

**CITY OF NEWTON, MASSACHUSETTS  
PURCHASING DEPARTMENT  
[purchasing@newtonma.gov](mailto:purchasing@newtonma.gov)  
Fax (617) 796-1227**

April 29, 2024

**ADDENDUM #1  
REQUEST FOR PROPOSAL #24-68**

<b>SUBSTITUTE TEACHER &amp; TEACHER ASSISTANT STAFFING SERVICES</b>
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THIS ADDENDUM IS TO ANSWER THE FOLLOWING QUESTIONS:

**Q1. Is this a new contract or renewal of an existing contract?**

**A1. This will be a new contract.**

**Q2. If there is an existing contract, could you please share the names of the current vendors and their pricing?**

**A2. The current contract expiring 6/30/2024 is with Precision Human Resources. See Attachment 1.**

**Q3. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?**

**A3. Yes.**

**Q4. What is the estimated budget for this contract?**

**A4. \$650,000.**

**Q5. Is it mandatory to subcontract?**

**A5. No. See p. 16 of RFP in regard to subcontracting.**

**Q6. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?**

**A6. This would be based on each individual school, but between 6 and 7 hours.**

**Q7. The RFP states on page 5, “substitute teachers (K-8), substitute special education teachers and teaching assistants (PS-12)”. Would the provider only be servicing teachers for K through 8<sup>th</sup> and not high school? For teaching assistants and special education, are there different requirements/training for Preschool?**

**A7. We typically do not provide substitutes for high schools. There are no different requirements/training for the preschool.**

**Q8. It says NPS currently employs 75 part-time ISS to cover absences. Would the district maintain these employees, or would all substitute staffing services be handled by the provider? Are you looking for full-service staffing support or supplemental?**

**A8. Yes, NPS is planning to keep our part-time ISS employees. We are looking for supplemental staff support.**

**Q9. Are you currently using any outside providers to fill staffing or hiring all substitutes in-house?**

**A9. Yes. We currently have a contract with a staffing agency that will expire 6/30/2024.**

**Q10. Are you able to provide your average daily fill rates for NPS based on your current staffing model?**

**A10. We do not have this information.**

**Q11. Roughly how many substitutes have worked for NPS during this school year?**

**A11. Approximately 60 substitutes.**

**Q12. Do you provide specific badges to be worn by substitutes or would you be fine with our own badges? Do badges require photo identification?**

**A12. NPS will provide badges.**

**Q13. On page 17, it says each proposal evaluation “will be based upon the five (5) Comparative Criteria set forth in this section.” However, the section only has four (4) criteria, Quality of References, Experience, Interviews, Startup Plan. Is there a fifth or should it only be four?**

**A13. Sorry, yes, only four criteria.**

**Q14. Are you able to provide the reason you are going out for RFP? Is there a specific area that you are looking improve regarding your current program?**

**A14. The City of Newton requires us to go out to bid after three (3) years (one-year contract with 2 one-year options to renew.) We have received School Committee approval this year for a five (5) year contract (one-year contract with 4 one-year options to renew.)**

**Q15. Does the district intend to retain the services of its existing staffing provider and add additional providers through this RFP, or will the district be choosing a single staffing provider?**

**A15. That will depend on the results of this RFP. There will be one single staffing provider.**

**Q16. Is the vendor required to be registered with the State of Massachusetts before it can conduct business?**

**A16. Typically, entities formed under the laws of a state other than Massachusetts must comply with the requirements of M.G.L. c. 30, §39L and with the requirements of M.G.L. c. 156D, §15.03 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.**

**Q17. Is there a local vendor preference on this bid?**

**A17. As long as there is a local presence, and the Project Manager is available for in person meetings. See p. 14 of RFP.**

**Q18. Is this a new initiative?**

- **If not, who are the current vendors?**
- **What is their current pricing? Please share their pricing file.**

**A18. This is our third time requesting proposals for this service. Our first contract was with Insight/Kelly and our incumbent provider is Precision Human Resources.**

**Q19. Is the vendor required to furnish equipment, supplies, or materials?**

**A19. No.**

**Q20. Is traveling, lodging or, driving required from the requested job titles?**

**A20. All staffing positions will be within the City of Newton. NPS does not provide funds for travel, lodging, or driving.**

**Q21. Is the vendor required to submit all job titles?**

**A21. Yes.**

Q22. What are the historical annual spending volumes in the project?

A22. \$650,000

Q23. Will the district accept bids for only part of the opportunity?

A23. No.

Q24. Will the district review other SPED service classifications if submitted with the vendor proposal?

A24. Yes.

Q25. Can the district clarify if they are looking for day to day substitutes for the Teaching assistant positions?

A25. Yes.

Q26. Will there be any full-time opportunities with these positions?

A26. Potentially.

Q27. Can the district clarify what type on in school training they are looking for with the substitute positions?

A27. Contractor is to provide NPS with an outline of their training program.

Q28. Can the district clarify their expectations for the attendance software?

A28. The software should allow for reporting absences, tracking absences and the ability to provide reports as requested.

Q29. Will the district provide the software?

A29. To be discussed with winning Contractor.

Q30. Can the district clarify if the agency is able to bill for the requested project manager?

A30. No.

Q31. Can the district clarify if the Teacher Assistant positions will be managing behaviors?

A31. Potentially.

Q32. Can the district clarify if they are planning to retain the staff if they move to a new incumbent? If so, how many are anticipated to be moved over?

A32. The district's staff with not be affected since incumbent employees are not our staff.

Q33. Can the district clarify if they are expecting to use 50 staff daily or just want a pool of 50 in the event they are needed?

A33. At this time, we are using 50 plus staff a day through our current provider.

Q34. Would the district consider increasing the daily rate for subs?

A34. No.

Q35. Can the district clarify if we are required to provide a performance bond? If yes what is the anticipated contract total?

A35. The successful bidder will be required to furnish a Performance Bond equal to 25% of its bid amount.

Q36. Can the district clarify how many full-time employees they are anticipating with this RFP?

**A36. NPS is not hiring any full-time employees.**

**Q37. Will the district allow for an exception on being named additionally insured on professional liability?**

**A37. No.**

**Q38. Will the district allow for contract exceptions upon award?**

**A38. No.**

**Q39. Can the district please provide incumbent information and current markup rates for contracts in place for similar services?**

**A39. Precision Human Resources. See Attachment 1.**

**Q40. Can the district provide who the current incumbent is?**

**A40. Precision Human Resources.**

**Q41. Apart from end of tenure, is there any other reason to release this solicitation?**

**A41. No.**

**Q42. Can the district please provide the total amount of full-time, vendor supplied (Teachers and Teachers assistants) utilized during the 2023-24 SY?**

**A42. Approximately 60 substitutes provided by our current contractor.**

**Q43. What is the average caseload for the providers requested in this solicitation?**

**A43. See A42.**

**Q44. Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?**

**A44. Thirty-five (35) hours maximum.**

**Q45. For the 22-23 school year what was your requested substitutes?**

**A45. We did not require a minimum amount, but our evaluation criteria was based on minimum amounts. See Attachment 2.**

**Q46. For the 22-23 school year what was your filled substitutes?**

**A46. Similar to this year.**

**Q47. Are you currently contracted with Insight/Kelly for your substitute services?**

**A47. No.**

**Q48. For the 22-23 school year what was the district's total payroll for substitutes?**

**A48. Similar to this year.**

**Q49. For the 22-23 school year what did the district pay in payroll taxes and benefits for substitutes?**

**A49. Substitutes are employees of Contractor therefore NPS did not pay any payroll taxes or benefits.**

**Q50. Can you confirm that these rates are all correct?**

**1. Daily sub \$174/day?**

2. Para \$27.67/hr----6.5 hrs?

Long-term substitutes pay rate?

Building Base substitute pay rate?

**A50. Please refer to pp. 21-23 of RFP for correct rates. Pay rates are not based on individual school buildings.**

Q51. Is this a new contract? If not, request you to please provide a list of incumbents.

**A51. This is our third time going out for proposals for this service. Our first contract was with Insight/Kelly and our incumbent provider is Precision Human Resources.**

Q52. What is the budget of this contract?

**A52. \$650,000**

Q53. Could you please provide information on the previous spending for this contract?

**A53. Approximately \$625,000 for the 2022-2023 SY. Current school year is approximately \$869,000.**

Q54. Could you kindly provide information regarding any potential plans you may have to extend the current deadline?

**A54. There are no plans to extend the deadline of this RFP.**

All other terms and conditions of the RFP remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR  
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD  
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read  
Chief Procurement Officer

**ATTACHMENT A**

**SUBSTITUTE TEACHER & TEACHER AIDE STAFFING SERVICES FOR NPS PS-12**

**PRICE PROPOSAL**

This form must be completed and placed in a separate sealed envelope marked as below:

**CITY OF NEWTON  
PURCHASING DEPARTMENT  
PRICE PROPOSAL**

**RFP #21-59 SUBSTITUTE TEACHER & TEACHER AIDE STAFFING SERVICES FOR NPS PS-12 PRICE PROPOSAL**

COMPANY NAME: Precision Human Resource Solutions, Inc.

The Price Proposal must be submitted without "conditions or exceptions" and must be submitted **under separate cover and in a sealed envelope.**

Price Proposal for **Substitute Teacher and Special Education Teaching Assistant Staffing Services for NPS PS-12** will be the Grand Total for Lines 01 through 12, below.

This bid is based on estimated numbers of service days, which are the City's best estimate based on prior experience. Actual number of days may be more or less than those estimated. Regardless of the number of days, the daily rates shall be those set forth in this Price Proposal.

Proposer acknowledges the following Addenda 1, \_\_\_\_\_, \_\_\_\_\_,

Name (Print): Scott McAndrews Signature: 

Company: Precision Human Resource Solutions, Inc. Title: President

Address: 140 Gould Street, Suite 230.

City: Needham State: Massachusetts Zip: 02494

Tel: 888.416.4338 Fax: 888.416.7706

Email: info@PrecisionHR.net

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A. Price Proposal – Substitute Teacher Staffing Services for NPS K-8 and Special Education Teaching Assistants for NPS PS-12

**SUBSTITUTE TEACHERS**

**Line 01) First Year**  
 Daily Rate of \$120.46 (9/01/21 - 01/31/22 and \$121.36 (02/01/22 - 06/30/2022) OR an average of **\$120.91**

34.9% + markup = \$ 163.11 per day x 3,500 days = \$570,885.00

**Line 02) Second Year**  
 Daily Rate of \$123.48 (9/01/22 - 01/31/23 and \$124.71 (02/01/23 - 06/30/2023) OR and average of **\$124.10**

34.9% + markup = \$ 167.41 per day x 3,500 days = \$585,935.00

**Line 03) Third Year**  
 Daily Rate of \$124.71 (\*may be adjusted in 09/01/23 - 06/30/24 TBD) OR **\$124.71**

34.9% + markup = \$ 168.23 per day x 3,500 days = \$588,805.00

**LONG TERM SUBSTITUTE TEACHERS**

**Line 04) First Year**  
 Daily Rate of \$175.00 34.9% + markup = \$ 236.08 per day x 500 days = \$118,040.00

**Line 05) Second Year**  
 Daily Rate of \$175.00 34.9% + markup = \$ 236.08 per day x 500 days = \$118,040.00

**Line 06) Third Year**  
 Daily Rate of \$175.00 34.9% + markup = \$ 236.08 per day x 500 days = \$118,040.00

Year 1 Sub Total (Add Lines 01 & 04)	\$ 688,925.00
Year 2 Sub Total (Add Lines 02 & 05)	\$ 703,975.00
Year 3 Sub Total (Add Lines 03 & 06)	\$ 706,845.00
<b>Total for Lines 01 - 06</b>	<b>\$ 2,099,745.00</b>

B. Price Proposal – Substitute Special Education Teaching Assistant Staffing Services (Categories 1 & 2)

**Category 1 Time sheet Assistants**

**Line 07) First Year**  
 Hourly Rate of \$20.63 (09/01/21 - 01/31/22) and \$20.78 (02/01/22 - 06/30/22 OR an average of **\$20.71**

x 5 hours 34.9% + markup = \$ 139.69 per day x 2,250 days = \$314,302.50

**Line 08) Second Year**  
 Hourly Rate of \$21.61 (09/01/22 - 01/31/23) and \$21.83 (02/01/23 - 06/30/23) OR an average of **\$21.71**

x 5 hours 34.9% + markup = \$ 146.43 per day x 2,250 days = \$329,467.50

**Line 09) Third Year**  
 Hourly Rate of \$21.83 (\*may be adjusted in 09/01/23 - 06/30/24 TBD) OR **\$21.83**

x 5 hours 34.9% + markup = \$ 147.24 per day x 2,250 days = \$331,290.00

**Category 2 Behavioral Assistants**

**Line 10) First Year**

Hourly Rate of \$25.86 (09/01/21 - 01/31/22) and \$26.06 (02/01/22 - 06/30/22 OR an average of **\$25.96**

x 5 hours 34.9% + markup = \$ 175.10 per day x 2,250 days = \$393,975.00

**Line 11) Second Year**

Hourly Rate of \$27.30 (09/01/21 - 01/31/22) and \$27.58 (02/01/22 - 06/30/22 OR an average of **\$27.44**

x 5 hours 34.9% + markup = \$ 185.08 per day x 2,250 days = \$416,430.00

**Line 12) Third Year**

Hourly Rate of \$27.58 (\*may be adjusted in 09/01/23 - 06/30/24 TBD) OR **\$27.58**

x 5 hours 34.9% + markup = \$ 186.03 per day x 2,250 days = \$418,567.50

**GRAND TOTAL FOR LINES 01 – 12 \$ 4,303,777.50**

**GRAND TOTAL IN WORDS** Four Million Three Hundred Three Thousand Seven Hundred and Seventy Seven Dollars and Fifty Cents

**Additional Price Proposal Information:**

**Fee to Hire: NPS prefers not to pay any fee to hire charges. We strongly believe that the possibility of substitutes becoming full or part-time employment opportunities help encourage successful recruitment by the Contractor. In the event that there is a Fee to Hire percentage charge based on annual salary, please enter in below. If the Contractor does not charge a Fee to Hire please enter zero on line below. NPS reserves the right to negotiate any Hiring Fee prior to any employment offer. Please refer to page 10 Section A #17 within this proposal for additional information.**

Line 13) Contractor Fee to Hire percentage charged to NPS during 1 to 90 days of service 25 %

Line 14) Contractor Fee to Hire percentage charged to NPS during 91 to 180 days of service 12 %

After 180 days of STS placement or after 90 days of termination of contract = zero (0) fees charged to NPS.

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10. IRS Form W-9 (Attachment H), 1 page

11. Proposer must submit with its proposal a comprehensive list of assumptions used in the preparation of its financial proposal set forth in Attachment A.

## VII. EVALUATION COMPARATIVE CRITERIA

The evaluation of each proposal for STS services will be based upon the five (5) “Comparative Criteria” described in this section. Proposals which meet or exceed the Minimum Criteria will be evaluated and rated on the basis of the following Comparative Criteria. The City reserves the right to ask any proposer to provide additional supporting documentation in order to verify a response.

The Evaluation Committee will assign ratings of Highly Advantageous (HA); Advantageous (A); or Not Advantageous (NA) will be given to each of the following criteria for each proposer. A composite rating will then be determined. A composite rating of Highly Advantageous or Advantageous may be assigned only if a proposal has received at least one such rating among the criteria listed below.

To the extent that an Evaluation Criterion requires the certification of fact, the proposer’s certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the City such evidence as the City may request to support that fact.

The Comparative Criteria are as follows:

### 1. Interviews

The Evaluation Committee will schedule interviews with all proposers who have met the Minimum Criteria and are responsive to this RFP. At the start of the interview, the proposer will have up to twenty (20) minutes to present a company background and presentation. The Evaluation Committee will prepare ten (10) questions, which will be asked of all proposers after the presentation.

**Highly Advantageous:** Proposed Project Manager and at least one other key team member for this project were present, communicated a comprehensive detailed plan of action, and successfully responded to all ten (10) questions from the Evaluation Committee.

**Advantageous:** Proposed Project Manager and at least one other key team member for this project were present, communicated a comprehensive detailed plan of action, and successfully responded to a minimum of seven (7) questions from the Evaluation Committee

**Not Advantageous:** Proposed Project Manager and at least one other key team member for this project were present, but did not communicate a comprehensive detailed plan of action and/or successfully responded to fewer than seven (7) of the ten (10) questions from the Evaluation Committee.

### 2. Quality of References

The Proposer must provide high quality references for work the Proposer has completed at other public school districts, educational institutions or other professional institutions.

**Highly Advantageous:** All references provided excellent recommendations and at least three (3) references reported that their substitute teachers and special education teaching assistants’ needs were met.

**Advantageous:** All references provided excellent recommendations and at least one (1) reference reported that their substitute teachers and special education teaching assistants’ needs were met.

**Not Advantageous:** Fewer than three (3) references provided excellent recommendations and/or no references reported that their substitute teachers and special education teaching assistants’ needs were met.

### 3. Experience

Proposer has a minimum of five (5) years’ experience in successfully providing substitute teacher and special education teaching assistant or other professional staffing services to public school districts, educational institutions or other related industries. Experience is also to include but shall not be limited to all of the following: providing successful placement/tracking software system, and providing detailed reports and invoices including substitute teacher and other professional staff names and dates and locations where work was performed.

**Highly Advantageous:** The Proposer has provided more than three (3) project examples of managing and successfully placing substitute teachers and special education teaching assistants with at least one district or educational institution with a minimum of ten (10) schools and a minimum of 5,000 attending students.

**Advantageous:** The Proposer has provided three (3) project examples of managing and successfully placing substitute teachers and special education teaching assistants or other professionals with at least one district, educational institution or other related industry with a minimum of six (6) schools and a minimum of 4,000 attending students.

**Not Advantageous:** The Proposer has provided fewer than three (3) project examples of managing and successfully placing substitute teachers and special education teaching assistants or other professionals outside of educational institutions.

#### 4. **Availability of Staff:**

It is critical that the Contractor has the qualified/certified substitute teachers and special education teaching assistants available for both planned and emergency coverage situations. These substitutes must be qualified for both regular and/or special education programs.

**Highly Advantageous:** The Contractor will have ample staff available on short notice to respond to emergency situations. The Contractor will have a minimum of sixty (60) available personnel, both regular and special education teachers, and a minimum of fifty (50) special education teaching assistants will utilize fill-in staff in the event of an employee absence. The Contractor will have a minimum of 70% of personnel residing in Massachusetts. The Contractor will have the ability to regularly recruit, screen and hire in Massachusetts.

**Advantageous:** The Contractor will have staff available on short notice to respond to emergency situations. The Contractor will have up to a minimum of fifty (50) available personnel, both regular and special education teachers and a minimum of forty (40) special education teaching assistants and will utilize fill-in staff in the event of any employee absence. The Contractor will have a minimum of 50% of personnel residing in Massachusetts. The Contractor will have the ability to regularly recruit, screen and hire in Massachusetts.

**Not Advantageous:** The Contractor does not have adequate staff available on short notice to respond to emergency situations. The Contractor has less than fifty (50) teacher personnel and less than forty (40) special education teaching assistants able to provide fill-in staff in the event of employee absence. The Contractor has less than 40% of personnel residing in Massachusetts. The Contractor does not have the ability to regularly recruit, screen and hire in Massachusetts.

#### 5. **Startup Plan**

The startup plan must include detailed identification of tasks, timelines, and resources required to ensure a seamless continuity of services. The Proposer shall provide a transition plan that details the successful implementation and management of substitute staffing services in schools PS-12. Provide a comprehensive detailed transition/start up plan from pre-planning July 2021 through the implementation of services through September 30, 2021. A responsive and responsible startup plan must be a comprehensive and detailed plan regarding employee recruitment, employee training, employee retention and database maintenance, utilization of software tracking system, generation of invoices and reports and any other relevant tasks needed for implementation. This plan must be submitted in an Excel format and must be customized to NPS's requirements.

**Highly Advantageous:** The Proposer's proposed transition plan addresses a comprehensive detailed plan of all six (6) areas as listed above.

**Advantageous:** The Proposer's proposed transition plan addresses a comprehensive detailed plan of at least four (4) areas requested as listed above.

**Not Advantageous:** The Proposer's proposed transition plan is not comprehensive and detailed and addresses fewer than four (4) areas requested as listed above.

### VIII. **EVALUATION OF PROPOSALS AND AWARD OF CONTRACT**

The Technical Proposals will be evaluated by the NPS School Committee's Evaluation Committee which will rate the proposals. All Proposers meeting the Minimum Criteria who are responsive to this RFP will be finalists to be interviewed. The interviews will be conducted by the Evaluation Committee. Upon the final review and approval of the evaluations, the Price Proposals will then be opened and evaluated by the *Chief Procurement Officer*.

The contract will be awarded to the responsive and responsible proposer offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price.