



Beaufort County School District

Addendum 1

Solicitation Number: 16-019
Date Printed: April 21, 2016
Date Issued: April 21, 2016
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Request for Proposals

DESCRIPTION: **Substitute Teachers and Various Miscellaneous Staffing**
SUBMIT OFFER BY (Opening Date & Time): **April 25, 2016; 2:00 PM EDST**
QUESTIONS MUST BE RECEIVED BY: **April 11, 2016**
NUMBER OF COPIES TO BE SUBMITTED: **Five (5) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:

Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after April 20, 2016. The award, this solicitation, and any amendments will be posted at the following web address: www.beaufort.k12.sc.us

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

QUESTIONS AND ANSWERS

1. Can you please provide the current pay rates for the positions being requested (including variances by education level): Substitute Teachers, Substitute Paraprofessionals (Teaching Assistants) and Substitute Nurses?

Class I

A substitute teacher who possesses a valid teaching certificate or an individual receiving a teacher's retirement pension (requires verification).

This includes Nurses (RN & LPN).

Daily Rate-\$90.00/day

½ day Daily Rate - \$45.00

Long Term-\$100.00/day

The rate for a Long-term Substitute teacher begins on the 12th consecutive day in the same assignment. Only a Class I Substitute, a certified teacher or a retired teacher, may fill this role.

Class II

A substitute teacher who possesses a 4-year degree from an accredited college but who is not in possession of a current teaching certificate (requires verification)

Daily Rate-\$75.00/day

½ day Daily Rate - \$37.50

Long Term-N/A

The use of a Class II Substitute in a long-term position is generally not allowed and would require prior approval of the Director of Certified Personnel and Teacher Quality.

Substitute Instructional Assistant

A Substitute Instructional Assistant is used to cover the absence of a classified employee, with prior permission from the department of Human Resources. A substitute Instructional Assistant may only be used for the Pre-K, Kindergarten, or Special Ed teacher assistant or for the long-term illness of other classified employees, when approved by HR. Maximum length of day = 7.5 hours.

Daily Rate-\$60.00/day

½ day Daily Rate - \$30.00

Long Term-N/A

2. Will BCSD allow vendors to submit exceptions to the RFP?
Vendors may request exceptions to the RFP. BCSD may or may not agree to the exceptions.
3. On page 18, section 4.04, subsection C asks for three clients for which we have provided "maintenance services"...is this a typographical error?
Yes, please ignore that technical requirement. We are looking for the reference information requested in Section 4.0.8.

4. Regarding the SC Purchasing Card referred to on page 33, Section 7.1.15, will BCSD be paying with one card or multiple cards?

One card

5. BCSD: An original hard copy of your offer must be accompanied by the specified number of copies in the following electronic format: compact disk (CD) in one of the following formats: CD-R; DVD ROM; DVD-R; or DVD+R Formats such as CD-RW, DVD-RAM, DVD-RW, DVD+RW, or DVIX are not acceptable and will result in the Offeror's proposal being rejected.

Question: Would a redacted copy of the proposal be permitted on a jump drive?

Yes

6. BCSD: Contractor agrees to accept payment by the South Carolina Purchasing Card for no extra charge.

Question: Is this the only acceptable form of payment?

This is the District's preferred form of payment. It will be considered in the pricing model.

7. In previous work with the district, our firm understands that BCSD fringe benefits are estimated at 24.3% (7.65% FICA + 16.65% Retirement). Is this a suitable rate to consider with respect to substitute positions?

Yes

8. Please provide the number of absences requiring a substitute in the previous school year.

- **From 08/01/14 – 06/30/15, there were 18,291 absences that required a substitute.**
- **There were 180 school days from 08/01/14 -06/30/15. Total number of absences requiring a substitute: 18,291 / 180 school days = 101.62 absences per school day requiring a substitute.**

9. What was the average number of absences per day during the last school year?

In total, there were 22,534 reported absences during the 14/15 School Year, regardless of substitute requirements, with an average number of 125 absences reported each day.

10. What was the lowest number of reported absences per day during the school year?

The lowest number of reported absences from 08/01/14 – 06/30/15 during the 180 academic days: 15 reported absences on 05/28/15.

11. What was the highest number of reported absences per day during the school year?

The highest number of reported absences during the 14/15 School Year: 256 on 03/13/15.

12. Do you currently use an automated absence management system?

Yes

13. Do you currently outsource substitutes?

No

14. How many substitutes are currently qualified in your sub pool?

397 substitutes are currently listed in our substitute pool as of 04/20/16.

15. Please provide the number of certified and non-certified substitutes.

- 182 Substitutes are currently coded for certified substitute teacher pay.**
- 148 substitutes are currently coded for non-certified substitute teacher pay.**
- 56 substitutes are currently coded for non-certified substitute teacher assistant pay only.**
- 13 substitutes are coded for nurse substitute assignments.**

16. Please provide current pay rates for all classifications included within the scope of the RFP.

Refer to Question #1.

17. How many active substitutes do you currently have in your substitute pool who have worked at least one day since August 1, 2015?

From 08/01/15 – 04/08/16, 382 substitutes have worked at least one day as a half day or one day as a full day.

18. In your current active substitute pool, how many of those substitutes are certified substitutes?

Refer to Question #12.

19. On average, how many daily absences does the district have that will require substitutes?

From 08/01/15 – 04/08/16, 19,191 absences required a substitute. On average, 128 absences per day required a substitute.

20. On average, how many long term teacher absences do you experience on a daily basis?

Number of substitutes needed each day, on average, to fulfill all long term assignments reported in Aesop: 15-16.

21. What is the District's biggest challenge in finding or retaining quality subs?

The Beaufort County School District has expanded significantly over the last several years. As a result, the district faces a challenge maintaining a substitute pool that can keep up with the increasing number of absences requiring a substitute. The district's biggest challenge is in maintaining the supply of substitutes required for the demand of substitute assignments available for both long and short term assignments.

22. Does the District currently use Aesop, or are they looking for vendors who already have licenses for the system?

The District currently utilizes Aesop.

23. What are the current pay rates for substitutes?

Refer to Question #1.

24. Is the training for substitutes billable?

Currently, substitutes are not paid for training they receive.

25. What is the current fill rate for substitutes?

Current 15/16 Academic School Year Fill Rate for Absences: 72.70%