

CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
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April 26, 2021

ADDENDUM #1
REQUEST FOR PROPOSAL #21-59

**SUBSTITUTE TEACHER & TEACHER AIDE STAFFING SERVICES
FOR NEWTON PUBLIC SCHOOLS**

THIS ADDENDUM IS TO: ANSWER THE QUESTIONS BELOW:

Q1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

A1. Yes, as long as the vendor can meet the RFP scope.

Q2. Whether we need to come over there for meetings?

A2. Yes, there may be occasions when a face to face meeting would be required.

Q3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

A3. See A1 response.

Q4. Can we submit the proposals via email?

A4. No, state law requires that all proposals be submitted sealed and in writing as stated within the RFP.

Q5. Are the pay rates provided in the RFP the same as what the district pays its own substitute staff? If not please provide the NPS substitute payrates.

A5. Yes, they are provided within the RFP.

Q6. Please provide separately the number of teacher, long term teacher and teacher aide assignments filled by the current contractor during the 2018-2019 school year. What was the percentage of requests vs. fills (fill rate)?

A6. This service was new to our district in FY2019. By the time that the awarded Vendor's service was up and running the pandemic hit and our schools closed. The contract was not renewed and detailed information was not obtained.

Q7. Please provide the number of assignments for same positions filled by NPS substitutes during the 2018-2019 school year. What was the percentage of requests vs. fills (fill rate)?

A7. See A6 response.

Q8. What is the average number of daily hours for teacher aides and behavioral assistants?

A8. Average daily hours for these substitute positions is seven (7).

Q9. The RFP states approximately 2,250 teacher assistant assignments during a given year, but the pricing page indicates the same amount of assignments for behavioral assistants. Please advise if the expectation is for 2,250

assignments for both groups, or a combined amount of 2,250? If combined, what is the estimated percentage of each position?

A9. Estimated total for both is 2,250 with an estimated breakdown of 75% teacher assistants and 25% behavioral assistants.

Q10. The RFP requires the provision of an on-line absence management system/software compatible with NPS Frontline software. Please explain the process in differentiating between the two systems when an absence is entered so as to limit confusion between a NPS substitute being assigned vs. a contracted substitute.

A10. All absences are entered into Frontline. Vendor's software must be compatible so that the absences that need filling can be known. If positions are filled internally the absence will be removed from the list with no action required from the Vendor.

Q11. Will the selected respondent be responsible for providing/placing all substitute teaching and teacher aide positions?

- a. If not, what positions will the district be responsible for placing?
- b. What positions with the provider be responsible for?

A11. The district has an internal pool of candidates for various daily and long-term substitute teaching vacancies. NPS will first fill vacancies from this internal pool before vendor takes action.

Q12. Can Newton Public Schools provide an anticipated Statement of Work to include:

- c. Daily Substitute Teaching Positions they anticipate the successful respondent to fill
- d. Daily Substitute Teacher Aide Positions they anticipate the successful respondent to fill
- e. Daily Long-Term Substitute Teaching Positions they anticipate the successful respondent to fill
N/A

A12. Unfortunately we cannot provide this information due to STS services being new and the pandemic interruption.

Q13. Will Newton Public Schools transition substitute teachers and substitute teacher aides to the successful respondent?

- f. If so, how many active substitutes does Newton Public Schools currently have in their pool?
- g. Does the district anticipate the active substitutes will transition (be employed by) the successful respondent?

A13. NPS will maintain our internal pool of substitute candidates. Any of our internal candidates are encouraged to apply to become employees of the vendor especially since there are restrictions on how many days a candidate can work per week in our district. Since the pandemic we have not used our internal database of approximately 80 and will need to reconnect with our substitutes to check on availability for FY 2022.

Q14. Project Manager Requirement - does the district have a job description for the Project Manager Position? If so, can you please provide?

A14. Vendor is responsible to provide a job description.

Q15. What is the anticipated budget/spend on the requested services?

- a. Daily Substitute Teachers
- b. Long Term Substitute Teachers
- c. Substitute Teacher Aides

A15. Our estimated budgets for FY2022 are as follows: Daily Substitute teachers = \$250,000 and Substitute Teacher Aides = \$50,000. As services become more successful, these totals should increase in FY23 and FY24.

Q16. Will there be a pre-proposal conference? If so, can you provide details?

A16. No.

Q17. Will there be a public opening?

A17. No. Due to the pandemic modified bid opening process described within the RFP will be used.

Q18. Once arriving at a school building, will substitutes be required/asked to drive to another location in the district?

A18. In most cases, the substitute will be assigned a location where there is the vacancy. On occasion, the substitute may be asked to travel to another school building within the City of Newton.

Q19. Page 6 of RFP - Section II (under Schedule) says RFP is due at 11 a.m. but further down in Section III (Instructions to Proposers) says it's due 10 a.m. - Please confirm time when bid is due.

A19. All RFP submissions are due at 11:00 a.m. on April 29, 2021.

Q20. Evaluation Criteria - Is your evaluation criteria weighted? If so, can you please provide additional details.

A20. No. The criteria will not be weighted.

Q21. Do you currently have a contract in place for these services?

A21. Not at this time. The original contract could have been renewed through June 2021 but it was not on account of the pandemic.

Q22. Who is/are your current vendor(s)?

A22. See A21 response.

Q23. What are your current bill rates and pay rates for these services?

A23. See A21 response.

Q24. Are you happy with the services of your current vendors?

A24. See A21 response.

All other terms and conditions of this bid 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