

RFP #019-002
Addendum #3

Below please find the questions submitted concerning the Substitute Services - Non-Certified Staff Request for Proposal and the associated answers. If the same question was submitted by more than one vendor, all vendors submitting that question are identified.

Question	Submitted by	Response
Job descriptions were not attached – are you providing?	Kelly Educational Staffing	Are you asking for job descriptions for our permanent employees listed in the RFP or are you asking for job descriptions for the substitute positions?
CT does not require paraprofessional substitutes to have Associates degrees. Is this mandatory?	Kelly Educational Staffing	Correct, however, Manchester Public Schools requires an Associate's Degree, passing score on the ParaPro test or 60 college credits for paraeducator employees.
Please clarify the pay rates for the Paraeducators with PMT training – Delta-T pays them \$21.67/hour or is that their bill rate to MPS and pay-rate is undisclosed?	Kelly Educational Staffing	The \$21.67/hour is the rate Manchester Public Schools is billed for these substitutes. The pay-rate is not disclosed by Delta-T.
For tutors, it appears they work a full day, in long-term positions. Please confirm.	Kelly Educational Staffing	Tutors in long-term positions work 25 hours per week, five (5) hours per day.
Are you establishing pay-rates for Non-certified RFP's substitute positions or leaving that determination to the staffing provider?	Kelly Educational Staffing	The pay-rates are being left to the staffing provider.

Question	Submitted by	Response
What are the clerical substitute hours per day?	Kelly Educational Staffing	Clerical substitutes work a 7.5 hour day with a 30 minute unpaid lunch.