



LETTER OF INTENT

9/9/2015

Attn: Mr. James W. Edwards, Jr. CPA
Brick Township BOE

Dear Mr. Edwards,

The undersigned, as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Proposals (RFP), issued by the Brick Township Board of Education ("Board"), dated 9/9/2015, in connection with the Board's need for a Provider of **Substitute Teacher Services**.

Insight Workforce Solutions HEREBY STATES:

1. The Proposal Statement contains accurate, factual and complete information.
2. Insight Workforce Solutions agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the Board's procurement schedule.
3. Insight Workforce Solutions acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.
4. Insight Workforce Solutions hereby declares (declare) that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Board. Insight Workforce Solutions declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a Proposal Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
5. Insight Workforce Solutions acknowledges and agrees that the Board may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Board shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

6. Insight acknowledges that the provision of Special Education Auditing Services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

7. Insight submits a proposal for fixed fees, including out of pocket expenditures, as follows:

	<u>Amount to be Paid to Substitute</u>		<u>Placement Fee</u>		<u>Total Daily Fee</u>
Full Day Substitute	\$75.00	+	\$ <u>23.87</u>	=	\$98.87
Half Day Daily Substitute	\$37.50	+	\$ <u>11.43</u>	=	\$ <u>48.93</u>
Full Day Long Term Substitute	\$100.00	+	\$ <u>30.50</u>	=	\$ <u>130.50</u>
Half Day Long Term Substitute	\$50.00	+	\$ <u>15.25</u>	=	\$ <u>65.25</u>
Full Day Specialized Long Term Substitute	\$125.00	+	\$ <u>38.12</u>	=	\$ <u>163.12</u>
Half Day Specialized Long Term Substitute	\$62.50	+	\$ <u>19.06</u>	=	\$ <u>81.56</u>

The Long Term Rate shall only be applicable for substitutes working in the same assignment for more than 30 days.

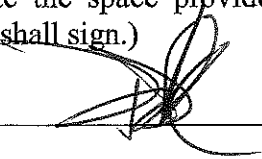
8. Insight agrees, that if selected by the Board, to perform services outlined in RFP. Insight further agrees that if at any time during the period covered by this RFP, the Respondent is unable or unwilling to perform said services, that the Board may utilize the next available responsible Respondent, and Insight will reimburse the Board any cost difference between fee that would have been paid and the cost paid by the Board.

9. Insight agrees to defend, indemnify and hold the Brick Township Board of Education harmless with respect to any claim for injury to person or property arising out of acts of Insight, its subsidiaries, parents, agents, principals or employees.

10. Insight agrees that the services are being delivered and are intended to be performed in the State of New Jersey and shall be constructed and enforced in accordance with the laws of that State.

11. Insight agrees that the services may be terminated by the Board by giving the respondent 30 days advance written notice.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)



Drew Siok, Partner

Insight Workforce Solutions

Dated: 9/8/15

* If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.