



# Addendum No. 1

Issued: April 18, 2024

RFP Name: Substitute Employment Services

RFP# 2024-HR-001

Below are answers to questions we have received (**Answer in Red below**)

1. Is this a new contract or renewal of an existing contract? **This is a new contract.**
2. If there is an existing contract, could you please share the names of the current vendors and their pricing? **Not an existing contract.**
3. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions? **Bidding on all positions is not mandatory, but it is recommended.**
4. What is the estimated budget for this contract? **As listed in the RFP, the District spends \$2.2 million on our current substitutes.**
5. Is it mandatory to subcontract? **We are hoping to partner with one company.**
6. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?
  - a. **Teachers 8.25 hours**
  - b. **Paras - 7.75 hours**
  - c. **LPN, RN and BSN - 8.5 hours**
  - d. **Early Education - 8 hours**
7. Of the roughly 13,712 absences each year to be filled by the contractor, what is the breakdown of absences by position?
8. Long Term Substitute Teacher (Missouri Teacher's Certificate)- **We do not differentiate between Long term sub with or without certificate. We had 26 long term classroom positions filled with an average of a 47 day leave.**



9. Long Term Substitute Teacher (Missouri Substitute Teacher's Certificate)- **We do not differentiate between Long term sub with or without certificate. We had 26 long term classroom positions filled with an average of a 47 day leave.**
10. Substitute Paraeducator- **Total absences for paras would be 2052.**
11. Substitute LPN- **156 days absent.**
12. Substitute RN- **191 days absent.**
13. Substitute BSN- **153 days absent**
14. Substitute Early Education (Diploma/GED- **8 subs a day for 1246 absences**
15. Substitute Early Education (60+ College Hours)- **8 subs a day for 1246 absences**
16. How many hours in a work day for each position above?
  - a. **Teachers 8.25 hours**
  - b. **Paras - 7.75 hours**
  - c. **LPN, RN and BSN - 8.5 hours**
  - d. **Early Education - 8 hours**
17. Edustaff is interested in responding to Independence School District's RFP for Substitute Employment Services. If possible, could you please provide an answer to the following question: Could the district elaborate on what their current payroll system is? **Keystone**
18. I'm reaching out today with one question regarding the recently released RFP for Substitute Employment Services. It appears from the district website that the district currently uses Frontline as its Absence Management platform. Is the district intending to continue using Frontline or is there a desire to move to a vendor-developed platform? **We plan to continue using Frontline at this time.**