



P.O. Box 9310, Stamford, CT 06904

Offices at 888 Washington Blvd. Phone (203) 977-4105

www.stamfordpublicschools.org

Earl Kim, Superintendent of Schools

To: All Bidders
From: Hugh Murphy, Executive Director of Finance
Date: Wednesday May 23, 2018
Re: Vendor's questions on RFP 18-05 Temporary Labor Services

ADDENDUM 2

RFP 18-05 Temporary Labor Services

- What is the estimated budget for this RFP? If unknown, please specify previous spending. (See Addendum 1)
- Is this a new requirement? If not, please provide the current vendor (s) providing the service to the District and how are the current services being procured? (See Addendum 1)
- Provide the total number of temporary staff on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee. (Please provide the hourly rates the proposer can commit for 5 years for the following six temporary positions: Office Support Specialist, Benefit Clerk, Special Assistant to the Superintendent, Executive Secretary, HRIS Assistant, and Account Clerk II. Due to labor contracts and civil service rules, the SPS have restrictions in hiring full-timers through temporary agencies. This RFP calls for Proposers to provide temporary labor services in the event of personnel vacancies resulting from vacations, sick leaves, and/or FMLA, etc...)
- Would referring to this point **"Professional Staffing"** in evaluation criteria. Please clarify whether district wants to have information of key personnel of vendor or the information of resources will be provided by vendor to fill the positions? (The scoring matrix provided in the RFP is meant to be a sample of the Q&A the selection committee will use to make a recommendation to the purchasing department. Yes, the information of resources will be provided to vendor by the district to fill positions.)
- How many awards district plan to make? (See Addendum 1)
- It is mandatory to provide School district reference or District will consider another references. (School district references are preferable, but other references will work fine.)

- Is there any specific format for this RFP? (See section E to G of the RFP to see what the district is looking for.)
- Would referring to the option contract value in the reference section. Please clarify that whether district needs to know the overall contract value of the project or the revenue generated from that contract (references to be provided). (The dollar size of the contract will work.)
- Is contractor verification form necessary to be filled and included within the proposal or it is required after award of the contract. (Yes, this is a requirement and should be included in the proposal.)
- Do we need to provide the services to 13 elementary schools? (Currently, temporary labor services are needed mostly in central departments.)

- Vendor needs to provide the temporary labor services to how many locations? Referring to following point.
 - ✓ *The number of workers in each position that your agency can assign to various locations.* (The assumption should be that if the SPS is in need of any temporary position at any given time, the proposer shall be able to fulfill that need.)

- Referring to the following two paragraphs and highlighted portion of it we request you to briefly explain the intent of it and how the state wants the employees of a contractor to be involved for direct student contact to supply all the information
 - ✓ *Directions to Contractor: Connecticut law requires that any contractor applying or bidding for a contract (including individuals who are independent contractors) with a local or regional board of education, a governing council of a state or local charter school, or inter-district magnet school operator require any employee with the contractor who would be in a position involving direct student contact to supply the contractor with the information provided in this form. Information may be collected either through a written communication or telephonically.*
 - ✓ *Directions to Employee of Contractor: Pursuant to Connecticut state law, employees of a contractor who would be in a position involving direct student contact must supply all of the information provided in Section 2 of this form.* (Proposers are expected to abide by all state, federal, and local regulations)