

HAMILTON COUNTY DEPARTMENT OF EDUCATION
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Posted Date: May 16, 2022

Solicitation No.: RFP 22-21

Solicitation Name: Temporary Staffing Services

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. ATTACHMENT: NONE

2. QUESTIONS/ANSWERS

1.	<p>1. We have a question regarding the sections below for RFP 22-21 Temporary Staffing Services:</p> <ul style="list-style-type: none"> - 95% guaranteed fulfillment rate <ul style="list-style-type: none"> o <i>If not, a CREDIT will be incurred for future services. (I have never seen this before, this is really strong to have a credit on lack of fulfillment)</i> o <i>2 hour window to fill all openings once they are requested by the school</i> <p>Would your team be able and willing to remove these requirements? My team is saying these stipulations are a bit too stringent for our agency to work around. We have no concerns in our ability to fulfill Hamilton’s openings with great staff, however, we believe these terms would be very difficult to work within. If this was eliminated from the language our team would have no issues in moving forward with a Proposal!</p>
Answer	<p>At this time, we need to increase our sub fill rate. While we can discuss the percentage, we want to maintain a metric and incentive for fill.</p>
2.	<p>2. Can you tell me if the current contract in place is expiring?</p>
Answer	<p>The current contract current term end date is June 30, 2022. HCS reserves the right to extend the current contract where it is deemed in its best interest and at its sole discretion.</p>
3.	<p>3. Is the vendor required to submit all job titles?</p>

Answer	No, Vendors are not required to complete all Categories/job titles. Please see page 30 and the details under Tab 4 for more information.
4.	4. What are the historical annual spending volumes in the project?
Answer	FY22 expenditure was approximately \$4,000,000. Use of this contract may vary greatly dependent on need. This remains an as-needed contract and no work is guaranteed.
5.	5. What is the estimated budget for this project?
Answer	Please see answer to Question 4.
6.	6. Is the contract with your current supplier the same? (3 years with two one-year renewable extensions)
Answer	The current contract term is a 3 year term with the option for 2 additional 1 year renewals.
7.	7. By position (page 33), what is your current provider's average fill rate for 2021-2022?
Answer	The average this school year has been in the 60 percentile.
8.	8. Is there a cut-off time with your current provider where absences entered after this time (midnight the night before) do not count against the 95% fill rate guarantee calculation? How much in credits did your current provider issue during the 2021-2022 school year?
Answer	There is not a cut off but we did waive the credits this past school year due to COVID.
9.	9. Do you intend to award to a single or multi-source provider?
Answer	Please refer to page 12 section 3 of the Special Conditions.
10.	10. Can you provide the current pay rates for all positions listed in the RFP on page 33?
Answer	HCS has taken great interest in improving the scope of services and approach to the contract to ensure our future contract and associated service is improved and in-line with our needs and administration. As such, current pay rates are not available for all listed positions. Below is a listing of some known current pay rates. - Non-Degreed Substitute: \$75.95 – full day

	<ul style="list-style-type: none"> - Degree Substitute: \$93.16 – full day - Certified Substitute: \$144.80 – full day - System Wide Substitute: \$111.79 – full day - Long Term Substitute: \$156.51 – full day
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11.	11. Can you clarify sections 2.1.11 and 2.1.22? Are you requesting that after 90 days, you can hire an employee of ours with no charge or at any time?
Answer	After 90 days, we would request no charge.

12.	12. Will any temporary employees listed by position on page 33 be required to drive company/district vehicles?
Answer	Yes, please see article 2.3.9 on page 14 for additional information.

13.	13. Can you elaborate on Section 2.5, where you request to use our testing for office/account assessments for select finalists hired into regular office/accounting-related positions?
Answer	For bookkeeping and other positions, we do require office and accounting assessments.

14.	14. Will you accept RFP responses that exceed 25 pages?
Answer	Yes, Vendors may exceed the 25 page limit. However, this page limit is provided as a requested guide to ensure the information received to HCS as part of this proposal is concise and specific to the evaluation criteria requested within the solicitation package. Vendors are encouraged to keep the information they submit relevant to the criteria requested.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

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