Request for Proposals
Absence Management System
And
Automated Time Tracking System

Requested by:
Lenawee Intermediate School District (LISD)
Adrian, Michigan

Issue Date: April 16, 2026
Due Date: May 28, 2026 @ 3:00 PM, EST

The Lenawee Intermediate School District (LISD), acting on its own behalf and on behalf of its 11 constituent local public-school districts, seeks proposals from qualified firms for the provision of an absence management system and an automated employee time tracking system.

Although proposals are being sought collectively, individual school districts reserve and retain the right to enter into contracts at their sole discretion. There is no expectation, obligation, or guarantee that all of the school districts participating in this RFP will select the same respondent, or that all or any of the school districts participating in this RFP will select any respondent. Each individual school district reserves the right to select the respondent's proposal/offer that the district believes best meets the needs of the district.

Location
The LISD and its constituent school districts are generally located in southeastern Michigan's Lenawee County. Central Lenawee County is approximately 45 minutes away from Ann Arbor, Michigan, and Toledo, Ohio.

Constituent Districts
The LISD's constituent local public-school districts consist of: Addison Community Schools, Adrian Public Schools, Britton Deerfield Schools, Blissfield Community Schools, Clinton Community Schools, Hudson Area Schools, Madison School District, Morenci Area Schools, Onsted Community Schools, Sand Creek Community Schools, and Tecumseh Public Schools.

Scope of Work
The Lenawee ISD will accept proposals for an absence management system and an automated time tracking system. You are invited to submit your proposal based on the information contained in this document. The LISD reserves the right to accept or reject any or all proposals and to select the service provider that best meets our needs.

The LISD seeks to both improve service and lower costs. Lower costs could be achieved through direct savings, reduced staff time, or a combination of the two. The LISD is not obligated to award the contract based on cost alone.

Any time tracking system under consideration must meet several critical requirements. These include the ability to interface existing software platforms such as substitute staff assignment systems, employee attendance systems, and the PowerSchool ERP.

It should be noted that the Lenawee County local district superintendents have previously selected EDUStaff to employ substitute teachers for all schools in the county. The LISD will not be seeking a new vendor for substitute employment services.

Absence Management System and Contracted Labor Placement
The selected respondent or respondents will provide an automated contracted labor placement and absence management system that minimally allows for the following:

1. Automatically determines when contracted labor is needed and provides notification to a qualified pool of candidates.
2. Maximizes contracted labor pool reach with the intent of maintaining a 100% fill rate and allows potential laborers to review and accept placements via phone or web.
3. Intuitively tracks and manages personnel absences and contracted labor placements and provides detailed reports to district personnel.
4. Allows for the creation of district and school-level preference lists and even lets teachers pick their preferred substitutes.
5. Allows for automated absence approval.

The LISD and its constituent districts currently use the automated contracted labor placement system provided for personnel employed directly by the participating districts. It is our expectation and desire for this to continue.

Time and Labor Management System
The selected respondent or respondents will provide a time and labor management system that minimally allows for the following:

1. Track attendance through the use of a web-enabled computer, smart device, biometric hand scanner, fingerprint reader or any combination of the above.
2. Enable supervisors to view reports and manage all aspects of an employee's time worked, such as but not limited to arrival, departure, lunch breaks, going out to the field and return time, and attendance records.
3. Paid time off management capabilities that include the ability for management, supervisors, and employees to use a computer or smart device to review employee PTO balances, as well as request and approve PTO by category.
4. Integrates with the current payroll system (PowerSchool ERP).

Additional Information (use for both system proposals)
Respondents must include detailed information about the system proposed, including:

1. Any and all fees associated with the use of the system and discounts that may be available (including annual fees, upgrade fees, etc.)
2. Third-party system interface capabilities (EDUStaff, PowerSchool ERP)

3. Ability to import and export data from Microsoft Excel
4. Our current systems' information rollover capabilities
5. Training available
6. Support services available, including hours and average response times
7. Any special requirements that may be necessary to use the system

Optional Products
Respondents should detail any optional equipment and/or services that the LISD may wish to consider purchasing in addition to the base equipment/goods and/or services described above. Optional products should be priced separately from the base items.

Training
Respondents must provide sufficient training to educate the appropriate LISD personnel and others who may need to understand the use of the equipment/software functionality and use. Training session(s) must accommodate multiple participants, with participants being selected by the LISD.

Term of Services
The LISD and its constituent districts seek pricing for an initial one-year term commencing on July 1, 2027, and terminating on June 30, 2028. The districts would like to retain the option to continue for additional one-year terms subject to mutual agreement of the parties.

During the evaluation process, the LISD reserves the right, where it may serve LISD's best interests, to request additional information or clarification from vendors or to allow corrections of errors and omissions. At the discretion of the LISD, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

General Terms and Conditions
The following general conditions **are imposed on all proposals submitted in response to this RFP** and apply to the LISD and its constituent districts. Within these general terms and conditions, the term "selected respondent" refers to the entity whose proposal was accepted by the District.

1. Compliance with laws – The selected respondent shall be responsible for providing all goods and performing all services in accordance with the laws in the State of Michigan. All proposals shall comply with the current federal, state, local, and other laws relative thereto.

2. Insurance requirements & indemnity – The selected respondent will be an independent contractor and not an agent or employee of the LISD or any of the LISD's constituent school districts. The selected respondent will be responsible for any damage, loss, or other claim arising out of the provision of the goods or services as described in this RFP.

   Prior to the provision of any goods and/or commencement of services and during the life of the agreement, the selected respondent shall provide the LISD and any of the LISD's constituent districts with which the respondent has contracted with a current certificate or

policy evidencing its professional general liability insurance coverage in a sum not less than $1,000,000 per occurrence and $5,000,000 in the aggregate, and such certificate or policy shall name the LISD and any of the LISD's constituent districts with which the respondent has contracted as an additional insured.

To the fullest extent allowed by law, the selected respondent shall defend, indemnify, and hold harmless the LISD (and constituent school districts), their boards, directors, officers, agents, employees, and guests against any claim or demand arising from any actual or alleged act, error, or omission by respondents or its directors, officers, agents, employees, volunteers, or guests arising from respondent's duties and obligations described in this RFP, any agreement, or imposed by law.

The selected respondent shall be responsible for carrying its own workers' compensation insurance and health and welfare insurance. The LISD and its constituent school districts shall not withhold or set aside income tax, Federal Insurance Contributions Act (FICA) tax, unemployment insurance, disability insurance, or any other federal or state funds whatsoever. It shall be the sole responsibility of the respondent to account for all of the above and the selected respondent agrees to hold the LISD and its constituent school districts harmless from all liability for these taxes.

3. Criminal history information records checks – Respondents to this RFP understand and acknowledge that the LISD and its constituent school districts are Michigan public school districts and as such may be required to conduct criminal history information checks on any successful respondent's employees and subcontractors. Respondents agree to comply with any criminal history information check requirements of the LISD and its constituent school districts, and understand that failure to do so, or unsatisfactory criminal history information check results may result in the termination of any contract between the LISD, one or more constituent school districts, and the respondent.Failure to comply with these terms or permitting access to the LISD or a constituent district school's property by an employee whose name has not been approved and cleared by the LISD and/or all of the constituent school districts with which the respondent has contracted shall constitute grounds for termination of any agreement between the LISD, its constituent school district, and the respondent.

4. Termination of contracts/purchase orders – The LISD, and any LISD constituent school district reserves the right to terminate all purchase orders or contracts with due cause by giving a ten (10) calendar day written notice or may terminate without cause by giving a thirty (30) calendar day written notice. Due cause for termination of contract shall include, but not be limited to, failure to provide goods and/or services required within a specified time period with time always being of the essence, and/or for reasons of unsatisfactory service. Purchase orders or contracts which extend into a subsequent fiscal year will automatically terminate if the LISD or any LISD constituent school district does not appropriate funds for the goods and/or services under the purchase order or contract.

5. Patents, etc. – The selected respondent shall hold the LISD and its constituent school districts, their boards of education, officers, agents, servants, and employees harmless and

free from liability of any nature or kind on account of use (by publisher, manufacturer, or author) of any copyrighted or non-copyrighted composition, secret process, patented invention, article or appliance furnished or used under this RFP.

6. Failure to fulfill contract – If the selected respondent shall fail to deliver any good or service or shall deliver any good or service which does not conform to the specifications of this RFP, the LISD or any constituent school districts may, at its/their sole discretion, annul and set aside the contract entered into with said responder, either in whole or in part, and make and enter into a new contract for the same items in such manner as seems to the Board of Education to be to the best advantage of the LISD or any of its constituent school districts. Any failure to provide such goods or perform such services by reason of the failure of the selected respondent, as above stated, shall be a liability against such responder and their sureties, if any. The LISD Board of Education (and/or the Board of Education of any of the LISD's constituent school districts) reserves the right to cancel any goods or services which the successful responder may be unable to furnish because of economic conditions, governmental regulations, or other similar causes beyond the control of the responder provided satisfactory proof is furnished to the LISD or one or more of the LISD's constituent school districts, if requested.

7. Contract exclusive – Nothing included in this RFP is intended to prohibit the LISD or one or more of its constituent school districts from making purchases from another supplier for the same goods and/or services as herein listed.

8. Conflict of interest – Pursuant to Public Act 317 and 318 of 1968, as amended (MCL 15.321, et seq.), Public Act 451 of 1976, as amended (MCL 380.1 et seq.), and LISD board policy no contracts shall be entered into between the LISD, including all agencies and departments thereof, and any LISD agent, unless such is expressly authorized by the law and LISD board policy and the proper steps have been followed. To avoid any real or perceived conflict of interest, respondents shall provide the LISD with a signed and notarized familial disclosure affidavit and shall promptly notify the LISD superintendent in writing of any familial or business relationship that exists between the respondent and the LISD, or any member school district. For the purposes of this conflict of interest section, "LISD" shall also refer to any LISD constituent school district with which a respondent seeks to contract or contracts. Mandatory arbitration – Any controversy or claim between or among any respondent to this RFP, including, but not limited to, the selected respondent, including those arising out of or relating to the provision of any goods or services described in this RFP, shall be determined by arbitration. The arbitration shall be conducted in Lenawee County, Michigan, in accordance with the United State Arbitration Act (Title 9, U.S. Code), and under the Commercial Rules of the American Arbitration Association (the "AAA"). The arbitrator(s) shall give effect to all applicable statutes of limitation in determining any claim. The arbitrator shall issue a written arbitration decision revealing the essential findings and conclusions upon which the decision and/or award is based. The arbitrator's decision will be final and binding on the Parties.

Stipulations of the Proposal

1. Proposed terms, prices, and other commitments represent an offer to contract on the part of the respondent that, if accepted by the District, will become a legally binding contractual relationship between the District and respondent.

2. All proposed terms, prices, and other commitments must remain in effect for at least 90 days from the date on which proposals were due to the District.

3. No respondent may withdraw a proposal after submission of the proposal to the District except in the case where a respondent demonstrates to the District's satisfaction that a material and substantial mistake was made in preparing the proposal, in which event the respondent has 24 hours after receipt of the proposal by the District to deliver to the District, a notice in writing that respondent desires to withdraw its proposal describing the reasons for withdrawal. Once a proposal is withdrawn, it may not be re-submitted. Furthermore, if a bidder makes an error in extension of prices in a bid, the unit price shall govern at the discretion of the District.

4. The LISD and/or any constituent district reserves the right to waive any informalities or immaterial omissions or defects in any proposal.

5. The District will not pay any costs associated with the preparation or submission of any proposals and/or any other expenses associated with any proposal in response to this RFP.

6. The District reserves the right to reject any and all bids or accept part and reject part of any bid, with or without cause and for any reason.

7. The LISD and its constituent districts are public school districts and thus is exempt from any and all sales and/or service taxes. Do not include such taxes in the proposal figures. The District will furnish the successful bidder with tax exempt certificates and other required information upon request.

8. Respondents must not be debarred, suspended, or proposed for debarment by any federal entity. Submission of a proposal in response to this request for proposals represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.

9. Responses will be shared with the LISD's constituent school districts. Individual school districts reserve and retain the right to enter into contracts at their sole discretion. There is no expectation that or obligation that all of the school districts participating in this RFP will select the same respondent, or that all of the school districts participating in this RFP will select any respondent.

10. Pursuant to Michigan's Freedom of Information Act, proposals received by the

District become public records subject to disclosure to requesting third parties after the time and day at which proposals are due. The District will comply with its obligations under the law and may disclose the contents of a respondent's proposal if such is requested under FOIA.

11. Any purchase made by the LISD under this RFP will, in addition to the terms and conditions contained in this RFP, be subject to the LISD's standard terms and conditions, which are available at https://www.lisd.us/page/bids-and-vendor-information.

The preceding list is provided for informational purposes only and is in no way intended to be an exclusive list of the terms and conditions that may be imposed upon the responding firm by LISD or any of LISD's constituent school districts through a sales agreement/purchase order.

The LISD and its constituent school districts reserves the right to reject any and all proposals received with or without cause and reserves the right to select the proposal which is determined to be in the best interest of the LISD or one or more of its constituent school districts.

All firms submitting a proposal should note that the execution of any contract would be contingent upon the LISD Board of Education approval, or, in the case of a contract with a LISD constituent school district, the Board of Education of that constituent school district.

Submission Requirements

Proposals submitted in response to this RFP are to follow the outline described below and must address all requested information. Any additional information that the respondent wishes to include that is not specifically addressed below should be included in the appendix to the proposal. Respondents are encouraged to keep proposals brief and to the point.

1. Cover/offer letter – Please provide a brief letter signed by an individual authorized to contractually obligate respondent. The letter should include the company's full legal name, address, business type, and any other relevant information and primary contact info for any RFP questions.

2. Statement of experience and references – Please provide detailed information about your company's experience with a particular emphasis on Michigan public school districts and ISD/RESAs. Please provide a minimum of five (5) public school district references.

3. Absence management system and time tracking system – Please provide a detailed description of your contracted labor placement and absence management system capabilities and any special requirements that may be necessary to use the system, as well as any and all fees associated with the use of the system and discounts that may be available.

4. Service fee information – Please provide detailed information about your service fee model, including special rates, fees, etc. Please also include any discounted rates that may be available, including, but not limited, to any discounted or special rates that may be

available if the LISD and all 11 Lenawee County school districts elect to contract with the same respondent for the provision of absence management or time tracking services.

5. Insurance information – Please include proof of insurance pursuant meeting the minimum requirements contained herein, or, if your current insurance coverage does not meet the requirements, a statement that you will procure the required insurance.

6. Special conditions/circumstances – Please identify any specific support, information and other needs that may be requested of the districts during the service term. Proposal forms – Please include completed and notarized copies of the following proposal forms:

LISD PROPOSAL FORMS (available at https://www.lisd.us/page/bids-and-vendor-information)

1. MICHIGAN-BASED BUSINESS CERTIFICATION AND VERIFICATION FORM

   Consistent with Michigan law, the LISD has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or $10,000. For all other purposes, the bid price shall remain as stated in the proposal.

   In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan-based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFP, as well as any additional consent necessary to permit LISD to verify the firm's status as a Michigan- based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder within 24 hours of request by LISD. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit the LISD to verify the proposer's status as a Michigan-based business through the Michigan Department of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

   Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (This form applies to Michigan-based businesses only.)

   Some of the participating school districts may not have a Michigan-based business preference.

2. IRAN ECONOMIC SANCTIONS ACT COMPLIANCE

   Respondents must include a completed copy of the LISD Iran Economic Sanctions Act compliance form.

3. SUSPENDED OR DEBARRED VENDOR FORM

   Respondents must include a completed copy of the suspended or debarred vendor form certifying that the bidder is not a federally suspended or debarred vendor.

4. CONFLICT OF INTEREST FORM

   Respondents must include a completed copy of the conflict of interest form certifying that the bidder does not have a conflict of interest with any LISD Board member, staff member, or agent.

All proposals must be submitted to Linda Blohm, Director of Purchasing, via email to Linda.Blohm@lisd.us.

Proposals and all supporting/required information should be identified as "**Absence management and automated time tracking systems".**

Proposals must be received by LISD at or before 3:00 P.M., May 28, 2026, local time. Proposals received after the deadline may be disqualified and not considered further at the sole discretion of LISD.

Questions and Addenda
Please direct all questions regarding this request for proposals to Linda Blohm via email at Linda.Blohm@lisd.us.

Questions will only be addressed via email so that responses can be shared with all interested parties in the form of addenda to the RFP.

If you wish to receive a copy of the addenda published, please email Linda.Blohm@lisd.us requesting such.

Questions must be submitted for response no later than three (3) business days before the response deadline. Questions received after that time may not be answered at the discretion of the LISD.