

East Brunswick Board of Education
ADDENDUM #1
RFP 2026-03 Substitute Staffing Services
Proposal Due Date: March 31, 2026 by 11:00 AM

Public notice is hereby given that the East Brunswick School District is issuing this addendum on March 18, 2026 to answer vendor questions received in regards to RFP 2026-03 for Substitute Staffing Services and to update the language in section 9.1 on page 37 of the RFP.

I. The East Brunswick Public School District is issuing the vendor questions and District answers concerning the District's RFP for Substitute Staffing Services.

Mr. Joseph Crotchfelt, CPA, QPA
School Business Administrator/Board Secretary
March 18, 2026

I. Vendor Questions and District's Answers:

Q1. Please provide fill rates for all position types for the current school year to date and the 2024-2025 school year.

YTD as of Feb. 1, 2026: 76%
Instructional Assistants: 77%
School Aides: 88%
Teacher: 79%

24-25: 92%

Q2. Are same-day absences included in your current annual fill rate?

A2. Yes

Q3. What are your pain points with your current staffing provider?

A3. This information is not needed for a vendor to submit a proposal.

Q4. Does your current vendor bill back the district for sick time utilized?

A4. No. The District does not pay for contracted staff's use of PTO time.

Q5. Is this a new contract or renewal of an existing contract?

A5. Our current contract will expire on June 30, 2026 and, by law, we must issue a new RFP solicitation.

Q6. If there is an existing contract, could you please share the names of the current vendors and their pricing?

A6. The current contract has a 1.28 mark-up. The name of the current vendor is not relevant to submitting a proposal.

Q7. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

A7. Yes

Q8. May we please confirm the specific positions required under this contract.

A8. This information can be found in the Technical Section of the RFP.

Q9. What is the estimated budget for this contract?

A9. We do not give out budgets.

Q10. Is it mandatory to subcontract?

A10. This question can not be answered due to vagueness.

Q11. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

A11. This information can be found in the Technical Section of the RFP.

Q12. Rebid Status: Is this RFP a rebid? If so, who are the current incumbents providing these services?

A12. Our current contract will expire on June 30, 2026 and, by law, we must issue a new RFP solicitation.

Q13. Current Billing Rates: Can the District provide the current hourly or daily bill rates being paid for each staffing category listed in the solicitation (Teachers, Instructional Assistants, Secretaries, School Aides)?

A13. Our current hourly rates are included in the Technical Specification of the RFP.

Q14. Long-Term Assignments: For long-term substitute teachers exceeding 19 days, can the District confirm expectations regarding lesson planning, grading, and reporting responsibilities?

A14. Long-term substitutes requirements are outlined in the RFP 3.2

Q15. After-School Program Coverage: Will substitute staff be required to support the After-School Program (servicing approximately 1,100 students) or other extended-day programs, and if so, how will scheduling and pay rates be handled?

A15. No.

Q16. Award Notification: When is the anticipated bid award date, and will all vendors submitting proposals be notified of the outcome?

A16. Anticipated award will be before June 30, 2026 and all vendors will be notified of the outcome.

Q17. How many hard copies of the vendor's proposal needs to be provided?

A17. Proposers shall include one (1) original proposal and four (4) copies of the proposal.

Q18. Do you plan to make this award to one vendor should that vendor's response be advantageous to the board?

A18. Yes, one vendor.

Q19. Please provide an example of appropriate documentation for payment.

A19. Invoices are required to at a minimum show the date, rate, substitute, location, District staff member. A signed voucher is required.

Q20. Are any of the positions included in this RFP part of a collective bargaining agreement?

A20. The collective bargaining agreement is irrelevant to submitting a proposal.

Q21. What additional training is required per position?

A21. The proposal requests that the vendor outline how they train their staff.

Q22. Do any of the positions included in this RFP require the substitute to ride on the bus?

A22. Not as a general position. This would only occur if the class is scheduled for a field trip on the day of the absence

Q23. How many substitutes (per position) are currently working in the district?

A23. This information can be found in the Technical Section of the RFP on pages 24 and 25.

Q24. What is the current mark-up percentage for the services provided?

A24. The current contract has a 1.28 mark-up

Q25. What are the fill rates for the positions included in this RFP for the current school year to date, and the 2024-25 school year?

A25. See Q1

Q26. Does the district or the current provider hold the contract for Frontline's Absence Management system?

A26. The District holds the Frontline contract.

Q27. Would the district like to have the awarded vendor hold the contract with Frontline?

A27. No

II. Insurance requirement revision. Replace existing section 9.1 on page 37 and 38 of the RFP with the language below.

9.1 Commercial General Liability Insurance. The minimum amount of liability shall be for \$1,000,000 per occurrence (combined single limit for bodily injury and property damage) / \$2,000,000 aggregate, including projects, completed operations and contractual liability insurance. Providers cannot have an endorsement on their policy that either excludes Sexual Abuse/Molestation coverage or that reduces the limit available under the coverage to less than the \$1,000,000 General Liability Limit. If Sexual Abuse/Molestation coverage with a \$1,000,000 limit is not included in General Liability policy, provider must maintain a separate Sexual Abuse/Molestation policy with a \$1,000,000 limit.

III. Proposal Submission Requirements

Proposers shall include one (1) original proposal and four (4) copies of the proposal.