



Carolina Voyager Charter School May 17, 2023

The mission of the Carolina Voyager Charter School is to create resilient learners and empathetic citizens by fostering, supporting, and promoting excellence in learning in an engaging, technology rich environment balanced with the social and emotional development of the 21st century student.

Address: 721 Wappoo Rd, Charleston, SC 29407

Email: Board@carolinavoyager.org

Direct: (843) 203-3891

Subject: Request for Proposal (RFP) for Human Resources Services for Carolina Voyager Charter School

Dear HR Vendor Candidates:

We hope this letter finds you well. Carolina Voyager Charter School (CVCS) is pleased to announce that we are seeking proposals from qualified Human Resources (HR) service providers to support the HR needs of CVCS. We are looking for a trusted HR services provider that will enhance our school's HR operations and contribute to the overall success of our school.

We kindly request your participation in our Request for Proposal (RFP) process. The purpose of this RFP is to identify a competent and experienced HR service provider who can meet the unique requirements of CVCS's elementary and middle schools. We invite interested firms to submit their proposals to address the following key functional areas:

Onboard New Staff/ Maintenance of HR Records

1. Assist new employees in completing onboarding paperwork to include verification of citizenship (I-9), W-9, favorable criminal background check, credentials authentication (transcripts and certifications), and a TB test. Assist the school in creating a uniform template for job interviews and reference checks that the school can complete on applicants and forward to the provider for inclusion in the files.
2. Track teacher certification expirations dates and certificate numbers for charter sponsor credentialing.
3. Track attendance/ PTO and correspond with payroll as needed for pay adjustments
4. Administration and tracking of annual assessments (Safe Schools training)
5. Maintain annually signed statements acknowledging receipt and agreement to abide by the current employee handbook.
6. Maintain an employment history spreadsheet (i.e., hire date, positions held, promotion, salary history, etc.) within CVCS.
7. Properly maintain all HR files in an ongoing manner

Benefits Liaison

1. Serve as the benefits liaison for staff in the following capacities:
 - a. As part of the onboarding process, inform new employees of insurance options and enroll them in the appropriate plan with the State using the Employee Benefit System
 - b. Connect new hires with Retirement benefit provider and AFLAC provider
 - c. Serve as the staff liaison for insurance open enrollment periods/ other life changes that allow insurance changes
 - d. Update payroll with any changes in benefits using Netchex

Employee Relations Management

1. Provide a standardized format for employee reprimands and performance improvement plans that the school can complete as necessary and forward to the provider for inclusion in staff files.
2. Manage employee grievances through the procedure adopted by the school and conduct unbiased investigations, if needed.

Compliance with Employment Law

1. Ensure proper exempt/non-exempt classification of employees.
2. Ensure proper procedures are followed regarding FMLA leave.

Background Information:

- a. Company profile and experience in providing HR services to educational institutions.
- b. Overview of the team's expertise and qualifications.
- c. Client references from other middle schools or educational organizations.

Scope of Services:

- a. Outline of the HR services you offer, including but not limited to recruitment, onboarding, performance management, employee relations, and compliance.
- b. Approach to tailoring HR services to meet the specific needs and challenges of middle schools.
- c. Explanation of any technology or software solutions provided to streamline HR processes.

Cost and Pricing Structure:

- a. Detailed breakdown of pricing for each HR service, including any additional costs or fees.
- b. Description of the payment schedule and terms.

Implementation Plan:

- a. Timeline and milestones for implementing HR services in CVCS's school.

b. Proposed communication and collaboration strategies between your HR team and CVCS's administration, faculty, and staff.

Quality Assurance:

- a. Outline of your quality control measures to ensure accurate and efficient HR service delivery.
- b. Description of your feedback and complaint resolution processes.

Proposal Submission Details:

- a. Deadline for proposal submission: **June 13, 2023**
- b. Please submit all proposals via email to **Board@carolinavoyager.org**
- c. Contact information for any questions or clarifications regarding the RFP should be directed to:

Roy Francia, CVCS Board Member

francia.board@carolinavoyager.org

cc: board@carolinavoyager.org, lake.board@carolinavoyager.org

*Please note that proposals should be prepared in accordance with the guidelines provided in this RFP. We expect all proposals to be submitted by **June 13, 2023** to the following address: *Carolina Voyager Charter School, 721 Wappoo Rd, Charleston, SC 29407* or Email: francia.board@carolinavoyager.org, board@carolinavoyager.org, lake.board@carolinavoyager.org

We look forward to reviewing your proposal and potentially establishing a successful collaboration with CVCS. If you have any questions or need further information, please do not hesitate to contact us at Board@carolinavoyager.org or by phone (843) 203-3891

Thank you for your time and consideration.

Sincerely,

CVCS Board of Directors

email: board@carolinavoyager.org