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 District's 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


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.