

RFP #019-001
Addendum #2

Below please find the questions submitted concerning the Substitute Services - 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
Is this a new need?	Delta-T Group	No, this is not a new need.
What is the reason Manchester Public Schools is exploring substitute staffing services?	Insight Workforce Solutions	This is currently a contracted service that needs to be put out for bid as the term of the original contract has expired.
Has Manchester Public Schools previously utilized a substitute staffing service?	Insight Workforce Solutions	Yes, we are currently using two (2) companies for these services.
Are the services currently contracted? If yes, with what company/companies? If different companies, please indicate which company provided which positions.	Source4Teachers Delta-T Group	Kelly Educational Staffing is our primary provider for certified staff; however, Delta-T Group also provides teachers, especially for special education classrooms.
Are all the positions included in the RFP currently provided by the contractor(s)?	Source4Teachers	Yes, the certified positions are supported by our current vendor.

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How long have the company/companies been providing services to Manchester Public Schools?	Source4Teachers	The existing contract with Kelly Educational Staffing was for two (2) years with the option for two (2) 1-year extensions which were exercised for a total of four (4) year under this contract. The agreement with Delta-T Group has been renewed annually for the last three (3) years.
If a current vendor, are you satisfied with their performance?	Delta-T Group	Overall the service has met our expectations; however, the fill rate is lower than desired but this is not unique to our district.
Does MPS currently utilize an absence and placement system (i.e., Aesop/Teacher Match)? What was the cost for the 18/19 school year?	Insight Workforce Solutions	As part of the contract with Kelly Educational Staffing, AESOP/Frontline is the absence management and placement system. The cost is built into the mark-up rate.
What is MPS 17/18 school year average fill rate for certified staff?	Insight Workforce Solutions Source4Teachers	The fill rate for 2017-2018 was 77%.
How many certified staff absences were requested for the 17/18 school year?	Insight Workforce Solutions	10,973 absences were requested during the 2017-2018 school year.
What was the average daily absence request?	Insight Workforce Solutions Delta-T Group	The average daily absence request was approximately 60 absences.
What is the volume of need forecasted for 2018-2019? What are the annual numbers?	Kelly Educational Staffing	We do not anticipate a change in the number of absences. The annual certified staff absences for 2017-2018 were 10,973.

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Total number of teachers for 2018-2019 and is this an increase or decrease from last school year?	Kelly Educational Staffing	The number of certified staff for the 2017-2018 school year was 690. No significant increase is expected.
How many of the needed sub teachers need to be certified, and how many are BA level sub teachers?	Delta-T Group	Daily substitutes need to have a BA degree; however, any long-term substitute would need to have a BA and be certified.
Expected shift in usage patterns due to any significant District contract, programs or curriculum changes?	Kelly Educational Staffing	There are no anticipated shifts.
What are the plans for use of Manchester paid Teacher Building Substitutes?	Kelly Educational Staffing	Manchester Public Schools employs at least one teacher building substitutes at each of the schools. These substitutes are intended to support last minute absences as well as coverage during the day for meetings, etc. They will continue to be part of the substitute management plan.
Are the current pay rates listed the same as they were for the 2017-2018 school year? If not, what were the pay rates?	Source4Teachers Delta-T Group	The pay rates listed in the RFP are the same as the rates that were in place for the 2017-2018 school year.
What is the current markup for all the positions included in the RFP?	Source4Teachers	The markup on the daily substitute rate is 1.38%; the markup on the long-term substitute rate is 1.375.
What is the expected spend?	Delta-T Group	The annual expense for certified substitutes is approximately \$1.1 million.
Are your temp to perm terms negotiable?	Delta-T Group	Yes, this is a point of negotiation.

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What is the expected decision date to ensure a successful launch for Fall 2018?	Kelly Educational Staffing	The decision will be made the first week in August.
Will the responses to the questions be emailed as well as posted on the web site?	Kelly Educational Staffing	The responses to the questions will be emailed to all vendors who submitted questions as well as being posted on the web site as Addendum #2.