



Beaufort County School District

Addendum 2

Solicitation Number: 25-002
Date Printed: May 14, 2024
Date Issued: May 24, 2024
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Substitute Teachers and Miscellaneous Staffing Solution**
SUBMIT OFFER BY (Opening Date & Time): **June 20, 2024 @ 4:00 PM**
QUESTIONS MUST BE RECEIVED BY: **June 13, 2024 @ 4:00 PM**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed; Six (6) Signed Copies and One (1) Redacted Version on USB**

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:

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 June 20, 2024. The award, this solicitation, and any amendments will be posted at the following web address:

<https://www.beaufortschools.net/community/working-with-the-district/finance>.

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.

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HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (Check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

Questions and Answers:

1. Are the services covered in this RFP only for daily or short-term substitute needs for each of these areas? Meaning, will this RFP be required in order to continue staffing full-time or longer-term openings for Special Education Teachers and Nurses as we currently do?
Yes.

2. What are the district’s pay rates for the positions sought in the RFP?

HS Diploma/Instructional Assistant	\$94.05/day
33 College Credits	\$105/day
SC Certified Teacher	\$125/day
Long Term Non-Certified	\$100/day
Building Base Sub	\$120/day
Long Term SC Certified	\$180/day
Nurse Hourly	\$27/hr
Nurse Long Term	\$100/day
Clerical	\$100/day
BCSD SPED	\$20/hr
BCSD Paraprofessional	\$17/hr
Epic Hourly	\$17/hr

3. What has been the typical amount spent on this contract each year?
This information can be obtained through a Freedom of Information Act (FOIA) Request.
4. Does the annual spending on this contract put it in the category for which an M/WBE subcontractor is required?
M/WBE is not required but encouraged. Subcontracting for the specific solicited services is discouraged.
5. Can the physical location for the vendor’s office be in a school district building?
This can be negotiated with the awarded vendor contingent on the availability of space at the District Office.
6. When will the district’s award decision be announced?
The award will be announced on or after June 20, 2024.
7. What is the current number of substitutes working for your district, and will the list of active substitutes be available to the chosen provider?
Current number of employees is approximately 870 – approximately 700 on-call substitutes and approximately 170 permanent paraprofessionals. When the contract is awarded, employees will be notified of any changes and the District will communicate what the changes entail. The District will also be involved in the transition process.
8. Who were the past vendors and what were the hourly rates paid for all of the disciplines?
The current incumbent is ESS (formerly Source4Teachers). This contract information can be obtained through a Freedom of Information Act (FOIA) Request.

9. Can you provide the name and contact information for the individual who will be coordinating the services for the disciplines at the district?
This information will be provided to the awarded vendor as this information is not pertinent in response to the RFP. Communication regarding the RFP shall only be between the Procurement Coordinator and the contractor.
10. Can we bid a price range for all of the disciplines?
This RFP request a fixed billable and pay rate to be listed in section 8.0
11. How many hours are there per school day?
Elementary School start time 7:45 AM and release is 2:45 PM
Middle and High School start time 8:45 AM and release is 3:45 PM
12. How many school days are there per year?
FY 25 School Calendar has been posted.
13. Can we bid for other special education disciplines that are not mentioned in the RFP?
Additional positions must be listed separately in section 8.0.
14. When is the anticipated award date for this RFP?
This RFP will be awarded on or after June 20, 2024.