

RFP Questions

1. What is the desired date to begin service?

Answer: February 1, 2023 is the target date; however the start date may be negotiated with the contract depending on the level of transition needed.

2. Is the one-year contract term beginning upon award or is it based on a school year calendar?

Answer: The 1-year contract term begins upon award. The reason is that transitioning substitutes during the summer when fiscal years begin July 1 is not advantageous for staff or substitutes.

3. Which school districts are the 12 additional where NWRESD provides substitute services?

- Clatskanie School District
- Corbett School District
- Forest Grove School District
- Jewell School District
- Gresham Barlow School District - Absence Management Software Only
- Multnomah ESD
- Nestucca Valley School District 101
- Northwest Regional ESD
- Rainier School District
- Riverdale School District
- Sauvie Island School District
- St. Helens School District
- Vernonia School District

4. Are the 12 current districts committed to the exclusive use of the awardee's substitute services?

Answer: Yes; at least conceptually for the remainder of the 22-23 school year if the final ESD decision makes sense for them. Districts have the right to leave the consortium each fiscal year or upon notice to the ESD.

5. How many absences per day have you averaged for SY 22-23 year for licensed staff?

Answer: There are approximately 287 absences across all employee types throughout the region and 80 a day across all employee types for the ESD. For licensed staff, 39.6 for ESD staff; and approximately an additional 100 a day throughout the region.

6. How many absences per day for SY 22-23 have you averaged for classified staff?

Answer: 38.16 for ESD staff; approximately an additional 74 throughout the region

6A. Of those, how many absences are Special Education assistants?

Answer: Approximately 24 for ESD staff per day; and throughout the region, approximately 20 a day are SPED. This number is approximate as the data is not tracked consistently across the region.

7. What are all substitutes pay rates for SY22-23 by position?

Answer: The hourly pay rates for the substitutes that the ESD pays along with Riverdale SD are below. Licensed substitutes are paid \$201.01 per day or \$236.48 for assignments lasting longer than 10 days. Some districts are able to add bonuses or additional stipends; however that should not be the basis for the cost of a proposal as most of those dollars that may be available are one-time sources of funding.

	Substitutes	Riverdale
Classified	\$18.71	\$18.16
Licensed	\$25.13	\$28.01
Licensed Long Term	\$31.64	\$31.31
Driver	\$18.96	\$0.00
ASL Asst	\$18.96	\$0.00
ASL Interpreter	\$25.16	\$0.00
Facilities	\$19.96	\$0.00
SLPA	\$29.48	\$0.00
Truancy Officer Lead	\$49.05	\$0.00
Truancy Officer	\$42.46	\$0.00
Riverdale Night Custodian	\$0.00	\$18.33
Administrative Specialist	\$18.96	\$19.38
Minimum Wage	\$14.75	\$0.00

8. What is your average daily fill rate for SY 22-23 for both classified and certified substitutes?

Answer: Licensed ESD staff daily fill rates average 55.33%; 30.7% for classified ESD staff

9. Are all bidders required to use Frontline’s absence management system?

Answer: Yes. The data is integrated with the ESD’s payroll and timesheet system.

10. Can you please define how proposals will be scored and provide weighting?

Answer:

Criteria	Weighting
Cover Letter	Pass/Fail
Proposer Qualifications	10%
Management Plan	30%
Compensation & Fees	30%
Project Implementation	30%
Total	100%

11. What roles within the ESD will be represented on the evaluation committee?

Answer: Human Resources, Substitute Services, Fiscal, Program Administrators (2), and Component District representation

12. There are two documents referenced that don't appear in the RFP. Those are Attachments A and B relating to contractual terms. Are you able to provide those as our legal team would like to review?

Answer: Yes; attachments are included as part of a draft contract and are available with this Addenda. If the selected vendor has a different contract template that includes required elements, a vendor may propose that during the contract negotiation process.

13. For which school districts does your ESD provide substitute staff? Please provide a list. Also, what are their substitute pay rates at each location?

Answer: See list in #3 above.

14. Another question I have for the RFP: Does the page limit (30 pages for technical) include the financial statements? I would like to include our annual report, but it's long and would exceed the page limit. The RFP specifically asks "Please include your financial statement(s) for the past two years."

Answer: No. The page limit does not include the financial statement.

15. **Page 7 of 17 – Schedule of Events – Last Addenda Issued** – Will you please consider revising the Last Addendum Issued date from November 16th to November 14th? Since all addenda must be signed and included in the RFP response, this will give vendors additional time to finalize the responses after the last addendum is issued and deliver the RFP responses by the November 18th due date.

Answer: Yes; this Addenda is being provided on the 14th to allow for vendors to consider additional information provided here.

16. **Page 10 of 17 – Proposal Submission Requirements – Both Sides of Paper for Printing** – For ease of reading and proposal preparation, is it acceptable to print responses on one side of the paper rather than both sides?

Answer: Yes; it is acceptable to print responses on one side of the paper as long as the proposal remains within the limits established in the RFP.