

	<p align="center"><b>GUILFORD COUNTY SCHOOLS</b></p> <p align="center"><b>Request for Proposals</b></p> <p align="center">Addendum: 3/15/24 Purchasing Department 501 W. Washington Street Greensboro, NC 27401</p>
<p><b>Direct all inquiries to:</b></p>	<p><b>Request for Proposals: 6633</b></p>
<p>Velicia Moore</p>	<p><b>Proposal due date: March 26, 2024</b></p>
<p><a href="mailto:gaddyv@gcsnc.com">gaddyv@gcsnc.com</a> 336.370.3240</p>	<p><b>Commodity: Substitute Management Services</b></p>

**NOTICE TO BIDDERS**

Please be advised that this document serves as Addendum 1 to RFP 6633 Substitute Management Services. The following update by Guilford County Schools (GCS), please see below.

1. Section 5, Page 8; Are ongoing nightly background checks required for every substitute we place in your district? The cost of ongoing nightly background checks would be prohibitively expensive and add significantly to the cost of our services. If they are required, are you aware of a company providing this service at a nominal fee? If so, please provide their name and contact information.
  - a. **Yes. Background Investigative Bureau.**
2. Section 5.2, Page 7; What is the district’s preferred substitute management system? What is their personnel system?
  - a. **Red Rover**
3. Section 5.0, page 6; Does the district intend to fully transition their existing sub pool to the chosen vendor’s employment?
  - a. **Yes.**
4. Does the district currently partner with a substitute staffing provider?
  - a. **No.**
5. Section 2.0, page 3 Insurance; Certificate of Insurance: Is the proposer required to provide the certificate of insurance with the bid proposal or upon contract?
  - a. **Yes, each vendor shall furnish GCS a certificate of insurance showing that the required workmen's compensation and public liability insurance are carried by the Contractor. The certificate of insurance should show that it is issued to or at the request of the Guilford County Board of Education, Greensboro, North Carolina. All insurance carriers shall be licensed to do business in North Carolina or approved to issue insurance coverage by the Commission of Insurance of North Carolina.**
6. Section 5.1, page 6; For certified and non-certified positions, what does GCS’s current substitute training consist of for teacher and paraprofessional positions?
  - a. **Two-hour, online orientation/training session.**
7. Section 5.2, page 7; Information detailing successful placement/fill rates for similar sized districts to include the process/strategies, systems, and best practices to accomplish these actions: What were the absence fill rates for all teacher and teacher assistant positions for 2022-23 SY and the first semester of 2023-24 SY?

- a. @70% fill rate.
  - i. What was the absence fill rate for the TOP 20 “hard-to-staff schools” during the 2022-23 SY and the first semester of 2023-24 SY? 60%
  
- 8. Substitute Pool: What is the approximate number of active substitute teachers and teacher assistants currently in the District’s substitute pool?
  - a. 1800
  
- 9. Filled Absences; What is the number of teacher absences requiring a substitute and the actual figure that was filled for the 2022-23 SY and 2023-24 first semester? 2022-23 plus 2023-24 through January:
  - Licensed fill needed: 108,463 days
  - Licensed filled: 81,178 days
  
- 10. General Contract Terms & Conditions #18, page 15; Is participant in the state-wide eProcurement service required by the contractor for RFP6633 and subject to a 1.75% (.0175) transaction fee? If the processor can process GCS payments via Electronic Funds Transfer (EFT) would this be acceptable to GCS?
  - a. NO. That fee is assessed for goods, not services.
  
- 11. Instructions to Suppliers #15, page 12; Is it GCS’s preference to award the contract to a single provider or multiple providers?
  - a. Single