



**ALBUQUERQUE
PUBLIC SCHOOLS**

Accelerate Progress for Students

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RFP NO. 19-046RMS - ADDENDUM #1

Questions and Answers

March 19, 2019

1. **Question:** Are you currently outsourcing your substitute services? If so, how much do you spend on substitutes each year?
Response: We are not currently outsourcing our substitute services.
2. **Question:** What are your current pay rates for substitutes in these position, and do you wish to maintain the existing pay rates?
Response: Pay rates range between \$10.50 per hour - \$18.00 per hour. We would like to retain the same pay rates. The full pay rate structure can be found at:
<https://www.aps.edu/human-resources/salary-schedules/substitute-salary-schedule>
3. **Question:** Will the subs needed primarily be transitions from existing employment/another staffing agency, or is this a primarily new recruitment need?
Response: We currently have a substitute pool of approximately 1,100 employees. The substitutes will likely transition from our existing employee pool, but will need a significant number of new substitutes to account for turnover and the existing substitute shortage.
4. **Question:** Is this a new or an existing contract? If this is an existing contract, could you please let us know the current list of vendors who are providing the similar services?
Response: This is a new contract.
5. **Question:** What was the historical budget for this RFP?
Response: There is not a historical budget.
6. **Question:** There is no pricing form in the RFP document, could you please provide us the pricing form?
Response: There are many types of fee structures. If there is a specific type of fee structure your organization uses, this is the type of information we would like to know. Many organizations will charge a service fee on top of the substitute's hourly rate.

7. **Question:** What is the anticipate budget for this RFP?
Response: This information is not available.
8. **Question:** Page 4, #2 – Who is on the evaluation committee?
Response: The evaluation committee consists of end users, requesters and subject matter experts.
9. **Question:** Page 9 and Page 18 – pricing escalation – is it only once a year or any given time? i.e. minimum wage increases in January, will the vendor be able to adjust the pricing?
Response: As stated in the Terms and Conditions “Price escalation may be considered only at yearly observance of award (anniversary date) and only upon receipt of written request from Contractor stating reason(s) for escalation and the amount being requested.
10. **Question:** Page 17 – Awarded contractor responsibilities: #4 – timekeeping. Does APS required paper timecards with signature or is electronic timekeeping acceptable?
Response: Electronic timekeeping is acceptable.
11. **Question:** Page 18 – Offeror pricing - #4, refers to “cost proposal form.” Will APS provide this form as it is not located in the RFP documentation?
Response: APS will not be providing a form. If there is a specific type of fee structure your organization uses, this is the type of information we would like to know.
12. **Question:** Page 20 – Pricing on the evaluation criteria – What detail is APS looking for in the pricing document?
Response: APS is requesting that Offerors submit a firm flat hourly price for each of the positions as listed. All service pricing is based on an hourly rate per employee. This hourly billing rate is to include, but not limited to, taxes on labor, insurance benefits, vacations, holidays, liability and workmen’s compensation insurance, and all manner of other charges, levies or fees of every description are included as components of the firm flat rate and subsequent billing rates. The Offeror’s price shall include any and all costs associated with the services offered including but not limited to travel, insurance, background checks and benefits.

13. **Question:** Will APS provide the usage for substitute teachers and substitute educational assistants, by month for the 2017/2018 school year? (i.e. Total requests, Filled, Unfilled, Cancelled, Fill Rate %)

Response:

	Total Jobs	Filled	Unfilled	NSR	Fill Rate
Aug-17	7582	4544	1758	1280	77.64
Sep-17	15159	8292	4273	2594	72.09
Oct-17	15430	8646	4090	2694	73.76
Nov-17	14787	8572	3465	2750	76.99
Dec-17	8003	5009	1594	1400	80.42
Jan-18	16946	9451	4845	2650	71.78
Feb-18	16266	9034	4719	2513	71.33
Mar-18	13898	7592	3353	2953	76.15
Apr-18	16749	9953	4084	2712	76.05
May-18	14391	8060	3844	2487	74.45

14. **Question:** How many of the substitute educational assistants work in medically fragile/special needs environments?

Response: This information is not available.

15. **Question:** Does APS have a preference for the automated scheduling system?

Response: The current scheduling system is SmartFind Express but are considering other systems.

16. **Question:** How many substitute teachers and substitute educational assistants are active in your scheduling system?

Response: We currently have a substitute pool of approximately 1,100 employees.

17. **Question:** Please confirm the current pay scale for substitute teachers and substitute educational assistants.

Response:

TYPE OF SUBSTITUTE	DAILY	Hourly Rate
Substitute Educational Assistant	6.5 hours x	10.50
Substitute Teacher: Contingency	6.5 hours x	10.50
Substitute Teacher: Associate	6.5 hours x	13.00
Substitute Teacher: Bachelor	6.5 hours x	15.00
Substitute Teacher: Secured	6.5 hours x	18.00

Pay rates range between \$10.50 per hour - \$18.00 per hour. We would like to retain the same pay rates. The full pay rate structure can be found at:

<https://www.aps.edu/human-resources/salary-schedules/substitute-salary-schedule>

18. **Questions:** Please confirm the substitute teacher and substitute educational assistants work 6.5 hours per day.

Response: They typical duty day is 6.5 hours, but substitutes can be called in for partial day assignments and are paid for partial days. Please see page 10 of the substitute handbook for details:

<https://www.aps.edu/human-resources/substitute-services/current-substitutes/resources-documents/substitute-handbook.pdf>

19. **Question:** What training does APS require of the substitute teachers and substitute educational assistants?

Response: Substitutes are required to attend a 2 hour workshop training, which is also a part of the candidate selection process. They will then be required to complete the following trainings in SafeSchools once they become a substitute:

- Bloodborne Pathogen Exposure Prevention
- Browser Security Basics
- Child Abuse Identification and Intervention

- Customer Services Overview
- Discrimination Awareness in the Workplace
- Email and Messaging Safety
- FERPA: Confidentiality of Records
- Making Schools Safe for LGBT Students
- Password Security Basics
- Sexual Harassment: Staff-to-Staff
- Workplace Bullying: Awareness and Prevention

20. **Question:** For the 17-18 school year what was the District’s total payroll for the following?

- a. Daily Substitute Teachers
- b. Long-Term Substitute Teachers
- c. Daily Substitute Educational Assistants
- d. Daily Long-Term Educational Assistants

Response: This information is not available at this time.

21. **Question:** For the 17-18 school year what was the total ERB contribution made by the District for the following?

- a. Long-Term Substitute Teachers
- b. Long-Term Substitute Educational Assistants

Response: This information is not available at this time.

22. **Question:** It is our understanding that APS is currently in the process of purchasing a substitute management software platform and that the partner selected in this RFP will be given “super-user” access to this platform and asked to run the APS substitute program off of that platform. Therefore, the responses to this RFP should not include a software component for substitute management. Is this an accurate assumption? If no, please elaborate on the district’s vision for how this will work.

Response: While APS is currently in process of RFP on the substitute management software, the result of the RFP may not result in the procurement of a substitute management software/SAAS. Because all payroll and scheduling will be the responsibility of the service provider, it will be the expectation that the substitute service establish their own substitute management system.

23. **Question:** Are the processes for providing substitute teachers to the 29 authorized APS Charter Schools any different than providing substitutes for the other APS schools?

Response: The Charter Schools will not be included.

24. **Question:** On the district website substitute salaries are listed here:

<https://www.aps.edu/human-resources/salary-schedules/substitute-salary-schedule>

Response: These are the correct current pay rates.

25. **Question:** Should all respondents to this RFP use these pay rates in their proposals? If not, please elaborate.

Response: These are the current pay rates for substitutes who are employed by APS. The independent service provider would ultimately choose the pay rates for their employees. It would be a reasonable expectation that a current APS substitute who is on-boarded with the substitute service provider would expect the same or similar compensation.

26. **Question:** Please share detail on current salaries for Long-Term assignments and policies. Should all respondents to this RFP use these Long-Term pay rates and policies? If not, please elaborate.

Response: Please see the current long-term substitute policy on Page 10 of the substitute handbook:
<https://www.aps.edu/human-resources/substitute-services/current-substitutes/resources-documents/substitute-handbook.pdf>

27. **Question:** This RFP describes a manual process of signatures for employee time sheets. Is the district open to best practices that automate the process resulting in a paperless system?

Response: Automated or electronic time tracking is acceptable

28. **Question:** The RFP states that the contractor is responsible for the cost of background checks and licensure. Is it acceptable for the awarded contractor to pass this cost on to the individual applicants as is industry practice?

Response: Per the RFP: "Awarded contractor(s) are independent contractors and all costs associated with the screening, hiring, training and criminal background checks of contractor(s) employees are the sole responsibility of the independent contractor(s). When an awarded contractor(s) provides temporary personnel, the contractor(s) will certify that the personnel provided have been properly screened, hired and trained to perform their duties in accordance with all applicable federal, state, PED, District, and local laws, ordinances and regulations."

The cost of the background check may be passed to the applicant, again this would be the policy/process as determined by the independent substitute service provider.

29. **Question:** The RFP states the following: "contractor shall be fully responsible for..., including contributions when required by law". Does this include ERB contributions?

Response: The current law and directive does not require employees of substitute service provider to make contributions to the ERB. If this is changed in the future, the substitute services provider would be expected to comply with the laws and directives from the State or other relevant governing entities/organizations.

30. **Question:** Do we need to provide full resumes of the Account Team or can we provide summary resumes that include relevant information for each person?

Response: Please submit the information that you feel is relevant and will allow for our evaluation committee to obtain the best possible overview of your company.

31. **Question:** Will attachments such as our job descriptions, standard contract, whitepapers, etc. count toward the 60 page limit?

Response: As stated in the RFP documents, "Proposals shall not exceed 60 pages total for all of the tabbed sections listed below excluding Tab 1, 6 and 7." Tab 2, 3, 4, and 5 are part of the 60 page count.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

Date