

Substitute/Temporary Employee Services (Annual Contract)

Number: RFP 16-66

Addendum # 1

Closing Date: 03/10/2016 at 11:00 am

The information contained in this document shall become an official part of the original document and shall be acknowledged as noted on the Certification Form (SCCPSS Bid Form 1) of solicitation document in the space provided. Failure to acknowledge receipt of an addendum may result in a status of non-responsive. Firms are encouraged to review the contents of this document and to respond accordingly.

Addendum No. 1 is issued to provide answers to questions submitted.

Question	Answer
1. For the positions requested in the RFP, can you please provide the following for each position: Pay rate	Please see the attached <i>RFP 16-66 Pay Rates Addendum 1.pdf</i>
2. For the positions requested in the RFP, can you please provide the following for each position: Current average daily absence/current average daily fill.	All positions fill rate = 75 average daily Unfilled rate = 13 average daily
3. Appleton has two service lines that could be applicable responses to RFP #16-66. One is a fully-outsourced substitute workforce solution. The other is a managed substitute solution which would allow SCCPS to “insource” their substitute workforce while Appleton manages all day-to-day operations. Is SCCPSS interested in both service line offerings or only one? If SCCPSS would like the response to include both service lines, can these be submitted within the same response as alternatives or should they be submitted as two individual RFP responses?	The District is interested in the Outsourced Services solution.
4. Page 24 “Benefits” – Many substitutes work infrequently or insufficient hours to qualify for benefits under the ACA. Must the Offeror provide health benefits to only those employees who qualify for benefits according to the hour requirements of ACA, or to all employees no matter how many hours worked?	Must follow ACA compliance.
5. Page 35 Termination for Convenience: The district may terminate for convenience upon 10 days written notice. We seek the following clarification: If awarded the contract, and given that the Awarded vendor may make significant upfront investments in equipment and staffing in order to provide services pursuant to the RFP. If the contract is terminated for convenience prior to the end of the first year, district will reimburse vendor for any unamortized portion of the startup costs, including, but not limited to equipment installation, relocation, and staffing. Source4Teachers has no objection to this “termination for convenience” clause during subsequent renewal periods. Vendor shall detail such investment for client review prior to contract commencement.	The District will allow for an equitable adjustment in the contract price for any completed services only, but no amount shall be allowed for anticipated profit or unperformed services.

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6. Pricing: The RFP requests a markup for a variety of positions, including bus drivers. Are companies permitted to “no bid” certain positions, like bus drivers?	Yes
7. Increases – Section 26.0: The contractor may request an increase at the level of the Producer Price Index at the end of each contract year for the following year. We request that, the district also allow for an increase that may be the result of unforeseen government action which increases company’s costs: “The pricing plan may also change in the event that local, state or federally mandated employer healthcare, benefit or other government programs, including but not limited to family leave benefits or minimum wage increases, which are required or permitted by local, state or federal law, regulation or mandate are enacted, implemented, become effective or are increased after the date of the proposal. The Pricing Plan shall be adjusted to only reflect the actual cost increase to the Company reasonably calculated on a direct or pro rata basis.”	The successful Offeror shall notify the District within ninety (90) days of any anticipated changes and the resulting increases. The District reserves the right to negotiate the increases with the Offeror. The District also reserves the right to re-solicit the service for the upcoming contract period if deemed in its best interest.
8. Will SCCPSS provide the RFP 16-66 in an editable WORD document?	The District does not post solicitations in MS Word format.
9. Is it required to provide all classes outlined?	No
10. Are we able to not provide a class of employee and still be considered for the bid award? i.e. bus drivers	Yes
11. Are we able to subcontract a job class i.e. bus drivers?	Yes
12. Does SCCPSS currently outsource its full time Bus Driver, if so to what Contractor?	Yes to MV Transportation/Reliant.
13. On page 6 of the RFP, Section II: Proposal Submittal Instructions states the required standard format for submittals, beginning with a Certification Form that must be the first page of submittal. However, on Page 15 of the RFP, under the section entitled “Proposal Format”, it states that offerors are required to label/tab the submittal using the headings given, beginning with Section A: Executive Summary and including attachments. Which is the correct proposal submittal format?	The instructions provided in the Proposer Submittal Form and Attachment “A” Specifications supercedes the Standard Terms and Conditions.
14. Page 23 outlines that if, in the opinion of the Chief Human Resources Officer, performance becomes unsatisfactory the successful Offeror will have 1 day to correct the unsatisfactory performance. Is there a defined standard that constitutes satisfactory performance or is the performance standard subjective? If for example substitute teacher placements are lower than the Chief Human Resources Officer anticipates due to last minute professional development are we notified of a default?	Any unsatisfactory performance that develops into a major problem or concern will be brought to the attention of the Offeror. The vendor will be provided an opportunity to cure.

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15. Page 23 references Job Descriptions are attached but the PDF version does not have job descriptions. Will these be provided?	They are posted to the District's website under "Supporting Docs".
16. Page 24 outlines Substitute/Temporary Benefits and Administration Fee. Does the 34% calculation apply to all substitutes for every job classification? i.e. a substitute teacher may only work 1 day per month. Is the Contractor authorized to charge 34% for each day of classroom management provided by a substitute teacher or other substitute job classification?	This section is deleted from the solicitation.
17. If the Contractor does not offer benefits to substitute's working less than full time does SCCPSS require benefits to be offered?	Must be ACA compliant.
18. What is SCCPSS's current fill rate percentages for its Classroom Substitute Teachers; Para Professionals; Para Professional Special Education; ISS Paraprofessional; Paraprofessional Pre-Kindergarten?	All positions fill rate = 75 average daily Unfilled rate = 13 average daily
19. How many expected absences are anticipated for each job classification by day and by school year?	All positions fill rate = 75 average daily Unfilled rate = 13 average daily
20. Will Substitute Clerical pay rates be included in the additional information provided?	These rates are included.
21. By way of example only, Kelly wishes to negotiate the items in the following RFP sections: I.M., I.N., Attachment A 11.0, 23.0, 24.0, 25.0, 26.0, 28.0, 35.0, 36.0, 40.0, 41.0, 46.0, 47.0, 55.0, 57.0, and 58.0	The District will negotiate contract terms with the Offeror recommended for award of a contract.

This District requests that Offerors identify if they can provide information electronically on teacher absences so that this information will not be required to be manually keyed into our Kronos System.

*****ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED*****

End of Addendum #1 to RFP 16-66 Substitute/Temporary Employee Services (Annual Contract)