



**ROCKFORD BOARD OF EDUCATION
REQUEST FOR PROPOSAL ON SUPPLIES, MATERIALS, EQUIPMENT OR
SERVICES FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFP No. **23-34 Substitute Management**

DATE: **December 22, 2022**

RE: **ADDENDUM NO. 2**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

If you plan to hand deliver your RFP submission on the due date, please note you must check in on the 1st floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes requests for information (RFI) to date and corresponding answers, a revised Evaluation Matrix and, revised appendices for Sub Pay Rates and FY22 Absence Data with Fill Rates.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are requests for information to date and corresponding answers.

1. Page 38 of 40, RFP OFFER FORM: When referring to “unit cost”, Edustaff would normally interpret this as the calculated daily billing rate (in dollars) for a district. However, this form only asks for the unit of measure in percentage. Are we correct in only listing the percentage daily rate increase on this form? We just want to ensure we have the correct information listed.
 - a. Yes, the pricing should be submitted as a percentage applied to our daily rates.
2. Will the questions and answers from all parties be shared back with all parties?
 - a. Yes, all questions submitted since Addendum One are included in this addendum.
3. What is the purpose of the certified employee list? (Optional) Page 31?
 - a. Any third-party contractor who does work on District property must pass the background checks referenced on this document. If your proposal does not require anyone from your company to be on District property for installation, training, or support/maintenance of the equipment this form can be submitted as “non-applicable”.
4. The “Evaluation Criteria” (page 40) is dated December 15, 2022 – is this just a standard RFP document?
 - a. We adjusted the RFP timeline after that document was created. Included in this addendum is a revised version with the correct due date of January 5, 2023.
5. RFP 23-24 Substitute Management ADDENDUM NO. 1: The Paraprofessional rates are listed as Daily rates (Mirroring Educators). Per IL Wage and Hour Compliance, these positions are typically paid as hourly. Does RPS intend to pay these positions on a per diem rate?
 - a. RPS pays these rates on an hourly basis. Included in this addendum is a revised chart of Sub Pay Rates.

Substitute Teacher Compensation Structure
2021-2022

Pay Rates by Sub Type and Assignment Duration		
Sub Type	Duration	Base Rate
Paraprofessional - Regular Assignment	Per Hour	\$14.00
Paraprofessional - Premium Assignment	Per Hour	\$15.00
Teacher - PEL	Full Day	\$150.00
Teacher - PEL	Full Day, Long-Term (15+ Days)	\$185.00
Teacher - PEL	Half Day	\$75.00
Teacher - Sub License	Full Day	\$120.00
Teacher - Sub License	Full Day, Long-Term (15+ Days)	\$130.00
Teacher - Sub License	Half Day	\$60.00
Teacher - Retiree (RPS 205)	Full Day	\$150.00
Teacher - Retiree (RPS 205)	Half Day	\$75.00
Teacher - Retiree (RPS 205)	Full Day, Long-Term (15+ Days)	\$185.00
Teacher - Retiree (Non - RPS 205)	Full Day	\$150.00
Teacher - Retiree (Non - RPS 205)	Half Day	\$75.00
Teacher - Retiree (Non - RPS 205)	Full Day, Long-Term (15+ Days)	\$165.00

Estimates Based on Aesop Data SY 21/22

Annual Absences & Fills						Average Absences & Fills		
Position	Base Daily Rate	Absences	Filled	Unfilled	Est. Fill Cost	Absences	Filled	Unfilled
Teacher - Sub License, Full Day	\$120.00	26,803	8,527	18,276	\$1,023,240.00	156	50	106
Teacher - Sub License, Half Day	\$60.00	5,025	1,437	3,588	\$86,220.00	29	8	21
Teacher - Sub License, Long Term	\$130.00	4,238	3,783	455	\$491,790.00	25	22	3
Teacher - Cert Retiree PEL, Full Day	\$150.00	2,269	2,269	-	\$340,350.00	13	13	-
Teacher - Cert Retiree, PEL Half Day	\$75.00	257	257	-	\$19,275.00	1	1	-
Teacher - Cert Retiree, PEL Long Term	\$185.00	924	924	-	\$170,940.00	5	5	-
Teacher Absences	-	39,516	17,197	22,319	\$2,131,815.00	230	100	130
Paraprofessional - Full Day	\$14.00	8,269	649	7,620	\$59,059.00	48	4	44
Paraprofessional - Half Day	\$14.00	179	19	160	\$1,729.00	1	0	1
Para Absences	-	8,448	668	7,780	\$60,788.00	49	4	45
Grand Totals	-	47,964	17,865	30,099	\$2,192,603.00	279	104	175