



RFP # 23-101 ADDENDUM #2

Date of Addendum: October 28, 2022

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

1.0 – RFP

Item	Section	Description of Change
1.1	Vendor Presentations/Interviews	The date that the Vendor Presentations/Interviews will take place has been changed to Tuesday, November 29 th .

2.0-4.6 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p>Question: Can you please provide approximately how many absences occur daily or annually that require a substitute for each of the positions listed below and how many of those absences are filled with a substitute?</p> <ul style="list-style-type: none"> ● Teacher ● Paraprofessional ● Administrator ● Clerical ● School Nutrition ● Custodian ● Bus Monitor <p>Answer: We cannot provide an approximate need by position, but our average daily sub-need is 99, ranging from 55 to 144 per day.</p>
2.2	<p>Question: What drug panel testing does the district require?</p> <p>Answer: Pre and post-employment drug screening is not required. Individuals who present with a “reasonable suspicion” will be required to undergo a drug test.</p>
2.3	<p>Question: Is an oral 5, 10, 15 or 20 panel screening acceptable?</p> <p>Answer: N/A</p>
2.4	<p>Question: Are picture ID badges required?</p> <p>Answer: Yes - picture identifications will be required for all substitutes working for the staffing company.</p>



2.5	<p>Question: Can badges be generic with no picture?</p> <p>Answer: No - we require photo identification.</p>
2.6	<p>Question: Are we able to pay a higher pay rate than the information listed in the Addendum? Or does the District want vendors to pay the District wage?</p> <p>Answer: The vendor is welcome to pay a higher rate if the cost is not passed on to the district.</p>
2.7	<p>Question: Proposals are due Thursday 11/17 and presentations are scheduled the following day Friday 11/18, when will the potential proposer(s) be notified if they are selected by the committee for an interview/presentation?</p> <p>Answer: Please see the Addendum above. Vendors will be notified no later than Monday, November 21st.</p>
2.8	<p>Question: What is your current fill rate on average? If possible, can you break it down by position type?</p> <p>Answer: Our district's overall fill rate ranges from 55% - 91%. We are unable to break the fill rate down by category.</p>
2.9	<p>Question: What is your average daily sub need?</p> <p>Answer: Our average daily sub need is 99, and can range from 55 to 144 per day.</p>
3.0	<p>Question: How many active substitutes do you currently have on your roster?</p> <p>Answer: 351</p>
3.1	<p>Question: What is your current software fee for Frontline? Is this an annual set fee or does it change based on the number of users?</p> <p>Answer: We are researching this question and will get back with you all.</p>
3.2	<p>Question: Can you verify the positions covered in this solicitation?</p> <p>Answer: The team has included these positions in the addendum.</p>
3.3	<p>Question: Are there any full-time para positions covered in this RFP?</p> <p>Answer: The district is open to hearing proposals about full-time positions—these specifications of the RFP focus on substitute staffing needs.</p>
3.4	<p>Question: How many employees currently work under (or will be anticipated to work under) this contract?</p> <p>Answer: The number will vary based on the vendor's ability to hire new substitutes. Currently, we anticipate approximately transitioning over 350 employees.</p>



3.5	<p>Question: Who are the present vendors?</p> <p>Answer: Express and Kelly Services are providing substitute staffing services for custodians and school nutrition workers.</p>
3.6	<p>Question: How many vendors will be awarded as a result of this solicitation?</p> <p>Answer: The goal is to award the RFP to one vendor.</p>
3.7	<p>Question: What are the current billable hourly rates or percentage markup rates?</p> <p>Answer: Please provide your vendor's markup rate.</p>
3.8	<p>Question: What were the hourly bill rates or percentage mark-up rates at the time of award?</p> <p>Answer: The hourly rate of pay has been provided in the first addendum.</p>
3.9	<p>Question: How much was spent (dollar value) on this service last year?</p> <p>Answer: Are you asking how much was paid to Kelly Services & Express Services last year? In FY22 GSCS paid Kelly Services (\$57,132.97) & Express Services (\$134,564.19). Express and Kelly Services are only providing substitute staffing services for custodians and school nutrition workers.</p>
4.0	<p>Question: How much is intended to be spent (dollar value) once the contract is awarded?</p> <p>Answer: Based on historical numbers before the pandemic, the district was spending approximately \$500,000.00 - \$1,000,000.00. on substitutes. During the pandemic, substitute usage varied based on the virtual learning format.</p>
4.5	<p>Question: In the addendum, for RFP 23-101, there are pay rates listed for two areas where Kelly Education has a current contract with the district. Are these positions included in this RFP? Additionally, I was contacted by the district's Special Education department late last summer about some full-time paraeducator vacancies that the district was struggling to fill. Are any of those positions included in this RFP? Are clerical substitutes and substitute bus monitors also a part of this RFP? I just want to make sure that we submit a response for the appropriate positions.</p> <p>Answer: Please refer to the addendum for the positions included. The district will consider proposals that address full-time jobs; for this RFP, we are focused on substitute staffing services.</p>
4.6	<p>Question: Are there any full-time Special Education Paraeducator positions covered in this RFP? If so , what is the approximate number of positions that need to be filled? What is the pay ray range for these positions, from low to high?</p> <p>Answer: Our Focus for this RFP is Substitutes.</p>

END OF ADDENDUM