

NOTE: Fairfax County Public Schools conducts all procurement activities in accordance with delegated authority from the Purchasing Agent of Fairfax County Government. Bids and proposals in response to FCPS solicitations must be submitted electronically through Euna Procurement (formerly known as Bonfire) on or before the date and time stipulated in the solicitation.

RFP 2000004184

International Teacher Recruitment Services

IMPORTANT NOTICE
THIS IS AN ELECTRONIC PROCUREMENT (eBID)
SUBMISSIONS WILL ONLY BE ACCEPTED ELECTRONICALLY VIA THE EUNA PROCUREMENT
(FORMERLY KNOWN AS BONFIRE) PORTAL (<https://fcps.bonfirehub.com>)

Fairfax County Public Schools (FCPS) uses a procurement portal powered by Euna Procurement / Bonfire Interactive for accepting and evaluating proposals. To register, visit <https://fcps.bonfirehub.com>. Additional assistance is also available at Support@GoBonfire.com. Submitting proposals via the Euna Procurement / Bonfire portal is **mandatory**. FCPS will not accept proposals submitted by paper, telephone, facsimile ("FAX") transmission, or electronic mail (e-mail) in response to this RFP. Reference Special Provisions, Paragraph 15 for additional information.

FCPS strongly encourages offerors to submit proposals well in advance of the proposal submission deadline. A proposal submission is not considered successful unless all necessary files have been uploaded and the 'Submit & Finalize' step has been completed. Offerors are responsible for the consequences of any failure to plan ahead in the submission of its Proposal.

An optional **pre-proposal conference** will be held on September 29, 2025 at 9:00 a.m. via Zoom Video Conference. Those Interested in attending the Pre-Proposal conference can join the meeting through ([Link to Pre-Proposal Conference](#)). Refer to Special Provisions, Para. 3 for additional information.

All questions pertaining to this RFP should be submitted in writing to the Contract Specialist Hamed Hameedi at hhameedi@fcps.edu no later than October 1, 2025 at 5 p.m. Eastern Time.

ISSUE DATE: 09/18/2025	REQUEST FOR PROPOSAL NUMBER: 2000004184	TITLE: International Teacher Recruitment Services
DEPARTMENT: Human Resources	DUE DATE/TIME: 10/13/2025, at 5:00 p.m.	CONTRACT SPECIALIST: 571-423-3580 or hhameedi@fcps.edu

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

Note: Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.:

E-Mail Address:

Federal Employer Identification No:

OR

Federal Social Security No.
(Sole Proprietor)

Prompt Payment Discount: ___% for payment within ___days/net___days

State Corporation Commission
(SCC) Identification No.

By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in the General Conditions and Instructions to Bidders as described in Appendix A, the Certification Regarding Ethics in Public Contracting set forth in Appendix B, and by any other relevant certification set forth in Appendix B.

BUSINESS CLASSIFICATION – Described in Appendix B - CHECK ONE: ☐ LARGE (Y) ☐ SMALL (B)

☐ MINORITY-OWNED SMALL (X) ☐ MINORITY OWNED LARGE (V) ☐ WOMEN-OWNED SMALL (C)

☐ WOMEN OWNED LARGE (A) ☐ NON PROFIT (9)

CHECK ONE: ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION

Vendor Legally Authorized Signature

Date

Print Name and Title

Sealed proposals subject to terms and conditions of this Request for Proposal shall be submitted through Euna Procurement (formerly known as Bonfire) at <http://fcps.bonfirehub.com>

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

(DPMM32) rev FCPS 12/16

