

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

**RFP #024-003
Substitute Services - Certified Staff**

**Addendum #1
January 26, 2024**

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

Specific Questions for RFP #024-003 - Substitute Services - Certified Staff

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. 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.**
3. Are you able to provide your current pay rates for the positions listed in both RFPs?
 - a. Daily Substitute **\$120.00 per day**
 - b. Building Based Substitute **\$130.00 per day**
 - c. Long Term Discretionary Substitute **\$137.00 per day**
4. What are the current average fill rates for teachers? **Current fill rate is 60%**
5. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day? How many hours are in a day for the daily rate? **Teachers 7.5 hours/day**
6. Must we use the pricing mentioned on the RFP which would be the maximum we would pay the teachers 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.**
7. When is the anticipated award date? **Anticipated award date is March 1, 2024**
8. What are the demographics including teacher count, student count and number of various staff? **Manchester is a diverse community, schools are 65% students of color. Teacher count approximately 700; Student count 6,200; Total staff count approximately 1,500 including teaching staff.**
9. What criteria would prompt the need for temporary substitute teacher support from this contract considering it will not be utilized as a regular source of staff for MPS? **The awardee of this contract will provide substitute teachers to cover daily teacher absences and will not be used as a hiring agency.**

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 and the requested fill rate information separated from the background check requirements.

Please acknowledge this addendum within your proposal.

Please note the change in the submission date to Monday, February 12, 2024, 10:00 a.m.

(originally page 13 of Instructions to Proposers)

- when a vendor provides personnel on a specified date and time, and the vendor's personnel appears on time to perform the specified services.
- MPS reserves the right to accept or reject any individual provided by the vendor

Vendor

- Awarded vendor shall supply sufficient, competent, reliable, and properly licensed and/or certified personnel to provide adequate and satisfactory services under this contract.
- Vendor must be able to provide substitute teacher positions for grades Pre-K-12 regular and special education, certified staff positions only.
- Vendor must require all substitute teachers be fingerprinted prior to accepting temporary assignment.
- Vendor must conduct DCF and criminal background checks, and verify that the substitute teacher does not appear on any Sex Offender Registry prior to a substitute accepting an assignment.
- Please provide fill rates for those districts that you current provide substitute services.
- Vendor 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, vendors are required to provide a copy upon request of the MPS.
- Vendors, if requested, shall also provide references, resumes, and/or test scores on individual substitute teachers.
- The Vendor 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 Vendor 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 vendor and the substitute teacher personnel provided by the vendor shall maintain strict confidentiality of all information and records which the vendor or the substitute teacher personnel provided by the vendor 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 vendor. 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 teacher services as outlined throughout this Cost Proposal.