see Attachment D).

-Provide drafts of appropriate position questionnaires along with proposed distribution methods for District review prior to distribution and completion by study group employees. The firm will conduct appropriate job audits to verify and validate the information provided in the completed employee position questionnaires. Personal interviews should be conducted (on site only, no phone interviews), at a minimum, with department and division directors, key supervisory and professional staff and selected employees identified by the firm. This process should identify whether job classes are correctly placed in the organizational hierarchy and if individuals within the classes are correctly classified.

-Recommend and assist in implementation of a classification system that can be effectively managed by School District staff after completion of the project. Provide recommendations for the evaluation of positions (position audits) that may be requested by employees or management after the implementation of the recommendations of the firm by the School Board. The current Collective Bargaining Agreement (for ESP only), posted to the School District's Human Resources website at <http://escambiaschools.net/esp>, calls for the development of a system to have an ongoing process to review position descriptions as needed. The firm will provide detailed recommendations related to this requirement including the tools to use, and the needed qualifications of those to do the analysis work, and upon what basis will requests for position audits be approved or rejected.

-Recommend the assignment of each classification to a pay grade.

-Perform a cost analysis for implementation of the proposed classification system with at least two (2) options for such implementation.

Responders must address the following in their proposals:

-Responders will provide the quantity of each classification of employees to be interviewed based on attached list (Attachments A, B, and C). A required response to this RFP includes the number of employees expected to be interviewed in each classification or job description (see Attachments A, B and C last column). The District does not expect large groups of specific employees (such as over three hundred (300) School Bus Operators, Teacher Assistants (Special), Principals at each level (elementary, middle and high, special), etc., to each be interviewed however, all positions that have small numbers of employees in them should have each employee interviewed. An example of

this would be positions such as specific secretary classifications operating at different levels (elementary, middle and high schools) that function under the same classification or job description but have dramatically different duties. While there are substantial numbers of employees working in many classifications, the need to carefully analyze the differences in each classification is important, and would require interviewing and analysis work at each classification involving a substantial number of employees to determine if all employees in the classification are in fact performing substantially the same duties, although there will be cases where interviews of one hundred percent (100%) of the employees in a classification will not be needed such as noted above. This process should identify whether job classes are correctly placed in the organizational hierarchy and if individuals within the classes are correctly classified.

-Responders must provide the strategy the firm will use to identify employees' and/or supervisor's responses to the questionnaires that might seem appropriate and well written in the authors' view but which may not be representative of the work actually performed. Likewise, the strategy the firm will use to identify employees whose writing skills are lacking, and as a result may not truly identify the actual work they perform, must also be provided as part of your response. There will be occasions where an employee will not fill out a questionnaire. Please provide the strategy to identify these employees and establish the duties that are performed in such positions.

-Responders will provide detailed information about the Point Factor Analysis System to be used in this project to establish the appropriate placement of each employee in the correct classification or job description. If a different system is to be used, detailed information is to be provided in the response to this RFP to identify the system and why it is more appropriate and effective.

-Responders will provide a description on how your firm will conduct a comprehensive survey of labor market comparables (local, region, etc.) using a survey document designed specifically for (and approved by) the District, designed to include base salary, actual salary, incentive plans, and benefit information to ensure that the District is competitive in its total compensation package.

-Responders will discuss the implementation of new job classifications in a collective bargaining environment.

-After initial recommendations are made as a result of the study by the firm; the firm must provide a mechanism or procedure for review and response to address employee and supervisor appeals to the recommendations whereby the firm reviews each appeal and provides written responses to each within a time frame agreed upon by the District and firm. Provide details of such an appeal process including forms if appropriate, and criteria for additional review or rejection of review.

-The District has experienced interruptions in other lengthy projects in the past due to catastrophes such as hurricanes. Provide your firm's plan to deal with catastrophes experienced by the District or by the firm during the course of the project.

-The District requests pricing to include a classification and compensation study for all positions in the Educational Support Personnel classification with additive alternates for the Administrative classifications and the Professional classifications (separate pricing for each). Firms are also requested to provide a fee structure (inclusive of all expenses) to be used if the District requests further assistance beyond what is detailed in this RFP in the ultimate implementation of the proposed plan by the firm.

VI. PREPARATION AND SUBMISSION REQUIREMENTS

It is the practice of The School District of Escambia County, Florida, to evaluate all responses Requests For Proposals in a public forum open to the Sunshine, pursuant to Florida Statute S286.011 and to make available for public inspection and copying any information received in response to an RFP, in accordance with Florida Statute Chapter 119, as such any information sent to the District is being sent into the public domain. No action on the part of the proposer would create an obligation of confidentiality on the part of the District, including but not limited to, making a reference in the proposal to the trade secret statutes, Florida Statutes §§ 812.081, 815.045. It is recommended that potential responders exclude from their response any information that, in their judgment, may be considered a trade secret.

PROPOSAL MUST INCLUDE AND BE IN THE FORMAT AS FOLLOWS: (Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole option of the District.)

TITLE PAGE indicating "DISTRICT WIDE JOB CLASSIFICATION AND COMPENSATION STUDY" and showing the name and address of the firm as well as the contact person for the firm, a phone number, and an email address.

TABLE OF CONTENTS including a clear identification of the material by section and by page number.

SIGNED LETTER OF TRANSMITTAL giving the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers. The Letter will also include an express agreement to meet the performance specifications in this Request for Proposal and a positive commitment to meet indicated deadlines. Include reference to the cost quotation, to be provided in a sealed envelope. Fees shall not be disclosed elsewhere in your proposal.

REQUIRED RESPONSE FORM (Page 1 of RFP) with all required information completed, and all signatures as specified. Any modifications or alterations to this form shall not be accepted and proposal will be rejected. The enclosed original Required Response Form will be the only acceptable form.

NARRATIVE addressing each of the points outlined in Section V, in proper sequence as well as ALL items listed in Section VII.

ATTACHMENTS A, B and C annotated with the number of employees expected to be interviewed.

SIGNED CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION FORM (see pages 19 and 20).

DRUG FREE WORKPLACE form signed (if applicable see page 21).

Provide in a separate sealed envelope your firm's cost quotation for the services described in Section V, Scope of Work or Services above. Please print on this envelope the words "CONSULTING SERVICES COST QUOTATION" followed by your firm's name.

All inquiries concerning this RFP shall be submitted in writing via fax, email or mail no later than 12:00 p.m., Central Time, March 27, 2015. Responses and/or any needed Addenda to this RFP will be posted to the ECSD's Purchasing Website <http://ecsd-fl.schoolloop.com/purchasing/bids> by 5:00 p.m., Central Time, April 1, 2015.

Please forward any inquiries to:

John Dombroskie
Director of Purchasing
Purchasing Department
Escambia County School District

75 North Pace Blvd.
Pensacola, FL 32505
Telephone: 850-469-6202 Fax: 850-469-6271
Email: JDOMBROSKIE@ESCAMBIA.K12.FL.US

For the Escambia County School District to ensure equal treatment of all participating vendors, the above named individual is Escambia County School District's only designated representative for this RFP. Vendors are expected to utilize this representative for ALL information regarding this RFP. Vendors who contact any other District employee regarding the subject of this RFP are subjected to disqualification from participating in this solicitation.

One (1) original, plus eight (8) copies of your proposal, in a sealed package shall be delivered to:

Purchasing Department
Escambia County School District
75 North Pace Blvd.
Pensacola, FL 32505

Tag: DISTRICT WIDE JOB CLASSIFICATION AND COMPENSATION STUDY - RFP #152301

VII. PROPOSAL FORMAT AND EVALUATION CRITERIA In order to maintain comparability and enhance the review process, it is required that the Narrative portion of all proposals be organized in the manner specified below. Include all information in your proposal. Proposers are encouraged to provide tab separations for each item. Proposals received which do not contain ALL items listed in this section will be considered non-responsive at the sole discretion of the District. The number of points in parenthesis is the total potential points for award.

A. COMPANY BACKGROUND (15 Points). Please give a brief company biography (two (2) Pages Maximum), including:

1. Years in business as a Human Resources Consultant.
2. Number of employees.
3. Business focus, by product or service, and by geographical region.
4. Short history about how the company has developed.
5. Current sales, income, or net worth.
6. General information on Parent company or ownership.
7. Location of Corporate headquarters, and number of branch offices.
8. Location of the office from which the work for the District would be performed.
9. What makes your firm unique?

B. COMPANY EXPERIENCE (15 Points). Describe the firm's experience within the past five (5) years in the performance of similar compensation and classification studies for other similar organizations, including any experience in the Florida public sector, as well as large school districts in a collective bargaining environment. List the studies performed by the firm (completed) or in progress in that or a similar environment during the last five (5) years.

C. PERSONNEL ASSIGNED (15 Points). Provide a detailed resume' for the Project Manager that will have direct responsibility for the Escambia County School District Study. Include resumes for any other employees that will have direct impact on the District's Study. Resumes should include, experience, education, and professional certifications or achievements. And indicate the area of project responsibility for each team member; i.e., which team member would conduct presentations, review questionnaires, interview employees and supervision on site, analyze survey data, write classification or job description specs, etc.

D. SENIOR MANAGEMENT (5 Points). Provide an organizational chart indicating the reporting structure for the Project Manager referenced above. Provide brief biography of Senior Management at the Corporate, and/or Branch Management level, that may become involved with the Escambia County School District Study and/or provide support for the Project Manager.

E. WORK PLAN (25 Points). Narrative addressing each of the points outlined in Section V in proper sequence. Please ensure the following is addressed as well:

Identify the time required to complete the study with a proposed timeline showing completion of Responder identified major milestones. Note the six (6) month to one (1) year completion requirement in this RFP.

Identify the nature and time involved for anticipated use of School District staff members to accomplish the tasks required for this project.

If the firm intends to use sub-contracting for any of the work on this project, or if the firm typically uses non-employees of the firm for any part of this project, full disclosure will be required.

F. REFERENCES (10 Points). Provide a list of at least five (5) references (educational/institutional clients preferred), in which you have provided similar services as proposed in this RFP. Include, client name, client address, contact name, and phone number (and email address if available). These references will be contacted and asked questions by the District relative to your performance.

G. COST / RATE SCHEDULE (15 Points). Provide with your proposal in a separate sealed envelope, your Cost Quotation for the services described in Section V Scope of Work or Services above. No pricing will be given consideration until all proposals are evaluated based on qualification items A through F above. The highest ranked firm(s) will be subject to negotiation and final acceptance and approval by the School Board.

Firms are requested to quote a lump sum price for the work outlined in Section V Scope of Work or Services, and included elsewhere in this RFP inclusive of all expenses. Remember the District requests pricing to include a classification and compensation study for all positions in the Educational Support Personnel classification with additive alternates for the Administrative classifications and the Professional classifications (separate pricing for each). Firms are also requested to provide a fee structure (inclusive of all expenses) to be used if the District requests further assistance beyond what is detailed in this RFP in the ultimate implementation of the proposed plan by the firm.

Please note that no meals will be allowed on travel reimbursement claims. Travel reimbursement will be limited to airfare, rental vehicles and lodging. It is anticipated that reasonable care will be taken to control travel costs and any travel must receive prior authorization from a District representative to be identified. Reimbursement for actual travel expenses is limited to lodging, airfare and rental vehicles in accordance with current School District travel regulations and procedures.

Points will be awarded based on the responses in each proposal received. Lack of a response for any item above will receive (0) zero points for that item. All attachments shall be clearly marked and reference the appropriate item. Additional information may be submitted by the Responder, however, the evaluation committee shall be solely responsible for determining the weight if any such information will be assigned.

VIII. TIME SCHEDULE The anticipated schedule for this RFP and contract awarded is as follows:

Friday, March 13, 2015, RFP Distribution

Friday, March 27, 2015, at 12:00 p.m. CST, Deadline for Questions

Wednesday April 1, 2015, by 5:00 p.m. CST, Answers to Questions posted / Final Addendum Issued (if applicable)

Monday, April 13, 2015 at 3:30 p.m. CST, Proposal Opening, copies of proposals distributed to Evaluation Committee

Monday, April 20, 2015, Initial Evaluation

TBA Proposers Presentations (if required)

No later than Wednesday, May 20, 2015 at 12:00 p.m. CST, Contract to attorney for legal review

On or about Friday, May 29, 2015, Finalize School Board Agenda Item / Post Award Recommendation

Tuesday, June 16, 2015, Board Approval - Contract Award Date

No later than Monday, August 3, 2015, Contract Commencement Date

Inquiries regarding the status of a proposal must not be made prior to the posting of award recommendation.

IX. EVALUATION AND AWARD

- A. PROPOSAL EVALUATION PROCESS:** Proposals are received and publicly opened. Only names of Proposers are read at this time.

An Evaluation Committee will convene, review and evaluate all proposals submitted based on the factors set forth in the RFP. Purchasing personnel will participate in an administrative and advisory capacity only.

The Evaluation Committee reserves the right to interview any or all Proposers and to require a formal presentation with the key people who will administer and be assigned to work on the contract before recommendation of award. This interview is to be based upon the written proposal received. The District will not be liable for any costs incurred by the proposer in connection with such interviews (i.e., travel, accommodations, etc.).

All proposals will be evaluated in accordance with the evaluation criteria specified in this document. Information derived by investigation and overall due diligence of District staff will be considered. Based on the proposals received, the District may elect to proceed based on any of the following options, but will not necessarily be limited only to these options: (1) Award to the best initial proposal without any further discussion or negotiation; (2) Negotiate with the highest ranked Proposer; or, (3) Allow the top ranked Proposers to make oral presentations.

Proposers are advised to provide their best offer with the initial proposal because the District reserves the right to award a Contract based on initial proposals without further discussion or negotiation.

The proposal most advantageous to the District in its sole discretion will be selected. The District reserves the right to negotiate out unacceptable clauses or restrictions incorporated within an otherwise acceptable proposal. In the event that a mutually acceptable contract between the District and the selected Proposers cannot be successfully negotiated and executed, then the District reserves the right to discontinue negotiations with such Proposers and to negotiate and execute a Contract with the next-ranked Proposers.

The District reserves all rights, in its sole discretion, not to issue an award to any Proposers, to cancel this RFP at any time, to reissue this RFP for any reason, or a combination of any or all of the above. The District will not be liable to any Proposer for any costs incurred in connection with this RFP as a result of any of the above stated actions taken by the District.

The Purchasing Department will prepare and submit a recommendation agenda item to the Superintendent of Schools, Escambia County, Florida. The Superintendent will then recommend the award(s) to the School Board. The School Board will then approve or reject the recommendation.

B. DISTRICT'S RIGHTS AND RESERVATIONS:

The District reserves the right to accept or reject any or all proposals.

The District reserves the right to waive any irregularities and technicalities and may at its sole discretion request clarification or other information to evaluate any or all proposals.

The District reserves the right, before awarding the Contract, to require Proposers(s) to submit additional evidence of qualifications or any other information the District may deem necessary.

The District reserves the right, prior to its Board approval, to cancel the RFP or portions thereof, without liability to any Proposers or the District.

The District reserves the right to: (1) accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the District; and (2) the District reserves the right to reject any and/or all items proposed.

The District reserves the right to further negotiate any proposal, including price, with the highest rated Proposers. If an agreement cannot be reached with the highest rated Proposer(s), the District reserves the right to negotiate and recommend award to the next highest ranked Proposer or subsequent Proposer(s) until an agreement is reached.

Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature _____

ATTACHMENT A
The School District of Escambia County
EDUCATIONAL SUPPORT PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
29	Accounting Supervisor	1	_____
26	Certified Educational Interpreter III	4	_____
26	Construction/Maintenance Supervisor	8	_____
24	HVAC Controls Technician	1	_____
23	Assistant Garage Supervisor	2	_____
23	Shop Leader – Construction/Maintenance	2	_____
23	Shop Leader – HVAC Operations	1	_____
22	Certified Educational Interpreter II	5	_____
22	Facilities Resource Manager	1	_____
22	Lead Accounting Specialist	1	_____
22	Lead Employee Management Specialist	1	_____
22	Lead Payroll Specialist	1	_____
22	Senior Executive Secretary	3	_____
22	Shop Leader – Auto Equipment Mechanics	1	_____
22	Shop Leader – Electronics	1	_____
22	Shop Leader – Grounds	1	_____
22	Shop Leader – Locksmiths	1	_____
22	Shop Leader – Office Machines	1	_____
22	Shop Leader – Paint and Body Repair	1	_____
22	Shop Leader – Painters	1	_____
21	Construction Mechanic II	12	_____

ATTACHMENT A
The School District of Escambia County
EDUCATIONAL SUPPORT PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
21	Diesel Truck and Bus Technician	18	_____
21	Food Service Manager IV	6	_____
21	Lead Electronics Technician	2	_____
20	Certification Specialist	2	_____
20	Electrician II	5	_____
20	Electronics Technician	4	_____
20	Employee Management Specialist	1	_____
20	Executive Secretary	1	_____
20	HVAC Technician	11	_____
20	Office Machine Technician	3	_____
20	Payroll Specialist	6	_____
20	Plumber II	6	_____
20	Wastewater Treatment Plant Operator II	1	_____
19	Accounting Specialist IV	6	_____
19	Administrative Aide	1	_____
19	Air Conditioning & Refrigeration Mechanic II	8	_____
19	Automotive Equipment Mechanic	4	_____
19	Carpenter II	11	_____
19	Fire Suppression Technician II	2	_____
19	Food Service Manager III	11	_____
19	Heating and Ventilating Mechanic II	2	_____

ATTACHMENT A
The School District of Escambia County
EDUCATIONAL SUPPORT PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
19	Human Resources Generalist	3	_____
19	Lead Microimaging Technician	1	_____
19	Locksmith	3	_____
19	Maintenance Mechanic II	1	_____
19	Painter II	7	_____
19	Pest Control Technician II	2	_____
19	Senior School Finance Specialist	8	_____
19	Test Scoring and Reporting Coordinator	1	_____
18	Human Resources Aide	2	_____
18	Industrial Plant Mechanic I	1	_____
18	Paint and Body Repairer	1	_____
18	Storekeeper/Warehouse Technician III	5	_____
17	Accounting Specialist III	6	_____
17	Administrative School Secretary III	32	_____
17	Administrative Secretary III	21	_____
17	Benefits Specialist	3	_____
17	Certified Educational Interpreter I	0	_____
17	Construction Mechanic I	3	_____
17	Electrician I	3	_____
17	Food Service Manager II	16	_____
17	Heavy Equipment Operator	4	_____

ATTACHMENT A
The School District of Escambia County
EDUCATIONAL SUPPORT PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
17	Media Acquisition Specialist	1	_____
17	Plumber I	0	_____
17	Risk Management Specialist	1	_____
16	Carpenter I	0	_____
16	Maintenance Mechanic I	15	_____
16	Microimaging Technician	1	_____
16	Painter I	4	_____
16	School Data Specialist II	39	_____
16	School Finance Specialist	9	_____
16	Security/Safety Program Specialist	1	_____
15	Accounting Specialist II	2	_____
15	Administrative School Secretary II	21	_____
15	Administrative Secretary II	24	_____
15	Equipment Operator II	1	_____
15	Food Service Manager I	10	_____
15	Property Audit Specialist	1	_____
15	Storekeeper/Warehouse Technician II	5	_____
15	Upholsterer and Glazier	1	_____
14	Administrative Clerk III	9	_____
14	Automotive Service Worker	6	_____
14	Behavior Technician	14	_____

ATTACHMENT A
The School District of Escambia County
EDUCATIONAL SUPPORT PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
14	Custodial Worker III	11	_____
14	School Data Specialist I	17	_____
13	Administrative School Secretary I	21	_____
13	Administrative Secretary I	3	_____
13	Audiometric Technician	1	_____
13	Driver/Equipment Operator	7	_____
13	Equipment Operator I	1	_____
13	Maintenance Worker II	9	_____
13	School Bus Operator	314	_____
13	Transportation Dispatcher	2	_____
12	Educational Interpreter	3	_____
12	Food Service Assistant Manager	12	_____
12	Job Facilitator – Special Needs	4	_____
12	Storekeeper/Warehouse Technician I	0	_____
11	Administrative Clerk II	91	_____
11	Library Media Clerk	32	_____
11	School Bus Assistant	102	_____
11	Teacher Assistant – Bilingual	21	_____
11	Teacher Assistant – Computer Lab	4	_____
11	Teacher Assistant Special	357	_____
10	Custodial Worker II	30	_____

ATTACHMENT A
The School District of Escambia County
EDUCATIONAL SUPPORT PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
10	Early Childhood Assistant	33	_____
10	Food Service Assistant II	27	_____
10	Maintenance Worker I	14	_____
10	Teacher Assistant – Alternative Education	5	_____
10	Teacher Assistant – Secondary	0	_____
9	Administrative Clerk I	0	_____
9	Teacher Assistant – Elementary	6	_____
8	Custodial Worker I	165	_____
8	Food Service Assistant I	201	_____
8	Office Service Assistant	2	_____

ATTACHMENT B
The School District of Escambia County
ADMINISTRATIVE PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
1	Deputy Superintendent	1	_____
1	General Counsel	1	_____
2	Assistant Superintendent-Curriculum & Instruction	1	_____
2	Assistant Superintendent-Finance & Business Services	1	_____
2	Assistant Superintendent-Human Resource Services	1	_____
2	Assistant Superintendent-Operations	1	_____
3	Director I-Elementary School Education	1	_____
3	Director I-High School Education	1	_____
3	Director I-Human Resource Services	1	_____
3	Director I-Information Technology	1	_____
3	Director I-Middle School Education	1	_____
3	Director I-Special Education	1	_____
3	Director I-Title I & Related Activities	1	_____
3	Director I-Workforce Education	1	_____
3	High School Principal	7	_____
4	Middle School Principal	9	_____
5	Elementary School Principal	31	_____
5	Special Center Principal-Escambia Westgate	1	_____
5	Special Center Principal-George Stone Career Center	1	_____
5	Special Center Principal	1	_____
6	Director II-Alternative Education, Charter Schools & Juvenile Justice	1	_____

ATTACHMENT B
The School District of Escambia County
ADMINISTRATIVE PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
6	Director II-Budgeting	1	_____
6	Director II-Continuous Improvement & School Choice	1	_____
6	Director II-Evaluation Services	1	_____
6	Director II-Facilities Planning	1	_____
6	Director II-Human Resource Services	1	_____
6	Director II-Maintenance	1	_____
6	Director II-Professional Learning	1	_____
6	Director II-Risk Management	1	_____
6	Director II-School Food Services	1	_____
6	Director II-Transportation	1	_____
7	Assistant Director-Title I & Related Activities	1	_____
7	Coordinator-Management Information Systems	1	_____
7	Coordinator-Student Data Systems	1	_____
7	Coordinator-Technology Services	1	_____
7	Director III-Accounting Operations	1	_____
7	Director III-Internal Auditing	1	_____
7	Director III-Payroll Accounting	1	_____
7	Director III-Purchasing & Business Services	1	_____
8	Coordinator I-Program Planning	1	_____
10	Assistant Director-Maintenance Services	1	_____
10	Coordinator II-District Media Resources & Services	1	_____

ATTACHMENT B
The School District of Escambia County
ADMINISTRATIVE PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
10	Coordinator II-EEOC	1	_____
10	Court Liaison	1	_____
10	High School Assistant Principal	13	_____
11	Coordinator III-FDLRS	1	_____
11	Coordinator III-I.B. Program	1	_____
11	Coordinator III-School Choice & Escambia Virtual Academy	1	_____
11	Coordinator III-Second Chance	1	_____
11	Coordinator III-Student Services	1	_____
11	Middle School Assistant Principal	13	_____
11	Special Center Assistant Principal-George Stone	1	_____
12	Coordinator IV-Adult Education-School Based	1	_____
12	Specialist-Workforce Education	3	_____
12	Subject Area Specialist/ESE-Emotional or Behavioral Disabilities Programs	1	_____
12	Subject Area Specialist/ESE-Physically Impaired (OI, OHI, TBI), Visually Impaired, Physical Therapy, Occupational Therapy, & Adapted Physical Education	1	_____
12	Subject Area Specialist/ESE-Specific Learning Disability	1	_____
12	Subject Area Specialist/ESE-Speech Language Impaired	1	_____
12	Subject Area Specialist/Gifted	1	_____
12	Subject Area Specialist-Elementary Mathematics	1	_____
12	Subject Area Specialist-Language Arts	1	_____
12	Subject Area Specialist-Mathematics	1	_____
12	Subject Area Specialist-Music/Fine Arts	1	_____

ATTACHMENT B
The School District of Escambia County
ADMINISTRATIVE PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
12	Subject Area Specialist-P.E., Health, Wellness, Driver's Education & Athletics	1	_____
12	Subject Area Specialist-Primary Grades	1	_____
12	Subject Area Specialist-Reading	1	_____
12	Subject Area Specialist-Science	1	_____
12	Subject Area Specialist-Social Studies	1	_____
13	Administrator On Special Assignment	0	_____
13	Coordinator V-I.B. Middle Years Program	1	_____
13	Elementary School Assistant Principal	27	_____

ATTACHMENT C
The School District of Escambia County
PROFESSIONAL PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
1	Mechanical Engineer	1	_____
2	Manager I-Network Services	1	_____
2	Manager I-Systems Integration	1	_____
2	Manager I-Systems, Communications & Operations	1	_____
3	Analyst-Network Systems	3	_____
3	Analyst-Systems	6	_____
3	Manager II-Garage	1	_____
3	Manager II-Inventory & Warehouse Operations	1	_____
4	Coordinator I-Cost Analysis	1	_____
4	Coordinator-Educator Certification	1	_____
5	Audiologist	1	_____
5	Certified Behavior Analyst	3	_____
5	Diagnostician-ESE Pre-K	3	_____
5	Diagnostician-Speech Language	3	_____
5	Manager III-Custodial Services	1	_____
5	Manager III-Telecommunications	1	_____
5	Occupational Therapist	12	_____
5	Pathologist-Speech Language	46	_____
5	Physical Therapist	5	_____
5	Specialist Resource-Speech Language Impaired	2	_____
5	Specialist-Evaluation Services	1	_____

ATTACHMENT C
The School District of Escambia County
PROFESSIONAL PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
5	Specialist-School Psychologist	14	_____
5	Supervisory Dietitian	1	_____
5	Technology Specialist-School Food Services	1	_____
6	Claims Adjustor	1	_____
6	Coordinator II-Benefits & Employee Wellness	1	_____
6	Coordinator II-DJJ Transitions	1	_____
6	Coordinator II-Employee Services	1	_____
6	Coordinator II-Health Services	1	_____
6	Coordinator II-Public Relations	1	_____
6	Coordinator Of Board Affairs	1	_____
6	Executive Assistant To The Superintendent	1	_____
6	Investigator	1	_____
6	Manager IV-Construction Projects	3	_____
6	Manager IV-Protection Services	1	_____
6	Manager IV-Technology Support	1	_____
6	Specialist I-Continuous Improvement & School Choice	1	_____
6	Specialist I-Data Reporting	1	_____
6	Specialist I-Educational Data	4	_____
6	Specialist I-Network Infrastructure	2	_____
7	Coordinator III-Aquatic Sports	1	_____
7	Coordinator III-Criminal Justice Training	1	_____

ATTACHMENT C
The School District of Escambia County
PROFESSIONAL PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
7	Office Administration Specialist	1	_____
8	Escambia County Public Schools Foundation-Executive Director	1	_____
8	SEDNET Specialist	1	_____
8	Senior Auditor	1	_____
8	Senior Financial Analyst	8	_____
8	Senior Human Resources Analyst	1	_____
8	Senior Purchasing Agent	1	_____
9	Coordinator IV-Financial Aid/Veterns Affairs/Scholarships	0	_____
9	Energy Manager	2	_____
10	Administrative Recording Secretary	1	_____
10	Facilities Financial Specialist	1	_____
10	Physical Therapy Assistant (PTA)	1	_____
10	Programmer Analyst I	5	_____
10	Programmer Analyst I-Web Technologies	1	_____
10	Registered Nurse	3	_____
10	Specialist II-Technology Support	1	_____
11	Auditor	1	_____
11	Manager VI-Central Stores	1	_____
11	Manager VI-GIS Transportation	1	_____
11	Manager VI-Route	8	_____
11	Supervisory Technician I-School Food Services	1	_____

ATTACHMENT C
The School District of Escambia County
PROFESSIONAL PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
11	Technician I-Data Support	3	_____
11	Technician I-School Food Services	1	_____
11	Technician I-Systems Support	2	_____
11	Technician I-Systems Support Telephone	1	_____
12	Coordinator V-Community Involvement	1	_____
12	Coordinator V-Drama Production (N.B. Cook Elementary)	1	_____
12	Programmer I	0	_____
12	Social Worker	2	_____
12	Social Worker-Title I	1	_____
12	Technician II-Energy Management Control Systems	1	_____
12	Workers' Compensation Claims Adjuster	1	_____
13	Area Manager-School Food Services	5	_____
13	Confidential Human Resource Office Administration Specialist	1	_____
13	Confidential Legal Assistant/Paralegal	1	_____
13	Coordinator VI-Human Resources	1	_____
13	Coordinator VI-Operations	1	_____
13	Coordinator VI-Retirement Specialist	1	_____
13	Coordinator VI-Title I & Related Activities	1	_____
13	Financial Analyst	4	_____
13	Purchasing Agent	3	_____
13	Safety Officer II	2	_____

ATTACHMENT C
The School District of Escambia County
PROFESSIONAL PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
13	Technician III-Data Support	2	_____
13	Technician III-Technology Support	5	_____
13	Technician III-TV & Video	1	_____
13	Zone Manager-Custodial Services	2	_____
14	Administrative Specialist-School Food Services	1	_____
14	Confidential Risk Management Administrative Specialist	1	_____
14	Inventory Control Technician-School Food Services	2	_____
14	Manager VII-Central Shipping & Receiving	1	_____
14	Manager VII-Transportation Stores	1	_____
14	Project Coordinator-Mentor Program	1	_____
14	Property Control Technician-Finance	1	_____
14	Technician IV-School Based IT	9	_____
14	Technician IV-Technology Support	2	_____
15	Coordinator VII-Project Touch	1	_____
15	Programmer II	1	_____
16	Auditing Administration Specialist	1	_____
16	Manager VIII - Central Inventory Textbook Control	1	_____
16	Manager VIII-Financial Aid/Veterans Affairs/Scholarships	1	_____
16	Safety Officer I	0	_____
16	Workforce Finance Specialist	1	_____
17	Administrative Specialist	1	_____

ATTACHMENT C
The School District of Escambia County
PROFESSIONAL PERSONNEL

PAY GRADE	JOB TITLE	# EMPLOYEES AS OF 1/12/15	# TO BE INTERVIEWED
17	Computer Operator	3	_____
17	Technical Systems Administrator	1	_____
17	Technician V-Information Technology	3	_____
18	Clerk-Data Control-Transportation	1	_____
18	Clerk-Inventory Control & Warehouse Operations	1	_____
18	Free & Reduced Price Meal Program Technician	1	_____
18	Human Resources Specialist	1	_____
18	Security Credentials Technician	1	_____

ATTACHMENT D
The School District of Escambia County
HARD TO FILL JOBS

PAY GRADE	JOB TITLE	JOB CATEGORY
26	Certified Educational Interpreter III	Educational Support
22	Certified Educational Interpreter II	Educational Support
21	Diesel Truck and Bus Technician	Educational Support
20	Electrician II	Educational Support
20	Electronics Technician	Educational Support
20	Office Machine Technician	Educational Support
20	Plumber II	Educational Support
19	Air Conditioning & Refrigeration Mechanic II	Educational Support
19	Automotive Equipment Mechanic	Educational Support
19	Carpenter II	Educational Support
19	Fire Suppression Technician II	Educational Support
19	Heating and Ventilating Mechanic II	Educational Support
19	Locksmith	Educational Support
19	Pest Control Technician II	Educational Support
17	Accounting Specialist III	Educational Support
17	Certified Educational Interpreter I	Educational Support
17	Electrician I	Educational Support
17	Heavy Equipment Operator	Educational Support
17	Plumber I	Educational Support
16	Painter I	Educational Support
15	Property Audit Specialist	Educational Support

ATTACHMENT D
The School District of Escambia County
HARD TO FILL JOBS

PAY GRADE	JOB TITLE	JOB CATEGORY
15	Upholsterer and Glazier	Educational Support
13	School Bus Operator	Educational Support
12	Educational Interpreter	Educational Support
11	Teacher Assistant Special	Educational Support
8	Custodial Worker I	Educational Support
8	Food Service Assistant I	Educational Support

ATTACHMENT D
The School District of Escambia County
HARD TO FILL JOBS

PAY GRADE	JOB TITLE	JOB CATEGORY
5	Certified Behavior Analyst	Professional
5	Occupational Therapist	Professional
5	Pathologist-Speech Language	Professional
5	Physical Therapist	Professional
6	Specialist I-Data Reporting	Professional
6	Specialist I-Educational Data	Professional
7	Coordinator III-Criminal Justice Training	Professional
10	Programmer Analyst I	Professional
13	Purchasing Agent	Professional
15	Programmer II	Professional
16	Manager VIII-Financial Aid/Veterans Affairs/Scholarships	Professional