

Custom Class Charter School

REQUEST FOR PROPOSALS

Recruiting Online Teachers

Custom Class Charter School
3083 E 2890 S Cir.
St. George, UT 84790
Phone: 435-680-8046
Email: info@customclass.org
Website: www.customclass.org

SECTION I: Selection Schedule

Notice of RFP: January 27 – February 4, 2026 (published on the Custom Class website)

Submission Deadline: Wednesday, February 4, 2026, by **5:00 pm MST** to
info@customclass.org

Proposals must be submitted in compliance with Section IV.

SECTION II: Introduction

A. Purpose and Overview

Custom Class Charter School (“Custom Class”) invites proposals from qualified organizations to recruit licensed online teachers to support its statewide K–12 program beginning with the 2026–27 school year.

Custom Class is a Utah-authorized charter school implementing a mastery-based, flexible learning model that serves students statewide through a combination of online instruction, mentoring, and family-directed learning. To support this model, Custom Class seeks a recruitment partner capable of identifying, vetting, and securing high-quality licensed educators who meet Utah licensure and endorsement requirements and are available to teach exclusively for Custom Class during the 2026–27 school year.

This RFP seeks respondents with demonstrated experience recruiting educators for virtual or hybrid K–12 programs, particularly within regulated public-school environments.

B. Award of Contract

The contract will be awarded to the offeror(s) whose proposal is determined to be most advantageous to Custom Class, based on price and evaluation factors outlined in this RFP.

SECTION III: Proposal Information

A. Submission Compliance

Proposals must adhere strictly to the requirements detailed in Section IV.

B. Proposal Limits

Only one proposal per offeror will be accepted. Offerors may include any specialized or value-added recruitment services they intend to provide.

C. Evaluation Process

A committee appointed by the Custom Class Governing Board will evaluate proposals. Discussions or interviews may be held with offerors to clarify responsiveness, staffing models, or cost assumptions.

D. Reservation of Rights

Issuance of this RFP does not obligate Custom Class to accept any proposal or incur costs. No contractual obligation exists until formally approved and executed by the Governing Board.

E. Proposal Ownership

All submitted proposals become the property of Custom Class.

F. Final Offers

The evaluation committee may request best-and-final offers from qualifying respondents.

SECTION IV: Proposal Requirements

A. Cover Letter Requirements

Each proposal must include a cover letter containing:

- Statement of intent to provide the services outlined in this RFP
- Legal company name
- Complete business address
- Primary contact person's name, phone number, and email
- Signature, title, and submission date of an authorized representative

B. Proposal Content

Proposals must fully address all specifications listed in Section V.

C. Submission Format and Deadline

- Proposals must be submitted electronically in **PDF format**
- Submit to: **info@customclass.org**
- Deadline: **5:00 pm MST on February 4th,, 2026**
- Cost details must be clearly identified and submitted in a **separate PDF file**

D. Email Subject Line

"Request for Proposal – Recruiting Online Teachers"

E. Signature Requirement

All proposals must bear the signature of the submitting party.

SECTION V: Specifications

Scope of Services

Proposals will be accepted for **teacher recruitment services** that meet the minimum specifications, performance requirements, and terms and conditions identified herein.

Teacher Recruitment Services

The respondent must demonstrate the ability to recruit, screen, and deliver qualified candidates who meet the following minimum requirements:

1. **Licensure**
 - All recruited teachers must hold a current Utah Professional Educator License or be eligible to obtain one prior to employment.
 - Licensure must remain valid for the duration of the 2026–27 school year.
 2. **Endorsements**
 - Teachers must be endorsed in the subject areas required by Custom Class, including but not limited to:
 - Elementary Education (K–6)
 - Secondary ELA, Science, and Social Studies
 - Additional endorsements as identified by Custom Class staffing needs
 3. **Exclusive Availability**
 - Recruited teachers must not hold another teaching assignment within Utah public education (including charter or district employment) during the 2026–27 school year.
 - Respondents must describe how conflicts of employment are identified and mitigated.
 4. **Recruitment Targets**
 - Respondents must commit to recruit teachers across multiple grade levels and content areas sufficient to meet Custom Class staffing needs for initial operations beginning August 2026.
 - Estimated staffing needs will be finalized collaboratively during contract execution.
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Working with Custom Class Staff

1. Respondent representatives shall work collaboratively and responsively with Custom Class leadership and HR personnel.
 2. Respondents must provide a local and/or toll-free phone number and email address.
 3. All inquiries from Custom Class shall be responded to within twenty-four (24) hours, Monday–Friday, 8:30 AM–4:00 PM MST.
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Experience and Qualifications

Required Qualifications

- **Experience:** Demonstrated experience recruiting licensed K–12 educators, preferably for online or virtual school settings
 - **Regulatory Knowledge:** Familiarity with Utah educator licensure and endorsement requirements
 - **Compliance:** Ability to support compliance with employment eligibility and public-school staffing requirements
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Cost and Contract Terms

Contract Requirements (submitted as a separate file):

- **Service initiation date:** February, 2026
- **Teachers to be placed:** For the 2026–27 school year beginning August 2026
- **Initial contract term:** Five (5) years, renewable annually at the discretion of Custom Class
- **Termination clauses:** Must align with Utah law and Custom Class board policy

Cost Proposal must clearly outline:

1. Cost per teacher recruited and successfully placed
 2. Any tiered pricing based on volume or endorsement area
 3. Fees associated with recruitment or placement guarantees
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SECTION VI: Evaluation Criteria

Non-Cost Criteria (150 points total)

- **Scope of Services (75 points)**
Ability to fulfill recruitment and placement responsibilities outlined in Section V
- **Experience and Qualifications (75 points)**
Demonstrated experience, regulatory knowledge, and quality of past performance

Cost Criteria (100 points total)

- **Cost Structure and Value**
Clarity, transparency, and overall cost-effectiveness of the proposed pricing model
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Total Available Points: 250 points

NOTE: Cost is evaluated and scored independently from non-cost criteria.