



**Stamford Public Schools**

EXCELLENCE IS THE POINT.

**To: All Bidders**  
**From: Ryan Fealey, Director of Finance**  
**Date: September 20, 2021**  
**RE: RFP 21-27 Substitute Staffing and Management Services**

#### **ADDENDUM 1**

#### **VENDOR QUESTIONS & ANSWERS**

- 1. Is the district currently using a staffing company now for these services?**  
**No, the District currently manages substitute staffing in-house.**
- 2. If the district has a current contract for these services, what is the current bill rate by position?**  
**N/A**
- 3. Will the district require Vendor to provide Frontline/Aesop or will the Vendor use the Districts subscription?**  
**This is subject to negotiation.**
- 4. How many hours in a day is the workday by position? (6, 6.5 or 7?)**  
**Substitute teachers/paras/security typically work 6.5-7 hours per day depending on the location. The custodian subs would generally work a 7.5-hour day. Our current pay frequency is bi-weekly, although the frequency would be up to the proposer as the employer.**
- 5. Do you have an estimated need on the number of call outs by position per day?**  
**For the 18/19 school year, callouts were as follows:**  
**Teachers – 29,216**  
**Paraeducators – 11,415**
- 6. Based on review of the collective bargaining agreement, it seems that substitutes are excluded. Please confirm.**  
**Substitutes are currently not unionized.**

7. Please provide a job description for the following positions:

**Substitute Security workers**

The job description for Substitute Security Workers can accessed at

<https://phl.applitrack.com/stamford/onlineapp/default.aspx?Category=Substitute&subcategory=Security+Worker>

**Substitute Custodial workers**

**This would be a new position.**

8. Please provide pay rates for substitute custodial workers

**The rate of pay for substitute custodial workers will be subject to negotiation as this would be a new position.**

9. Please provide the number of substitutes currently in your active pool for the following positions:

**Substitute Teachers**

**Permanent Building Subs – 21**

**Teacher Subs – 209**

**Substitute Para Educators**

**Para Subs – 41**

**Security**

**Security Subs – 3**

**Custodial/Trades**

**This will be a new initiative.**

10. Please provide the ages of Pre-K serviced through your programs.

**The SPS Pre-K program provides services beginning at age 3.**

11. Please provide the number of hours worked daily for the para educator daily rate of pay of \$84.50

**6.5-7 hours depending on location.**

12. Has the district used building substitutes in the past? If so please provide daily rate of pay

**The Building Substitute program began in Fall 2020 and the current rate of pay is \$155/day.**

13. If the proposer does not bid on one or more services will it affect the decision in the selection process?

**No. This RFP process allows SPS to select multiple proposals. Our expectation is that there will likely be one for the educational side (teachers/paras/security) and one on the facilities side (custodians/trades).**

14. Please provide average daily usage/needs for the following positions:

Substitute Teachers

Substitute Para Educators

**Please #5 above.**

15. Could you please provide the below information of Current Incumbent:

**Name of bidders who sent their proposals in response to the RFP,  
Bid evaluation sheet,  
Price quoted by each bidder,  
A copy of proposal submitted by awarded vendor.**

**SPS currently manages the substitutes in-house. However, please be advised that "Section 1-210(b)(24) of Connecticut's FOI Act exempts from production any for documents regarding a request for proposals until such time as a contract has been executed. As no contract has been executed, the SPS invokes its exemption under the statute."**

16. Will the proposals be opened, read aloud and or be available to be viewed on the due date 9/22 @2:30pm?

**The proposals will be opened at that time, but not read aloud or available to bidders.**

17. Regarding the place of work, does that apply to the agency having a physical location within the district or does that mean a place of work as in where temps will be placed amongst the school buildings?

**Location of the substitute's work, however, SPS is open to the possibility of on-site managers.**

18. How many hours will the personnel work per week? What is the payroll frequency (hourly, daily, weekly, monthly, etc.)?

**Please see #4 above.**

19. Please confirm the anticipated number of awards.

**Please see #13 above.**

20. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

**Yes.**

**21. Is there any forecasted/approved budget for this opportunity?**

**No forecasted budget, however, our expectation is that it would be in line with our current spend on substitutes (see #22). The substitute for facilities work is new, so we do not have historical numbers.**

**22. What are the historical annual spending volumes in the project?**

**The 21/22 numbers totaled ~ \$4.1 million which includes sub salaries (teachers/paras/security), class coverage for unfilled assignments, and 1 FTE for managing the subs.**