	<b>Rock Hill Schools</b>  <b><i>Request for Proposals</i></b>	<b>Solicitation Number</b> <b>Date Issued</b> <b>Procurement</b> <b>Director</b> <b>Phone</b> <b>E-Mail Address</b>	<b>16-1732</b> <b>December 7, 2016</b> <b>Nicole Hatch, CPPO</b> <b>803-981-1154</b> <b>Nhatch@rhmail.org</b>
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## Salary Study RFP

The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"

The Term "Offeror" Means "Vendor" or "Contractor" or "Bidder" or "Consultant"

**SUBMIT OFFER BY (Opening Date/Time): January 5, 2016 – no later than 2:00 p.m.**

**NUMBER OF COPIES TO BE SUBMITTED:** one (1) original, three (3) copies, and one (1) digital copy

**Offer must be submitted in a sealed package. Solicitation number and opening date must appear on package exterior.**

### SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

<b>MAILING ADDRESS</b>
Rock Hill Schools Purchasing Dept. 2171 West Main Street Rock Hill, SC 29732 <small>See "Submitting Your Offeror" provision</small>

CONFERENCE TYPE: N/A DATE & TIME:		LOCATION: Purchasing Conference Room 660 North Anderson Road Rock Hill, SC 29730	
<b>AMENDMENTS</b>	Any amendments will be posted at the following web address: <a href="http://www.rock-hill.k12.sc.us">http://www.rock-hill.k12.sc.us</a>		
<b>You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to be bound by the terms of the solicitation. You agree to hold your offer open for a minimum of one hundred twenty (120) calendar days after the opening date.</b>			
<b>NAME OF OFFEROR</b> (Full legal name of business submitting the offer)		<b>OFFEROR'S TYPE OF ENTITY:</b> <b>(Check one)</b>	
<b>AUTHORIZED SIGNATURE</b> <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____	
<b>TITLE</b> (Business title of person signing above)		(See "Signing your Offer" provision)	
<b>PRINTED NAME</b> (Printed name of person signing above)	<b>DATE SIGNED</b>		
<b>Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.</b>			
<b>STATE OF INCORPORATION</b>		<small>(If offeror is a corporation, identify the State of Incorporation.)</small>	
<b>TAXPAYER IDENTIFICATION NO.</b>		<small>(See "Taxpayer Identification Number" provision)</small>	

## PAGE TWO

(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	<b>Area Code</b>	<b>Number</b>	<b>Extension</b>	<b>Facsimile</b>
	<b>E-mail Address</b>			
<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)			
	<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)		<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)	

### ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue.

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

#### Minority Participation:

**Are you a SC Certified Minority Vendor** - Yes ☐ No ☐

**If yes, SC Certification #** \_\_\_\_\_

**Are you a Non SC Certified Minority Vendor** - Yes ☐ No ☐

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## **SECTION A: GENERAL BID INSTRUCTIONS AND CONDITIONS**

### **1. INSTRUCTIONS TO BIDDERS:**

- A. Bids shall be publicly opened at 2:00 PM on the date stated in the RFP. Bid openings shall be conducted in a room designated by the Director of Procurement.
- B. All questions shall be emailed to [nhatch@rhmail.org](mailto:nhatch@rhmail.org) no later than December 16, 2016.
- C. Sealed bids shall be enclosed in an envelope, and the "bid name and number" shall be clearly displayed on the lower left-hand corner of the envelope containing the bid. The name and address of the bidder shall also be displayed on the envelope. Bids that are mailed shall be addressed to the Director of Procurement, Rock Hill School District Three, 2171 West Main Street, Rock Hill, SC 29732. Hand carried bids shall be delivered to the same address.
- D. Bids shall be submitted NO LATER THAN 2:00 PM in the place and manner as described in paragraph 1B above. Bids received after 2:00 PM shall be late bids. Late bids shall not be considered for award and will be returned to the vendor unopened, unless the delay was caused by improper handling by District employees.
- E. The District shall not accept responsibility for unidentified bids.
- F. In the event that a bid is unintentionally opened prior to the official time set for a bid opening, the employee opening such bid shall immediately sign the envelope and deliver it to the Director of Procurement.
- G. All prices shall be entered in ink or typewritten and shall remain firm for not less than 120 days from the bid date. Mistakes may be crossed out, corrections may be inserted adjacent, and shall be initialed in ink by the person signing the bid.

#### **H. The District shall not accept oral or FAX bids.**

- 2. **TAXES:** South Carolina Sales Tax shall be shown as a separate entry on the bid total, if applicable.
- 3. **AMBIGUOUS BIDS:** Bids, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.
- 4. **BIDDERS QUALIFICATIONS:** Bids shall be considered only from bidders who are regularly established in the business called for, and who in the judgment of the District, are financially responsible and able to show evidence of their reliability, ability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities, and personnel directly employed or supervised.
- 5. **ACKNOWLEDGEMENT OF AMENDMENTS:**
  - A. Bidders shall acknowledge receipt of all amendments either by signing and returning one copy of the amendment or by acknowledging the change on the bid form.
  - B. It is the bidder's responsibility to determine whether they have received any or all amendments.
- 6. **AFFIRMATIVE ACTION:** The successful bidder shall take affirmative action in complying with all Federal, State, and local requirements concerning fair treatment of all employees/applicants, without regard or discrimination by reasons of race, color, sex, religion, national origin, and physical handicap.
- 7. **COMMUNICATION WITH PROSPECTIVE BIDDERS:**
  - A. All communication concerning this RFP must be in writing to the Procurement Department. Email is the preferred method of communication.
  - B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.

C. From the issue date of this Proposal until the completion of the selection process and the award notification is announced, vendors are not allowed to communicate with District employees and/or contracted agents related to this RFP for any reason except as authorized by the Procurement Department. Violation of this provision may result in rejection of the vendor's response.

D. It is the vendor's responsibility to check the District's website procurement page for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation process.

- 8. WITHDRAWAL OF BIDS:** Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of bids. All requests to withdraw bids must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.

**9. STATEMENT OF COMPLIANCE AND ASSURANCE:**

A. Bidders, to be eligible for consideration, shall be required to certify in writing that the firm or agency represented complies with all applicable Federal and State laws and regulations.

B. Statement of Assurances and Compliance is provided to vendors in Section H.

- 10. ASSIGNMENT:** No contract may be assigned, sublet, or transferred without the written consent of the Director of Procurement.

- 11. SUBMISSION OF DATA:** Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.

- 12. BACKGROUND CHECKS:** Background screenings of employees and approval of the district for any employee with a criminal background shall be required for all vendors working on the premises.

- 13. FAILURE TO SUBMIT A BID:** Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive bids for the same items may be removed from the applicable bid lists.

- 14. ACCIDENTS:** The vendor shall hold the District harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the vendor, his agents, or employees in the performance of this contract; and, in case of any action brought against the District or any of its agents or employees, the vendor shall assume full responsibility for their defense. Upon his failure to do so on the proper notice, the District reserves the right to defend such motion and charge all costs to the vendor. The vendor shall take all precautions necessary to protect the public against injury.

- 15. BIDDER'S RESPONSIBILITY:** Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. It is expected that this will sometimes require on-site observations. The failure of a bidder to acquaint himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.

- 16. TERMINATION:** Subject to the provisions below, this contract may be terminated by the Director of Procurement, provided a thirty- (30) day advance written notice is given to the contractor.

**Termination for convenience.** In the event this contract is terminated or canceled upon request and for the convenience of the District, the District shall negotiate reasonable termination costs, if applicable.

**Termination for Cause.** Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision. Termination cost, if any, shall not apply. The thirty- (30) day advance notice requirement is waived and the default provisions of this bid shall apply

**17. EXAMINATION OF RECORDS:**

- A. The Superintendent of Rock Hill School District Three, or his duly authorized representative(s), shall, until three (3) years after final payment under this contract, have access to and the right to examine any of the contractor's directly pertinent books, documents, papers or other records involving transactions related to this contract.
- B. The contractor agrees to include in first-tier subcontracts, under this contract, a clause to the effect that the Superintendent of Rock Hill School District Three, or his duly authorized representative(s) shall, until three (3) years after final payment under the subcontract, have access to and the right to examine any of the subcontractor's directly pertinent books, documents, papers, or other records involving transactions related to the subcontract.

**18. COMPETITION:** There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given the United States Government. Bidders may bid lower than the US Government contract price without any liability, because the District is exempt from the provisions of the Robinson-Patman Act and other related laws.

**19. SOUTH CAROLINA LAW CLAUSE:** Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which requires such person or entity to be authorized/licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized/licensed to do business in this state. By submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.

**19. RIGHT TO PROTEST:** Any actual or prospective bidder who is aggrieved in connection with the solicitation or award may submit a protest to the Director of Procurement. The protest shall be submitted in writing within fifteen (15) days of the date of issuance of the Invitation for Bids or Request for Proposals, date of issuance of an amendment, or date of notification of an award is posted.

**20. PROPRIETARY INFORMATION:** Contractors shall visibly mark as "**CONFIDENTIAL**" each part of their Proposal which they consider proprietary information. Price may not be considered confidential proprietary information.

**21. AWARDING POLICY:** The District reserves the right to select and award on an individual item basis, lot (group) basis or an "all or none" basis, whichever the District determines to be most advantageous. Therefore, individual prices per item must be indicated on the Proposal form. Contractors are encouraged to offer discounts for consideration of consolidated award. Furthermore, the District, in determining the lowest responsible Contractor on each of the items shall consider, in addition to the Proposal price, conformity to specifications, delivery, the District's opinion relative to the quality of materials/services being offered, training, suitability and adaptability of the services required by this solicitation. The District reserves the right to reject or accept any or all proposals and to waive any informalities and/or irregularities thereof.

In the event that identical proposals are received on like items, the Director of Procurement shall award proposals in accordance with the District's Procurement Code.

**22. STATEMENT OF COMPLIANCE AND ASSURANCES:** By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.

**23. PATENTS:** The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.

**24. PROPER INVOICE:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:

- Name of business concern
- Contract number or other authorization for delivery of service or property
- Complete description
- Price and quantity of property or service actually delivered or executed
- Shipping and payment terms

- Name where applicable
- Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract
- All invoices shall be submitted via email to [APINVOICES@rhmail.org](mailto:APINVOICES@rhmail.org) with the Company name and purchase order# referenced in the subject line

**25. TIME OF COMPLETION:** Date of delivery shall be a consideration factor in the awarding process. The Vendor shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.

**26. DEFAULT:** In the event the successful contractor defaults on any part or all of his Proposal, ROCK HILL SCHOOL DISTRICT THREE reserves the right to purchase any or all of the services in default in the open market and charge the defaulting contractor for the difference of the cost. Should such charge be assessed, no subsequent proposals of the defaulting contractor shall be considered unless assessed charge has been satisfied.

**27. DRUG-FREE WORKPLACE:** This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The contractor shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.

**28. POSTING OF AWARD:** Notice of Award or Intent to Award will be filed in the Procurement Department located at 2171 West Main Street, Rock Hill, SC, 29732, if the total value of the contract resulting from this solicitation is less than \$50,000.00. An "Intent to Award" shall be issued and posted on the District's procurement website should the total value of any contract resulting from this solicitation is \$50,000.00 or greater.

**29. NON-APPROPRIATIONS:** Any contract entered into by ROCK HILL SCHOOL DISTRICT THREE resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.

**30. SUBMISSION OF DOCUMENTATION:** Documentation contained on pages 1 and 2 and Section "H" must be completed and submitted along with the bid. No award will be made without these sections being executed by the successful low bidder, **do not return the entire solicitation.**

**31. SPECIFICATIONS:** Any deviation from the specifications must be clearly pointed out on the bid or attached as a separate sheet. Otherwise, the bidder will be held responsible for providing materials that are in strict compliance with the specifications. Deviations must be explained in detail. All materials shall be subject to inspection and approval after delivery. The District reserves the right to reject and return, at the risk and expense of the vendor, any portion of a shipment that is defective or fails to comply with specifications. The rejection of certain items will not invalidate the remaining order.

**32. PACKAGING AND DELIVERY:** All shipments shall be FOB: to the District location as cited on the purchase order/contract. The purchase order/contract number shall be clearly stated on the shipping container. The parties agree hereto that delivery by the contractor to the common carrier does not constitute delivery to the District. Any claims for loss or damage shall be between the contractor and the carriers.

**33. IRAN DIVESTMENT ACT:** (a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm> (.) Section 11-57310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330A is a material inducement for the District to award a contract to you. (b) By signing your offer, you certify that, as of the date you sign, you are not on the then current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List.

**34. SUSPENSION AND DEBARMENT:** By submitting a proposal (IFB/RFO), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, sub grantees, or subcontractors are not presently

debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three –year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.

**35. INDEMNITY:** Contractor agrees to protect, defend, indemnify and hold Rock Hill Schools District Three, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

**36. INSURANCE REQUIREMENTS:** Contractor shall maintain, throughout the performance of its obligations under this contract, a policy or policies of Worker's Compensation insurance with such limits as may be required by law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, and destruction of, property arising out of or based upon any act or omission of the contractor or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract.

The successful contractor shall provide a certificate of insurance within ten (10) days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

A. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$ 5,000	Medical Payments

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
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## **SECTION B: INTRODUCTION AND PURPOSE OF REQUEST FOR PROPOSAL**

### **1. INTRODUCTION AND PURPOSE**

Rock Hill School District (RHSD) is seeking competitive sealed proposals for a comprehensive compensation and classification study of the district's compensation plan and staffing levels. The District reserves the right to reject or accept any or all proposals if deemed to be in the best interest of the District. The desired system features and functionality are listed below.

### **2. BACKGROUND AND REFERENCE INFORMATION**

RHSD has approximately 17,800 students, 1,300 faculty and 1,100 administrators and support staff. It is the largest of four school districts in York County; 11<sup>th</sup> largest in South Carolina. Additional information about the District is available at [www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us).

## **SECTION C: SCOPE OF SERVICES**

The study shall include all district personnel-both certified (administrators and teachers) and non-certified positions to include maintenance, support staff, and custodians. Copies of Rock Hill School District Three's current salary schedules are attached. Essential task to be completed in the study are as follows:

1. Review, and update as needed, current district salary schedules, supplement schedules, and job descriptions for all.
2. Meet with employees (identified by the district) as deemed necessary for each job category.
3. Gather and review salary, supplement and staff level information from no fewer than eight demographically comparable South Carolina school districts and a sample of national school districts. Local in-county districts and continuous districts should be included.
4. Provide a comparison of Rock Hill School District Three's salary schedules, hours worked, and supplement schedules with the comparable school districts surveyed.
5. Develop recommended salary and supplement schedules for all job categories. Schedules should be developed without constraint by number or configuration of existing Rock Hill School District Three schedules. Salary and supplement schedules should:
  - A. Be competitive -this is fundamental to the concept of external pay equity
  - B. Be easily communicated and understood
  - C. Be easy to place new hires correctly
  - D. Be fair and equitable
  - E. Specify criteria for movement on the schedule and any cost of living adjustment
6. Analyze the placement of current employees on existing salary and supplement schedules, recommend placement of current employees on recommended schedules and calculate cost of implementing recommended changes. If necessary, recommend a phase in program having schedules with the greatest need of correction first.
7. Review job descriptions for each position and ensure that the descriptions fully reflect the employee's actual duties and meet Americans with Disabilities Act (ADA) requirements. Also, present accurate job descriptions with the final documents.
8. As job descriptions are reviewed, make recommendations regarding whether the positions should be labeled as "exempt" or "nonexempt" using the criteria developed by the Federal Department of Labor wage and hour laws.

9. Recommend a formula or methodology for assigning of service credit for placement of newly hired administrative and support employees on the appropriate salary schedule.
10. All salary schedules should be reflective of relative hierarchy of positions, i.e., level of responsibility in the organization.

## **SECTION D: PROPOSAL FORMAT**

The RFP submittal shall be in two sealed envelopes. One containing the technical specifications and the other containing the Bid Form with the cost proposal. The Section G Bid Form attached shall be submitted in the cost proposal.

The proposal shall include the following elements. The proposal shall be double-sided, no less than 12 point font, shall not be excessive in length. Unnecessary, elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal, is not desired. Elaborate artwork, expensive paper, bindings, visual and other presentations aids are not required. Well marked tabs shall be used to separate each section for easier review. The District encourages the use of recycled products, therefore, it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides. One (1) original, three (3) copies and one (1) digital copy of the proposal shall be submitted to Rock Hill School District, Purchasing Department, 2171 West Main Street, Rock Hill SC 29732

It is the Vendor's responsibility to provide all documentation required in the RFP and clearly identify and describe the services being offered in response to the Request for Proposals. Failure to provide the information requested in this Request for Proposal, or the inclusion of any conditional limitations, or misrepresentations, may adversely affect the evaluation of your submittal, or be cause for consideration as non-responsive to the RFP.

Vendors are cautioned that organization of their Response, as well as thoroughness, is critical to the District's evaluation process. The RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.

### **1. COVER LETTER**

The cover letter shall include a brief statement of intent for the services offered to the District, and signatures of an authorized officer of the organization, who has legal authority in such transactions. Proposals with unsigned cover letters will be rejected. The cover letter must also provide the name, position and full contact information for the individual designed as the Vendor's contact for this proposal.

### **2. TABLE OF CONTENTS**

The table of contents shall identify the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.

### **3. BACKGROUND AND EXPERIENCE**

The description shall show that the Vendor possesses demonstrated skills, experience and equipment in specific areas of the RFP. The section shall include:

- A. Vendor name, address, telephone, fax number, email addresses of authorized representatives. Full-time and part-time staff, proposed Vendors, and sub-contractors who will be assigned direct work on this project should be identified. Information is required which will show the composition of the task or work group, its specific qualifications, and recent relevant experience. Special mention shall be made of direct technical personnel, and approximate percentage of the total time each will be available for this project. The technical area, character and extent of participation by any sub-contractor or Vendor activity must be indicated and the anticipated sources will be identified.
- B. Resumes of staff and proposed Vendors are required which will indicate education, background, and recent relevant experience with the subject matter of the project. Current telephone numbers must be included.
- C. Background of company and detail any project that relates specifically to this RFP.
- D. Background screenings of employees and approval of the district for any employee with a criminal background shall be required for all vendors working on the premises.
- E. Describe the company's experience in conducting this type of service.
- F. Satisfactory evidence of the Vendor's financial resources. Detailed information validating the financial stability of the Vendor including a description of the Vendor's ability to secure (either by purchase or lease) the equipment necessary for the services listed in this RFP and a description of all financial or other liabilities in excess of \$50,000 that may threaten the ability of the Vendor to perform all services required.
- G. A description of all pending legal disputes including matters in litigation, mediation, arbitration, and/or at trial.
- H. A list of all public sector clients to which the Vendor has provided similar services over the past three (3) years. Reference forms attached.
- I. A copy of company's W-9.

#### **4. UNDERSTANDINGS OF PROJECT AND TECHNICAL APPROACH**

- A. Statement and discussion of the requirements as they are analyzed by the Vendor.
- B. Vendor's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed program for executing the requirements of the technical scope and achieving objectives of the project.
- C. Preliminary layouts, sketches, diagrams, other graphic representations, calculations, curves, and other data as may be necessary for presentation, substantiation, justification or understanding of the proposed approaches and program.
- D. Vendor should demonstrate an awareness of difficulties in the completion of this undertaking, and a plan for overcoming them. Special attention should be given to methodology and schedule issues that will be encountered in such a project.

#### **5. STATEMENT OF WORK/ ACTION PLAN**

The preliminary work plan shall describe how the successful Vendor(s) will satisfy the District's requirements once the District's Governing Board has approved the contract (if applicable). The vendor shall present a description of the phases or segments into which the proposed program can logically be divided and performed, together with flow charts. The technical

narrative should address separately each of the tasks described in the Request for Proposal and responses should be keyed to appropriate paragraph numbers. The vendor shall include a schedule of the work to be completed. This section should also contain a discussion of any changes proposed by the Vendor which substantially differs from the project scope described in these Special Provisions. Timelines, milestones, meetings, District responsibilities and all other important information should be included in the section with clear detail.

## **6. ACKNOWLEDGEMENT OF ADDENDA**

Vendor shall acknowledge all Addenda received. If there are no addenda or bulletins issued prior to the RFP due date, this form will not be required to be included in the proposal package.

## **7. RFP BID FORM**

Vendor shall return the RFP Bid Form, fully executed in accordance with the Instructions to Vendors. To more easily compare proposals with the cost of the District's current service arrangement, the District is requiring that the Proposal contain an "all inclusive" format in which the costs of all of the related costs are incorporated into the rates charged for said services. Proposed costs must be inclusive of all services outlined in the RFP, including:

- A. Cost to bill the District
- B. Insurance, workers' compensation and all other business-related costs
- C. Labor costs
- D. Fuel costs
- E. Overhead costs
- F. Disposal costs
- G. Travel, Lodging and Meals
- H. Printing

## **8. VALUE ADDED**

Vendor may provide on a separate page any unique elements of your offer, not already specified or proposed that you believe will bring value to this contract.

## **SECTION E: EVALUATION CRITERIA**

A Selection Advisory Committee will be established to review and evaluate all proposals submitted in response to this Request for Qualifications. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below.

The District may engage in individual discussions with one or more Vendors deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. At the conclusion of discussion, as outlined in this subdivision, on the basis of the evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the District shall select in order of preference two or more Vendors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Vendor ranked first. If a contract satisfactory and advantageous to the District can be negotiated at a price considered fair and reasonable, the award shall be made to that Vendor. Otherwise, negotiations with the Vendor ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Alternatively, the District may elect to cancel this solicitation and make no award. Should the District determine in writing and in its sole discretion that only one

Vendor is fully qualified, or that one Vendor is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Vendor.

Vendors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the District require no clarification and/or supplementary information, such proposals may be evaluated without further discussion. Hence, proposals should be submitted initially on the most complete and favorable terms from a technical standpoint which Vendors are capable of submitting to the District. Should proposals submitted require additional clarification and/or supplementary information, Vendors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when so requested.

Proposals that, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications of this Request for Proposal will be classified as "acceptable". Proposals found not to be acceptable will be classified as "unacceptable" and no further discussion concerning same will be conducted.

Evaluation of the Technical Proposal will be made based on the following criteria:

1. Cost 25%
2. Company Background/ Professional Qualifications 30%
3. Responses from References 25%
4. Plan for Implementation of the Study 10%
5. Responsiveness/ Completeness of Proposal 10%

The District reserves the right to assess the capabilities of individual Vendors and to contact references provided with the proposal.

## SECTION F: REFERENCES

References are to be comparable to services described in the RFP

Reference 1

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

Reference 2

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

Reference 3

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

## SECTION G: BID FORM

Description		Cost/ Response
Salary Study		
Additional Costs/ Fees		
Total Cost		
Number of Days to Complete the Study (Not to exceed 90 days)		

### **BIDDER'S STATEMENT OF ASSURANCES AND COMPLIANCES**

The Undersigned, as a responsive bidder, certifies that the General and Special Conditions of this bid have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid as indicated below:

1. Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document; and
2. Currently complies with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices; and
3. Is not guilty of collusion with, other vendors possibly interested in this bid, in arriving at or determining prices to be submitted; and
4. That such agent, as indicated below, is officially authorized to represent the firm in whose name the bid is submitted.

#### **FIRM REPRESENTED**

#### **AGENT**

Name of Firm	Signature of Agent
Street Address	Printed Name
City & State	Title
Zip Code	Date
Phone Number	Cell Number
Email Address	Fax Number





# ADMINISTRATIVE SALARY STEP SCHEDULE FY 2016 - 2017



	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22
Group 1	87,357	88,946	90,535	92,125	93,715	95,304	96,893	98,483	100,072	101,661	103,251	104,841	106,430	108,019	109,608	111,197	112,786	114,377	115,966	117,555	119,145	120,734	122,324
Group 2	83,237	84,721	86,205	87,689	89,174	90,658	92,141	93,625	95,109	96,593	98,077	99,561	101,045	102,529	104,013	105,498	106,982	108,465	109,949	111,433	112,917	114,401	115,885
Group 3	78,738	80,159	81,579	82,999	84,420	85,841	87,261	88,682	90,103	91,524	92,943	94,364	95,785	97,205	98,626	100,047	101,468	102,887	104,308	105,729	107,150	108,570	109,991
Group 4	74,166	75,501	76,836	78,171	79,506	80,840	82,175	83,510	84,845	86,180	87,515	88,850	90,184	91,520	92,855	94,189	95,524	96,859	98,193	99,529	100,864	102,199	103,533
Group 5	70,173	71,459	72,745	74,032	75,318	76,604	77,890	79,176	80,463	81,749	83,035	84,321	85,608	86,894	88,180	89,466	90,752	92,039	93,325	94,611	95,897	97,184	98,470
Group 6	65,368	67,505	68,910	70,017	71,223	72,429	73,635	74,841	76,048	77,254	78,460	79,667	80,873	82,079	83,285	84,492	85,697	86,904	88,111	89,316	90,523	91,729	92,935
Group 7	60,282	61,509	62,725	63,942	65,158	66,374	67,591	68,807	70,024	71,240	72,457	73,674	74,889	76,106	77,322	78,539	79,755	80,972	82,189	83,404	84,621	85,837	87,054
Group 8	55,918	55,206	56,494	57,782	59,070	60,357	61,646	62,933	64,221	65,510	66,797	68,085	69,373	70,661	71,949	73,237	74,524	75,813	77,100	78,388	79,676	80,964	82,252
Group 9	41,390	42,629	43,868	45,107	46,347	47,586	48,825	50,065	51,304	52,543	53,783	55,022	56,260	57,499	58,739	59,978	61,217	62,457	63,696	64,935	66,175	67,414	68,653


## GROUP

- 1 Deputy Superintendent and Associate Superintendents
- 2 Chief Finance Officer, Chief Personnel Officer, HS Principals, and Executive Directors
- 3 Middle School Principals
- 4 Elementary Principals; Directors of ATC, Adult Education, Federal Programs and Testing, and Exceptional Student Education
- 5 Instructional Specialists, Director of Recruitment, Director of Alternative Programs, and HS Assistant Principals
- 6 Directors of Communication, Network Engineering, Information Technology, Transportation, and Facilities Services; Athletic Directors; Asst. Directors of ATC and Alternative Programs (214 days); Technology and Field Support for Food Service; and Middle School Assistant Principals
- 7 Accounting Manager, Elementary Assistant Principals (214 days), Coordinator of Community Services, District Math and Literacy Coaches (Elementary), Insurance and Benefits Manager, Safety/Security/Environmental Manager, Clinical Lead Nurse (214 days), Challenger Coordinator (214 days), Director of Purchasing, Research Specialist, and Lead Technology Associate
- 8 Attendance Coordinator (200 days), Assistant Director of Transportation, Energy Manager, and Trades Manager
- 9 Administrative Assistant/Phoenix Academy, Coordinator of Custodial Services, Food Service Coordinator, Adult Education Literacy Coordinator, Adult Education Transition Specialist, Technical Support Associates, Digital Support Associate, Communications Specialist, and Parent Smart Coordinator

Note: All positions are twelve months (260 paid days) unless noted in parenthesis. Any person retired from the South Carolina Retirement System and working on an at-will agreement will have his/her salary reduced by 15%. Additionally, a "step" does not equate to a year of experience.

Updated 7/11/16



Rock Hill School District #3 Teacher Salary Scale 2016-2017																								
																								
PRIOR YEARS/ EXPERIENCE	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	25
Class 8 Doctor's Degree	46,018	47,386	48,755	50,124	51,492	52,861	54,229	55,598	56,966	58,335	59,703	61,072	62,441	63,809	65,178	66,546	67,915	69,283	69,976	70,676	73,015	73,726	74,443	74,956
Class 7 Master's Degree +30 hrs.	42,596	43,623	44,649	45,676	46,702	47,729	48,755	49,781	50,808	51,834	52,861	53,887	54,913	55,940	56,966	57,993	59,019	60,046	60,646	61,253	62,731	63,349	63,969	64,482
Class I Master's Degree	39,175	40,201	41,228	42,254	43,281	44,307	45,334	46,360	47,386	48,413	49,439	50,466	51,492	52,518	53,545	54,571	55,598	56,624	57,190	57,762	59,154	59,733	60,320	60,833
Class II 18 Hrs. Beyond Degr.	35,754	36,677	37,635	38,559	39,517	40,441	41,399	42,323	43,281	44,204	45,162	46,086	47,044	47,968	48,926	49,850	50,808	51,732	52,249	52,771	54,058	54,588	55,125	55,638
Class III Bachelor's Degree	34,214	34,967	35,925	36,848	37,806	38,730	39,688	40,612	41,570	42,494	43,452	44,376	45,334	46,257	47,215	48,139	49,097	50,021	50,521	51,026	52,258	52,771	53,290	53,803

Note: Placement on this scale is based on the degree and experience noted on a South Carolina teaching certification. Amounts shown are based on 190 days of work. Teachers who have retired from the SC Retirement System and receive a Letter of Agreement will have their salary reduced by 15%.



**SUPPORT SALARY STEP SCHEDULE**  
**FY 2016 - 2017**



	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22
Group 1	19.21	19.58	19.96	20.34	20.72	21.09	21.47	21.85	22.23	22.60	22.98	23.36	23.74	24.11	24.49	24.87	25.25	25.62	26.00	26.38	26.75	27.13	27.51
Group 2	16.12	16.46	16.81	17.15	17.49	17.84	18.19	18.52	18.87	19.22	19.56	19.91	20.25	20.59	20.94	21.29	21.62	21.97	22.32	22.66	23.00	23.35	23.69
Group 3	14.71	15.09	15.47	15.85	16.23	16.62	16.99	17.38	17.76	18.14	18.52	18.90	19.28	19.67	20.04	20.42	20.81	21.19	21.57	21.95	22.33	22.72	23.09
Group 4	12.89	13.23	13.57	13.90	14.24	14.58	14.90	15.24	15.58	15.91	16.25	16.59	16.92	17.26	17.60	17.93	18.27	18.58	18.93	19.27	19.60	19.94	20.28
Group 5	12.59	12.89	13.21	13.52	13.82	14.14	14.44	14.76	15.07	15.37	15.69	15.99	16.30	16.62	16.92	17.23	17.54	17.85	18.17	18.47	18.78	19.09	19.40
Group 6	11.49	11.77	12.06	12.33	12.62	12.90	13.19	13.47	13.76	14.04	14.32	14.61	14.89	15.18	15.45	15.74	16.02	16.31	16.60	16.88	17.16	17.44	17.73
Group 7	11.09	11.36	11.65	11.92	12.20	12.47	12.76	13.04	13.31	13.59	13.87	14.15	14.42	14.71	14.98	15.26	15.53	15.82	16.10	16.37	16.65	16.93	17.21

**GROUP**

- 1 Physical Therapy Assistant (190/7), Executive Administrative Assistant to Superintendent (260/8), Career Development Facilitators (190/7.5), Academic Assistant/PBIS (190/7.5), Job Specialist (260/8)
- 2 Attendance Officer (190/8), SIS Coordinators (260/8), Employee Relations Coordinator (260/8), Sign Language Interpreters (185/7.5), Payroll Coordinator (260/8)
- 3 Secretaries to Associate Superintendents (260/8), Technology Support Technicians (260/8 and 195/7)
- 4 Secretaries to Executive Directors/Directors (260/8), Accounting Assistants (260/8), Dropout Prevention/Family Outreach Coordinators (200/8), LPNs (190/7.5), Academic Coaches (190/7.5)
- 5 District Office Receptionist (260/8), School Secretaries (260/8), Homebound Coordinator/Secretary (260/8), Activity Vehicle Specialist (260/8)
- 6 School Secretaries (from 185-220/8), Parent Smart Educators (190/8), ISS Monitors (185/7), DD/TMD/PMO Assistants (185/7), Dropout Prevention Assistant (190/7)
- 7 Floater Assistants (185/7), EMD/ED/LD/Shadow Assistants (185/7), Pre-K and K5 Assistants (185/7), Instructional Assistants (185/7)

**Note:** The numbers in parenthesis represent the standard work days and daily hours for each position. Any person retired from the South Carolina Retirement System and working on an at-will agreement will have his/her salary reduced by 15%. Additionally, a "step" does not equate to years of experience.



		Rock Hill Schools Maintenance Wage Scale FY 2016 - 2017																		Rock Hill Schools Maintenance Wage Scale FY 2016 - 2017	
Level	Step	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
B - Crew 2		9.39	9.60	9.77	10.01	10.15	10.35	10.50	10.68	10.86	11.06	11.18	11.41	11.61	11.78	12.00	12.20	12.41	12.63	12.84	13.02
C - Crew 3		9.57	9.75	9.98	10.12	10.32	10.46	10.65	10.81	11.03	11.15	11.37	11.61	11.74	11.95	12.15	12.34	12.57	12.79	12.98	13.22
G - Semi		11.00	11.16	11.35	11.52	11.71	11.89	12.05	12.25	12.41	12.63	12.78	12.96	13.18	13.35	13.55	13.77	13.98	14.23	14.41	14.61
G2 - Semi Skilled II		12.05	12.23	12.44	12.63	12.83	13.03	13.21	13.42	13.60	13.83	14.00	14.21	14.42	14.64	14.84	15.09	15.32	15.59	15.80	16.00
H - Skilled		14.39	14.58	14.70	14.94	15.10	15.29	15.46	15.63	15.84	15.96	16.20	16.36	16.53	16.72	16.89	17.10	17.35	17.55	17.78	17.98
I - SP I		15.12	15.31	15.48	15.68	15.86	16.00	16.21	16.36	16.59	16.73	16.94	17.13	17.31	17.49	17.74	17.92	18.14	18.33	18.59	18.79
J - SP II		16.49	16.63	16.83	16.99	17.19	17.36	17.52	17.74	17.91	18.07	18.28	18.50	18.65	18.86	19.05	19.30	19.48	19.70	19.91	20.13
K - SP III		16.88	17.03	17.27	17.40	17.61	17.78	17.93	18.14	18.30	18.51	18.66	18.87	19.06	19.29	19.45	19.68	19.89	20.11	20.33	20.54
L - Technician		20.06	20.19	20.37	20.56	20.74	20.91	21.07	21.30	21.46	21.58	21.82	22.04	22.20	22.42	22.60	22.82	23.04	23.29	23.46	23.68
M - Foreman		20.49	20.68	20.89	21.06	21.24	21.40	21.59	21.81	21.94	22.15	22.29	22.51	22.73	22.95	23.10	23.34	23.55	23.78	24.01	24.21

Updated 7/1/16

Note: Any person retired from the South Carolina Retirement System and working on an at-will agreement will have his/her salary reduced by 15%. Additionally, a step does not correspond to years of experience.



ROCK HILL SCHOOLS  
SALARY SUPPLEMENTS  
FY 2016-2017



Type of Supplement	Number of Funded Positions	Supplement	Cost Per School	Number of Schools	Total Cost
<b>SENIOR HIGH</b>					
Football					
Head Coach	1	\$ 7,415	\$ 7,415	3	\$ 22,246
Varsity Asst	8	7,036	56,285	3	168,855
JV	4	5,851	23,403	3	70,209
9th Grade	4	5,851	23,403	3	70,209
Assistant AD	1	5,513	5,513	3	16,540
Basketball					
Head Coach	2	6,615	13,230	3	39,691
Varsity Asst	2	4,729	9,458	3	28,374
JV	2	2,773	5,547	3	16,641
JV Asst	2	1,023	2,047	3	6,140
9th Grade	2	2,532	5,063	3	15,190
9th Grade Asst	2	921	1,842	3	5,526
Wrestling					
Head Coach	1	6,615	6,615	3	19,845
Varsity Asst	1	4,177	4,177	3	12,531
JV	1	2,123	2,123	3	6,368
Baseball/Softball					
Head Coach	2	2,525	5,051	3	15,152
Varsity Asst	2	1,654	3,308	3	9,923
JV	2	1,365	2,729	3	8,188



ROCK HILL SCHOOLS  
SALARY SUPPLEMENTS  
FY 2016-2017



Type of Supplement	Number of Funded Positions	Supplement	Cost Per School	Number of Schools	Total Cost
Track					
Head Coach	2	2,525	5,051	3	15,152
Varsity Asst	2	1,654	3,308	3	9,923
JV	2	1,365	2,729	3	8,188
Soccer					
Head Coach	2	2,525	5,051	3	15,152
Varsity Asst	2	1,654	3,308	3	9,923
JV	2	1,365	2,729	3	8,188
Volleyball					
Head Coach	1	2,525	2,525	3	7,576
Varsity Asst	1	1,654	1,654	3	4,961
JV	1	1,365	1,365	3	4,094
Golf					
Head Coach	2	1,162	2,323	3	6,970
Tennis					
Boys	1	1,365	1,365	3	4,094
Girls	1	1,365	1,365	3	4,094
Cross Country	2	1,287	2,574	3	7,721
Weight Training					
Head Instr.	1	1,761	1,761	3	5,283
Assistant	1	1,162	1,162	3	3,485



ROCK HILL SCHOOLS  
SALARY SUPPLEMENTS  
FY 2016-2017



Type of Supplement	Number of Funded Positions	Supplement	Cost Per School	Number of Schools	Total Cost
Trainer					
Head Trainer	1	10,705	10,705	3	32,115
Assistant	1	3,680	3,680	3	11,039
Cheerleader					
Varsity	1	2,855	2,855	3	8,566
Varsity Assistant	1	1,714	1,714	3	5,141
JV	1	1,714	1,714	3	5,141
9th Grade	1	1,714	1,714	3	5,141
Swim Team					
Coach	1	1,274	1,274	3	3,823
Other					
Drama	1	950	950	3	2,850
Mock Trail UN	1	713	713	3	2,138
Chorus	1	1,188	1,188	3	3,563
Newspaper	1	865	865	3	2,594
Annual	1	1,492	1,492	3	4,475
Bus Duty	4	1,135	4,541	3	13,623
IB Coord	1	3,088	3,088	3	9,263
Work Detail	1	1,135	1,135	3	3,406
Student Council	1	713	713	3	2,138
Core Dept. Head	6	1,425	8,550	3	25,650
Other Dept. Head	4	950	3,800	3	11,400
ATC Culinary Arts	1	1,140	1,140	1	1,140
ATC Cosmetology	1	2,700	2,700	1	2,700



ROCK HILL SCHOOLS  
SALARY SUPPLEMENTS  
FY 2016-2017



Type of Supplement	Number of Funded Positions	Supplement	Cost Per School	Number of Schools	Total Cost
Band					
Director	1	6,017	6,017	3	18,052
Assistant	1	2,850	2,850	2	5,700
Additional Asst	3	2,850	8,550	3	25,650
Assigned Asst	varies	4,275	4,275	3	12,825
Orchestra	1	1,663	1,663	3	4,988
Percussion (RHHS only)	1	5,400	5,400	1	5,400
Additional Asst (SPHS only)	1	4,750	4,750	1	4,750
Total High School			298,759		879,697
MIDDLE SCHOOL					
Football					
Head Coach 8th	1	4,419	4,419	5	22,094
Head Coach 7th	1	4,419	4,419	5	22,094
Assistant	2	3,335	6,670	5	33,349
Basketball					
Head Coach 8th	2	3,166	6,332	5	31,660
Head Coach 7th	2	2,848	5,696	5	28,478
Volleyball					
Head Coach 8th	1	1,646	1,646	5	8,232
Head Coach 7th	1	1,328	1,328	5	6,639



ROCK HILL SCHOOLS  
SALARY SUPPLEMENTS  
FY 2016-2017



Type of Supplement	Number of Funded Positions	Supplement	Cost Per School	Number of Schools	Total Cost
Wrestling					
Head Coach	1	2,124	2,124	5	10,619
Assistant	1	1,233	1,233	5	6,166
Softball	1	1,350	1,350	5	6,750
Track					
8th Grade	2	1,350	2,700	5	13,499
7th Grade	2	1,350	2,700	5	13,499
Cheerleaders					
8th Grade	1	1,371	1,371	5	6,855
7th Grade	1	1,102	1,102	5	5,509
Other					
AD	1	1,900	1,900	5	9,500
Intru./Other Assigned	per sch	3,382	3,382	5	16,910
Annual	1	903	903	5	4,513
Academic Arts	2	713	1,425	5	7,125
Math Count	1	713	713	5	3,563
Newspaper	1	713	713	5	3,563
Student Council	1	618	618	5	3,088
Bus Duty	4	1,135	4,541	5	22,705
Work Detail	1	1,135	1,135	5	5,676
Core Dept. Head	4	950	3,800	5	19,000
Other Dept. Head	2	475	950	5	4,750
Band Supp. For HS Asst.	1	1,900	1,900	5	9,500
<b>Total Middle School</b>			<b>65,067</b>		<b>325,334</b>





ROCK HILL SCHOOLS  
SALARY SUPPLEMENTS  
FY 2016-2017



Type of Supplement	Number of Funded Positions	Supplement	Cost Per School	Number of Schools	Total Cost
<b>ELEMENTARY</b>					
Bus Duty	2	1,203	2,407	16	38,510
<b>DISTRICTWIDE</b>					
Honors Choir	3	713	2,138	1	2,138
Robotics	1	950	950	1	950
Total All Supplements		\$	<u>370,983</u>		\$ <u>1,251,616</u>

\*ONLY professional, contracted employees are eligible to receive supplements as listed. Non-certified staff and "outside" coaches will be paid an hourly rate as determined by the Principal or Athletic Director. The total amount paid to that person for the specified coaching assignment may or may not equal the noted supplement.