



**ALBUQUERQUE
PUBLIC SCHOOLS**

Accelerate Progress for Students

RFP NO. 20-001RR – TEMPORARY STAFFING SERVICES

Addendum #1

July 11, 2019

Please note the following changes/corrections:

- The Questions and Answers for proposal #20-001RR.

Thank you for your interest in Albuquerque Public Schools,

ACKNOWLEDGE ADDENDUM WITH RFP:

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

COMPANY/FIRM NAME

SIGNATURE

DATE

Robert Russell, Director



**Questions and Answers:
(RFP# 20-001RR)**

Question #1:

Can the district please define temporary staffing modalities to be included in this response? On the pricing sheet, it only lists secretary and clerical, are those the only two modalities vendors should be responding for?

Answer #1:

The temporary staffing modalities are Clerical, Secretarial, Accountants, Computer Technicians, and General Laborers.

Question #2:

Due to the general staffing nature of the bid, can vendors respond with all service offerings and write them in individually?

Answer #2:

Yes

Question #3:

Are these temporary staffing services indicated for general education and special education providers?

Answer #3:

No, please see answer to question #1.

Question #4:

How many vendors will be awarded?

Answer #4:

This will be a multiple award.

Question #5:

Who is the incumbent vendor?

Answer #5:

There are currently more than one vendor.

Question #6:

What is the estimated Budget?

Answer #6:

\$125,000 Annually

Question #7:

What are the current pay rates for substitutes performing the Secretary 1 and Clerical 1 positions?

Answer #7:

Clerical \$13.47 and Secretary I \$13.63

Question #8:

Approximately how many of substitutes for these positions are needed per day?

Answer #8:

These will vary, as the need will determine the outcome.

Question #9:

Are these positions daily, long-term, or to fill in for vacancy positions?

Answer #9:

Yes, they can be all of the above.

Question #10:

Does APS have a current substitute pool for these positions and will these current substitutes transition their employment to a chosen provider?

Answer #10:

No

Question #11:

What was the spend on the contract in 2018?

Answer #11:

\$125,000 annually

Question #12:

The RFP, on page 17, only lists two positions. The agreement, in the fine print elsewhere, refers to “quote rates for all positions” But only two are listed. How do we know what to bid on? Titles, job descriptions, etc.?

Answer #12:

You can attach your price lists for other administrative and General Laborer positions.

Question #13:

In section 15-D, the request refers to reports that we must provide but does not list what those are. What are the reporting requirements?

Answer #13:

Those will be timesheet reporting if any issues arise with the electronic time keeping.

Question #14:

If awarded, what is the turnaround time on fingerprints, etc. once an applicant comes into the APS location for prints? This is important because we have to pay the \$44 and we know that life span of each applicant is limited that could become costly if it is a lengthy process.

Answer #14:

The turnaround time for fingerprinting is 3 – 5 business days.

Question #15:

Can we assign someone if the fingerprints (above) take a while to come back on a “fingerprint pending” type of start?

Answer #15:

No

Question #16:

Internal staff who work on this account need to be fingerprinted. Is that everyone in the office or just those who work the account?

Answer #16:

No, just those who will be at the work sites.

Question #17:

Are statement of works or job descriptions necessary when bidding?

Answer #17:

No, please fill out cost portion of RFP, and you may attach your price list.

Question #18:

TAXES: APS holds a Class 9 Nontaxable Transaction Certificate and is exempt from payment of taxes on tangible personal property. A NTTC will be issued upon request.

a.) If a company cannot accept Class 9 Nontaxable Transaction Certificate, will this disqualify them from being awarded, because of the type of NTTC regarding tangible personal property versus providing services?

Answer #18:

No, they will not be disqualified as Albuquerque Public Schools pays tax on services.