

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06042

RFP #019-002 Substitute Services
Non-Certified Staff

ADDENDUM #1
July 12, 2018

Please note the following changes to the RFP and include this addendum in your proposal:

- A. The Pre-Proposal Conference scheduled for Wednesday, July 18, 2018, at 11:00 a.m., is cancelled.
- B. Please send all questions regarding the proposal to the attention of Kim Boerner-Mercier, b47kmerc@mpspride.org, by Wednesday, July 18, 2018. We will compile a list of the questions and responses to be posted as Addendum #2 by Friday, July 20, 2018.
- C. The pricing specifications have been modified. Please use the attached revised specifications in preparing the price proposal.
- D. Please replace the Price Proposal page in the original Instructions to Proposers with the attached Price Proposal.

Please acknowledge this addendum within your proposal.

End of Addendum #1.

SPECIFICATIONS FOR SUBSTITUTE SERVICES – NON-CERTIFIED STAFF

Scope of Services

Manchester Public Schools (MPS) is seeking to engage a contractor(s) to provide Substitute Services for the following types of non-certified staff on an as-needed basis throughout the various schools in the Town of Manchester, CT.

Paraeducators:

with PMT and related training

without PMT and related training

Secretaries

Therapeutic Services:

OT/PT

Tutors:

with Bachelor's degree

This contract shall **not** be utilized as a regular source of staff for MPS. Rather, it is intended to offer temporary substitute teacher support as needed.

Pricing submitted shall reflect NET pricing PER HOURLY RATE plus percent mark-up, amount mark-up for a total billed rate. Any payment for travel time, mileage to and from any jobsite, and/or miscellaneous expenses, will not be allowed. All proposals are subject to public inspection upon award.

Bid prices will remain firm for the first two (2) years of the contract period with no wage adjustment(s) allowed. Thereafter, vendors may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment (s) must be submitted thirty (30) days in advance, and in writing to:

Manchester Public Schools
Attn: Karen L. Clancy
45 North School Street
Manchester, CT 06042

Working hours

Payment will be paid for hours worked. Payment for holidays observed by MPS, will not be covered.

Permanent Employment of Temporary Services Personnel

MPS shall be permitted to hire any temporary employee for permanent employment with MPS. MPS shall not be held liable for any fee, penalty, liquidated damages, etc., paid to the contractor resulting from the placement of the individual into MPS service.

Union Agreement

All services performed under this contract shall not violate any established union contract that the MPS has with its employees and unions.

Responsibility

Manchester Public Schools

- MPS reserves the right to interview any potential candidate for temporary placement to determine their ability to perform the required services.
- MPS shall provide all necessary supplies, equipment and work space for substitute personnel.
- MPS shall pay the contractor a minimum of one (1) hour of work time when a contractor provides personnel on a specified date and time, and the contractor's personnel appears on time to perform the specified services.
- MPS reserves the right to accept or reject any individual provided by the contractor.

Contractor

- Awarded contractor shall supply sufficient, competent, reliable, and properly licensed and/or trained personnel to provide adequate and satisfactory services under this contract.
- Contractor must be able to provide substitute personnel for positions in grades Pre K-12 regular and special education.
- Contractor must require all substitute personnel be fingerprinted prior to accepting temporary assignment.
- Contractor must conduct DCF and criminal background checks, and verify that any substitute personnel does not appear on any Sex Offender Registry prior to a substitute accepting an assignment.
- Contractor must achieve daily fill rate of 90% or greater. Please provide fill rates for those districts that you current provide substitute services.
- Contractor must provide automated reporting/billing system, daily staff coverage, as well as key contact person.
- In cases where special licenses, accreditations and/or certifications are required by State, Federal and/or local law, statute, regulation, or MPS BOE Policy, contractors are required to provide a copy upon request of the MPS.
- Contractors, if requested, shall also provide references, resumes, and/or test scores on individual substitute staff.
- The Contractor is solely responsible for payment of all salaries, wages, bonuses, Social Security, Worker's Compensation, taxes, Federal and State Unemployment Insurance, Liability and Worker's Compensation Insurance, employee benefits, and any and all taxes related to personnel furnished under FICA taxes and shall provide Worker's Compensation for its personnel.
- The Contractor is solely responsible for compliance to all other applicable laws relating to its employees, such as wages and hour laws, safety and health requirements, and collective bargaining laws.
- Confidentiality: In accordance with all applicable laws, regulations, and procedures, the contractors and the substitute personnel provided by the contractor shall maintain strict confidentiality of all information and records which the contractor or the substitute personnel provided by the contractor may come in contact with or be privy to in the course of providing services. Please affirm, in writing, that confidential information shall not be disclosed either during or after the provision of services or following the termination of an individual's employment with the contractor. Note: the person signing the statement shall be a company official (i.e. owner, partner, etc.)
- Services must be provided within 24 hours of the request.
- Rate must include all labor, travel, and miscellaneous expenses necessary to complete substitute personnel services as outlined throughout this Cost Proposal.

Proper Conduct

The contractor shall adhere to proper conduct at all times. Proper conduct is meant to include, but not be limited to the following:

- There shall be no weapons, drugs or alcohol on the premises.
- No smoking on the premises. No exterior doors are left opened or unlocked.
- The contractor shall be polite and courteous at all times.
- Contractor must adhere to any/all security standards, requirements and/or regulations of each school.

Subcontracting

Use of subcontractors is prohibited unless authorized in writing by the MPS Director of Finance and Management, or Superintendent of Schools, or their duly authorized signatory authority.

Multiple awards

MPS reserves the right to award to multiple vendors.

Contract Period

This contract shall be in effect from September 1, 2018, through August 31, 2020, with the right to extend this contract for a period up to the full original contract term or parts thereof upon mutual written agreement.

Bid prices will remain firm for the first two (2) years of the contract period with no wage adjustment(s) allowed. Thereafter, vendors may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment (s) must be submitted thirty (30) days in advance, and in writing and will be reviewed and approved by the Director of Finance and Management, or Superintendent of Schools, or their duly authorized signatory authority.

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Manchester, CT 06042

PRICE PROPOSAL

I/WE have received the proposal documents and addenda numbered and dated as follows:

Addendum # _____ dated _____ Addendum # _____ dated _____ Addendum # _____ dated _____

I/WE, the undersigned, hereby agree to furnish and deliver the requested services at the prices named herein, subject to and in accordance with the Cost Proposal, and Specifications, all of which are made a part of this Proposal. These prices will remain firm for the first two (2) years of the contract period, September 1, 2018, through August 31, 2020, with no wage adjustment(s) allowed.

Pricing submitted shall reflect NET pricing PER HOURLY RATE plus percent mark-up, amount mark-up for a total billed rate. Any payment for travel time, mileage to and from any jobsite, and/or miscellaneous expenses, will not be allowed.

Type of Substitute	Hourly Rate	Percent Mark-up	Amount Mark-up	Billed Rate
Paraeducators – with PMT and related training				
Paraeducators – without PMT and related training				
Secretaries				
Therapeutic Services – OT/PT				
Tutors – with Bachelor’s degree				

LEGAL NAME OF VENDOR: _____

SIGNED BY: _____ TITLE: _____
(Authorized Signature)

NAME: _____ DATE: _____
(please print)

TELEPHONE: _____ FAX: _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): _____

E-MAIL: _____

NOTE: Proposals may not be withdrawn for a period of 90 days after bid opening