

**LEGAL NOTICE  
ADVERTISEMENT FOR PROPOSALS  
SUBSTITUTE STAFFING SERVICES (HUMAN RESOURCES),  
RFP# 24-0424**

The Clarke County School District (“CCSD or District”) is seeking proposals from qualified firms for the district’s **SUBSTITUTE STAFFING SERVICES** for the Human Resources Department. Sealed proposals from qualified firms will be received by the Clarke County School District in the Office of Purchasing & Contracts, 595 Prince Avenue, Athens, Georgia, 30601, until **1:00 PM (EDT) on April 24, 2024**. Proposals shall be submitted via email.

A Mandatory Pre-Proposal Conference will be held for interested vendors at **9:30 AM (EDT) on APRIL 11, 2024**. This conference will be held virtually via Zoom, details on how to attend the virtual meeting are listed below. No alternate dates will be available. Prior to the conference, please ensure that you have the Zoom app installed on your computer or mobile device; please review the solicitation prior to the meeting. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. All Proposers expecting to respond to this RFP are encouraged to attend this meeting at the time and location described herein. The conference will be recorded, with the resulting recording becoming a part of the documentation for this solicitation. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

**Join Zoom Meeting**

**ZOOM LINK** for the Pre-Proposal Conference

Meeting ID: 977 3778 0606

Passcode: 639542

One tap mobile

+1 470 250 9358

Proposal documents may be obtained by email from Veronica Jackson, Clarke County School District, Office of Purchasing and Contracts, email [jacksonv@clarke.k12.ga.us](mailto:jacksonv@clarke.k12.ga.us). Subject of email to read **“RFP 24-0424, SUBSTITUTE STAFFING SERVICES (HUMAN RESOURCES)”**. The written requirements contained in the Request for Proposals (“RFP”) shall not be changed or superseded except by written addenda from the Purchasing Department, CCSD. The Purchasing Department is the only office authorized to change, modify, clarify, etc., the specifications, terms, and conditions of this RFP and any contract(s) awarded as a result of this RFP. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Clarke County School District.

A list of names of firms providing proposals may be obtained from <https://www.clarke.k12.ga.us/Page/144> after the proposal due date and time stated herein. A tabulation of vendors may be obtained upon award.

The CCSD reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the CCSD. The results may be presented to the CCSD’s Board of Education for action if deemed appropriate for submission.

The contract, if awarded, will be on the basis stated in the Request for Proposal and Specification. No proposals may be withdrawn for a period of sixty (60) days.

The Owner reserves the right to reject any and all submittals and to waive technicalities and informalities.

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Veronica Jackson  
Office of Purchasing & Contracts