



Accelerate Progress for Students

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Executive Director

Scott Elder
Superintendent

DATE: 03/20/2023

RFP NUMBER: 23-069 NMM

RFP TITLE: Substitute Teachers and Substitute Educational Assistance Temporary Staffing Services

ADDENDUM NUMBER: 2

PAGES IN ADDENDUM: 11

Update to change the due date of the Request for Proposal (RFP) from 03/24/2023 @ 3:00pm local time to 03/31/2023 @ 3:00pm local time.

Question: For the 21-22 school year how many substitute requests did the District have and how many of those requests were filled?

Response:

Throughout the entire 21-22 school year, a total of 138,135 substitutes were needed, 75,291 were provided.

Question: Will APS provide the current usage for substitute teachers and educational assistants by month for the 2022-2023 school year (i.e., total requests, number filled, number unfilled, number canceled, fill rate %, etc.)?

Response:

Spreadsheet attached: 22-23 SYTD - sub data

Question: Will the District pay the annual fees for the Powerschool Unified Talent Smart Find Express software platform? Or is it the responsibility of the selected provider to pay the annual fees?

Response: Currently APS Technology pays for the PowerSchool service. If we continue that way we can still provide and pay for that service

Question: What are your current pay rates for the following daily positions:

- A. Substitute Educational Assistant
- B. Substitute Teacher: Contingency
- C. Substitute Teacher: Associate
- D. Substitute Teacher: Bachelor
- E. Substitute Teacher: Secured

- F. Substitute Teacher: Special Education SPED
- G. Substitute Teacher: Severe SPED
- H. Substitute Educational Assistant SPED
- I. Substitute Educational Assistant Severe SPED
- J. Substitute Librarian: Associate
- K. Substitute Librarian: Bachelors
- L. Substitute Librarian: Secured

Response:

1. Substitute Educational Assistant	\$15.00
2. Substitute Teacher: Contingency	\$16.50
3. Substitute Teacher: Associate	\$16.50
4. Substitute Teacher: Bachelor	\$18.00
5. Substitute Teacher: Secured	\$21.00
6. Substitute Teacher: Special Education SPED - ASSOCIATE	\$19.58
a. Substitute Teacher: Special Education SPED- BACHELOR	\$21.08
b. Substitute Teacher: Special Education SPED - SECURED	\$24.08
7. Substitute Teacher: Severe SPED- ASSOCIATE	\$22.52
a. Substitute Teacher: Severe SPED - BACHELOR	\$24.24
b. Substitute Teacher: Severe SPED - SECURED	\$27.69
8. Substitute Educational Assistant SPED	\$16.25
9. Substitute Educational Assistant Severe SPED	\$18.01
10. Substitute Librarian: Associate	\$16.50

11. Substitute Librarian: Bachelors	\$18.00
12. Substitute Librarian: Secured	\$21.00

Question: Which positions have pay rates for long-term assignments, what are those pay rates and when do those pay rates apply?

Response:

Substitute Teachers and Librarians have pay rates for long term general education assignments, teachers have pay rates for long term special education assignments. The pay rates are listed below, applicable after five days in concurrent assignment.

LONG TERM

Substitute Teacher/Librarian: Associate	\$21.28
Substitute Teacher/Librarian: Bachelor	\$23.89
Substitute Teacher/Librarian: Secured	\$27.77
Substitute Teacher: Associate SPED	\$24.82
Substitute Teacher: Bachelor SPED	\$27.13
Substitute Teacher: Secured SPED	\$31.31
Substitute Teacher: Associate Severe SPED	\$28.54
Substitute Teacher: Bachelor Severe SPED	\$31.54
Substitute Teacher: Secure Severe SPED	\$36.01

Question: How many qualified substitutes do you currently have in the entire APS substitute pool? How many of those qualified substitutes have worked in APS in the last 90 days?

Response:

1300 qualified substitutes in the substitute pool. 1000 have worked in the last 90 days.

Question: From RFP Page 24

11.) *The contractor is responsible to see that employee has appropriate access to the building.*

Question: I know there have been additional protocols and security measure in place to get into many of the school. Can you elaborate on what you are looking for?

Response:

The chosen vendor must provide substitute badges to the school locations, distributed by the school to the substitute when they check into the main office.

Question: From RFP Page 24

12.) *The contractor shall see all employees wear their badges and that they are visible.*

Question: Can you elaborate on what you are looking for?

Response:

The chosen vendor will be responsible for communicating the requirement to their substitute pool. The badges are issued or approved by APS

Question: Does the district anticipate awarding multiple vendors?

Response: That is yet to be determined however the district does reserve the right to award to multiple vendors if deemed necessary by APS.

Question: Page 23 states that the company should have placed a minimum of 700 temporary employees in the past six months. Do you require the 700 temporary employees to consist of only teachers and educational assistants, or can the employees include other services and settings?

Response:

The 700 temporary employees must consist of only teachers and educational assistants

Question: How much lead time would the district give the vendor to place a teacher or educational assistant for pre-planned AND last-minute substitute services (e.g., 2 weeks, 1 week, 48 hours, 24 hours, etc.)?

Response:

The lead time provided would be dependent on the date of the assignment and the timeliness of the absence creation in the system. Last minute services are considered daily absences and would need same day placement.

Question: Do the substitutes typically work a single day at a time? If not, how many consecutive days or weeks could they work on average?

Response:

Substitutes are a mix of daily and long term. On average, a long term substitute could work up to 30 days or more.

Question: What type of penalties would APS impose should the awarded vendor(s) leave a substitute position unfulfilled (e.g., APS would move on to the next vendor)?

Response:

APS would negotiate these terms with selected vendor(s).

Question: Would the APS provide access to PowerSchool Unified Talent SmartFind Express software for the substitutes' timekeeping?

Response:

Yes

Question: Are resumes of potential substitute teachers or educational assistants required upon proposal submission?

Response:

No

Question: Would the district accept electronic signatures (e.g., Adobe Sign)?

Response: If this for the required forms to the RFP Adobe Sign is acceptable

Question: Regarding Appendix A:

- A. Can a vendor bid for one (1) of the two (2) categories?
- B. Can the vendor bid for select job roles it will offer and leave any unoffered job roles as "N/A" (e.g., offering only for SPED, offering for all except Librarians, etc.)?
- C. Could the vendor offer hourly rates for long-term assignments separately within its proposal per job role?

Response:

- A. APS desired all job roles included in your proposal for the purpose of this RFP
- B. APS desired all job roles included in your proposal for the purpose of this RFP
- C. Yes, daily and long-term rates can be listed separately. Reference updated Appendix A - Price Proposal form in this addendum.

Question: The Letter of Transmittal's signature line is at the top of Appendix A on pg. 35. Would APS provide a revised Letter of Transmittal and Appendix A to keep the signatures on separate pages?

Response: Yes, it has been upload to Vendor Registry and the APS Website as Addendum #1.

Question: Would the vendor's supplemental or supporting documents (e.g., NM Business License, W-9, COI, recommendation letters, etc.) count toward the thirty (30) page limit?

Response: No.

Clarification to Current List of FY 2022-2023 TOP Schools in APS

APS' list of TOP schools may change based on legislative or other requirements at anytime.

Update to Appendix A - Price Proposal Form Per Addendum #2

Contractor agrees to perform services according to the terms, conditions and specifications described herein, at the cost stated below. APS will consider a price escalation once per year to the average of the PPI or 5%, whichever is lower. This form must be completed and signed in offerors response.

PRICING	
JOB ROLE	HOURLY RATE
Substitute Educational Assistant	\$
Substitute Teacher: Contingency	\$
Substitute Teacher: Associate	\$
Substitute Teacher: Bachelor	\$
Substitute Teacher: Secured (Certified, Retired, or substitute teacher with 3 years consecutive experience with APS Substitute Services)	\$
Substitute Teacher: Special Education (SPED): Associate	\$
Substitute Teacher: Special Education (SPED): Bachelor	\$
Substitute Teacher: Special Education (SPED): Secured	\$
Substitute Teacher: Severe SPED: Associate	\$
Substitute Teacher: Severe SPED: Bachelor	\$
Substitute Teacher: Severe SPED: Secured	\$
Substitute Educational Assistant - SPED	\$
Substitute Educational Assistant - Severe SPED	\$
Substitute Librarian - Associate	\$
Substitute Librarian - Bachelors	\$
Substitute Librarian - Secured	\$
Long Term Assignment	\$
Substitute Teacher/Librarian: Associate	\$
Substitute Teacher/Librarian: Bachelor	\$
Substitute Teacher/Librarian: Secured	\$
Substitute Teacher: Associate SPED	\$
Substitute Teacher: Bachelor SPED	\$
Substitute Teacher: Secured SPED	\$
Substitute Teacher: Associate Severe SPED	\$
Substitute Teacher: Bachelor Severe SPED	\$
Substitute Teacher: Secure Severe SPED	\$

Name of Person Signing: _____

Signature: _____ Date: _____

Title: _____

Email: _____ Phone Number: _____

Name of Company: _____

(typed or printed)

UPDATED EVALUATION CRITERIA PER ADDENDUM #2

Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed. Points will be awarded in compliance with NMSA 1978, §13-1-21, for New Mexico In-State Resident Business, Native American Resident Business, New Mexico Resident Veteran Business or Native American Resident Veteran Business. If proposal is a Joint Venture, Offeror shall state in submitted proposal the percentage of work that will be performed by each business. Obtain more information:

<http://tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx> **and**
<https://www.generalservices.state.nm.us/statepurchasing/vendorpreferencelist.aspx>

Please Note: An Offeror cannot be awarded both a resident business preference and a resident veteran business preference or a Native American resident preference and a Native American resident veteran contractor preference.

The Preference(s) does not apply if APS is utilizing federal funds.

*****The Offeror should contact Buyer for clarification of evaluation criteria or terminology*****

	Possible Points	Points This RFP
Company Profile Submit detailed information describing your company’s qualifications providing services as requested in the Scope of Work. Provide information about the company that demonstrates the ability and capacity of the company expressed in terms of its Human Resources (number, quality, skills and experience) physical and material resources, financial resources and information resources (pool of knowledge) Demonstrate your company’s competence as it relates to the competencies required to perform the requested services.	30	
Experience Submit a minimum of three (3) past and/or current K-12 schools that your company has provided similar services as the requested in the Scope of Work. Include number of years providing service, description of the service, fill rate, contact person name, telephone number and email address.	15	
Approach to Deliver Service Submit detailed information on how your company will provide services as described in the scope of work. Include details on your company recruitment, specifically in cities of similar size and retention od teacher substitute and educational assistants, internal controls for verifying hour charged to District are accurate, company process for verification of teacher and educational assistant requirements and back-ground checks, how will company invoice APS (format and what information will be provided), added value services that company can assist APS in controlling costs. If this is a new contract for your company how will recruit for the APS district.	35	
Pricing Submit detailed information stating your company’s pricing to provide services as requested in the Scope of Work.	20	
Total Possible Points	100	
Interview (if needed)	50	
Total Possible Awarded Points	100-150	

SUBMITTAL REQUIREMENTS

ATTENTION:

Proposals must be submitted electronically via Vendor Registry by required date and time as noted on Bid/RFP documents.



<https://vrapp.vendorregistry.com/Vendor/Register/Index/albuquerque-public-schools-nm-vendor-registration>

Important Information: Albuquerque Public Schools Online Bidding System (Vendor Registry) utilizes the Internet and the World Wide Web which is comprised of systems that are completely out of APS's control including but not limited to: the District, its agents, and registered suppliers' respective internet service providers. The District and its agents are not responsible for Internet outages, hardware failures, software failures, downtime, internet slowness, acts of God, power failures, and or user errors. All bids/proposals must be submitted before the due date regardless of your organization's ability to submit proposals online. It is the suppliers' responsibility to ensure that Bid/RFP offers arrive before the due date and time.

Proposers understand and agree that technical support may not be readily available the day of and or the hours/minutes prior to a bid closing time (Due Date/Time). Proposers also understand and agree that internet access, browsers, and operating systems are not supported by the District and/or its agents. **Suppliers are strongly encouraged to review, create, and submit all electronic responses several days in advance of the due date and time.** Please Note: **There is no fee to submit a RFP response, contact Vendor Registry Customer Service for assistance if you see a fee is required.**

PROPOSAL – DETAILED REQUIREMENTS

The Offeror is particularly encouraged to address all evaluation criteria that will be evaluated as described herein. If a factor of evaluation is not adequately responded to by the Offeror, the Offeror may be determined to be non-responsive.

Proposal Format -

Proposals shall not exceed 30 pages total for all of the sections listed below, required forms and addendums. Each sheet face that is printed with text or graphics counts as one page. Front Cover, Section Dividers, Letter of Transmittal and Required Forms do not count towards page count. **Please upload one file that contains all documentation in Vendor Registry.**

Letter of Transmittal

Company Profile

Company Experience

Approach to Deliver Services

Appendix A - Price Proposal Form

Required Forms

ACKNOWLEDGE ADDENDUM #2 WITH SUBMITTED PROPOSAL:

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

COMPANY/FIRM NAME

SIGNATURE

DATE