

**Manchester Public Schools  
45 North School Street  
Manchester, CT 06042**

**RFP #024-002  
Non-Certified Staff Substitute Services**

**Addendum #1  
January 26, 2024**

**Below please find the questions submitted concerning the Non-Certified Staff Substitute Services Request for Proposal and the associated answers as well as general questions about both substitute services Requests for Proposals.**

**Specific Questions for RFP #024-002 - Non-Certified Staff Substitute Services**

1. Does the district intend to fully transition their existing sub pool to the chosen vendor's employment? [The existing sub pool are employees of our current contractor. We do not share that information.](#)
2. What are the district's hourly pay rates for the positions listed in this RFP?
  - Paraeducators with PMT and related training [\\$15.69 per hour](#)
  - Paraeducators without PMT and related training [\\$15.69 per hour](#)
  - Secretaries [\\$18.00 per hour](#)
  - Therapeutic Services - OT [\\$45.00 per hour](#)  
PT [\\$50.00 per hour](#)
  - Tutors with bachelor's degree [\\$23.24 per hour](#)
  - Food Service General Workers [\\$15.69 per hour](#)
3. Are your current substitute staff part of an established union or is it only for MPS employees? [Our current substitute staff are contracted through a substitute service provider.](#)
4. Are you able to provide your current pay rates for the positions listed in both RFPs? [See Item 2](#)
5. What are the current average fill rates for paraeducators? [Current fill rate is 28%](#)
6. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day? [Paraeducators \(7 hrs\), Tutors \(5-7 hrs\), Secretaries \(7.5 hrs\), Food Service General Workers \(4-6 hrs\), OT/PT \(up to 7 hrs\)](#)
7. It sounds to me like the services you are looking for will be as needed, short term fill in type of positions. Not positions lasting the full school year. Is this accurate? [Yes, that is correct however we occasionally have a need for long term positions.](#)
8. Must we use the pricing of a rate for the staff with a separate markup % amount or can we write one flat rate and then we would be responsible for paying the substitute? [The pricing must indicate the pay rate separately from the markup.](#)
9. Can we bid a range for the pricing of the hourly rate for how much we would pay the substitute? [No, we want a set rate for each category of non-certified substitute pay.](#)
10. Could MPS specify criteria for qualifications that MPS will use to determine the eligibility of a temporary employee for permanent employment? [Eligibility for temporary employees to](#)

become permanent would follow the same protocol for all job postings, i.e. application and interview process.

11. Are there any benchmarks or targets for fill rates that the proposal should aim to meet? And how will the success of the proposed substitute services be evaluated based on the benchmarks? We have removed the 90% fill rate requirement in the RFP and are asking bidders to provide fill rates for their current contracts. The fill rates will be one point of consideration in the evaluation process not the only factor.
12. How many non certified substitutes does MPS require on average by category? The need for secretaries, nurses, tutors is minimal. The need for paraeducators and teachers is more substantial. Paraeducator absences that require a substitute are approximately 15 per day. Teacher absences range from 40-50 per day.

General Questions for both Substitute Services Requests for Proposals:

1. When is the anticipated award date? Anticipated award date is March 1, 2024
2. Are you satisfied with the service of your current provider? Yes
3. What is the driving reason behind the release for an RFP for these services? Is it due to contract expiration or something else? Contract expiration.
4. Can we respond to both RFPs in one response or do you want separate responses for each? Separate responses.
5. Can proposals be submitted through email? No
6. Budget \$950,000 (2023-24)
7. Expenditures \$1,411,980 (2022-23); \$1,083,683 (2021-22)
8. Can we provide the cost proposal of the incumbent? No
9. Does MPS require a copy of insurance with the bid or with the award? Insurance must be provided, if not with the bid, then at the award.
10. Can MPS extend the submission due date? Yes, we will extend the proposal submission deadline to Monday, February 12, 2024.
11. How will the costs associated with permanent employment be managed between MPS and the contractor? MPS will not be subject to a finder's fee or any additional fees if an employee of the contractor is hired permanently by MPS.
12. Clarify the specific metrics or criteria used to define "fill rates" for substitute services. "Fill rate" is the number of absences needing substitutes compared to the number of absences filled by substitutes.

Please replace the page 13 of the original Instructions to Proposers, which includes specifications for the proposal, with the attached page. The revised page has the fill rate of 90% removed.

Please acknowledge this addendum within your proposal.

Please note the change in the submission date to Monday, February 12, 2024, 11:00 a.m.

(originally page 13 of Instructions to Proposers)

### **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.

#### *Vendor*

- Awarded vendor shall supply sufficient, competent, reliable, and properly licensed and/or trained personnel to provide adequate and satisfactory services under this contract.
- Vendor must be able to provide substitute personnel for positions in grades Pre-K-12 regular and special education.
- Vendor must require all substitute personnel be fingerprinted prior to accepting temporary assignment.
- Vendor must conduct DCF and criminal background checks, and verify that any substitute personnel does not appear on any Sex Offender Registry prior to the substitute accepting an assignment.
- Please provide fill rates for those districts that you currently provide substitute services.
- Vendor must provide an 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.