

Questions and Responses regarding RFP 3068 – Substitute Personnel Recruitment and Management Service

Questions received from Source4Teachers

1. In the past, there have been retirement system regulations regarding the employment of substitute teachers by a staffing company in Kentucky. Can JCPS confirm that there are no regulatory barriers that would put either the district or a staffing provider in jeopardy with the KY Teacher's Retirement System if the staffing company employs and schedule substitute teachers in JCPS? With JCPS RFP #3065 in December, 2016 the response to this question indicated that JCPS was in the process of verifying compliance regulations. What update do you have at this time? Are there any regulatory barriers that would create jeopardy?

JCPS response:

There are regulatory barriers. JCPS will employ the subs.

2. What is the expectation regarding whether or not substitutes hired and managed by the staffing company will need to contribute to the Kentucky Teachers Retirement System? And if they will need to pay into the system how will this be handled?

JCPS response:

The subs will be employees of JCPS.

3. Is it your expectation that the Kentucky Department of Education Professional Standards Board will have to approve of the substitutes hired and managed by the staffing company? And, if so, how do you wish for this to be handled?

JCPS response:

Subs will be hired by JCPS. Subs hired by JCPS are required to obtain substitute certification from EPSB.

Questions received from Rachel Wixey & Associates

1. How were the schools selected to receive this service identified?

JCPS response:

Geographically and by need (hard to fill sub requests as compared to the average fill rate).

2. What level of involvement will the current Substitute Center Supervisor have in the process through implementation, and service thereafter?

JCPS response:

The JCPS Substitute Center Specialist will still oversee substitutes.

3. How many active substitutes does the district currently have for the identified buildings, for each of these position types?

• Substitute Teachers, Certified	1048
• Substitute Teachers, Non-Certified	19
• Substitute Instructional Assistants	168
• Substitute Custodians	35
• Substitute Nutritional Services Assistant	268

JCPS response:

Please refer to the above listed numbers. This cannot be broken out by location.

4. Regarding this point of evaluation criteria:
Experience in public school districts/ISD's of similar size and with similar scope of services.
Is "size" defined by the 20 schools identified in the RFP for this work, or the entire school district?
JCPS response:
20
5. Will substitutes currently in the district, and newly hired, be able to work for both the Substitute Center/district and the Service provider selected? Will any substitutes be required to be exclusive to one or the other?
JCPS response:
JCPS would hire/employ the subs. The service provider would be responsible for recruiting, training, and management.
6. Is SmartFind Express (Teacher Match) the preferred system for absence tracking and substitute scheduling?
a. If yes, is the district open to a new/alternate system for the schools associated with the RFP?
b. Will the Substitute Center with the district continue to use the current system in place if a change is made?
JCPS response:
Smartfind Express is not the preferred system for absence tracking and substitute scheduling. JCPS is under contract with the current system through June 30, 2017. On July 1, 2017 JCPS will begin using Frontline Absence and Substitute Management System.
7. Do you wish for or require your selected provider to adhere to your current pay schedule for substitutes?
a. If yes, what are the specific tiered pay rates for each position type?
JCPS response:
Yes, our sub employees will be paid according to the substitute salary schedule. Links inserted:
<https://www.jefferson.kyschools.us/sites/default/files/forms/Salary%20Schedule%20Certified%20Substitutes.pdf>
<https://www.jefferson.kyschools.us/sites/default/files/forms/Salary%20Schedule%20Temporary%20Salaries.pdf>
8. Please describe what a successful year-1 will look like, after implementation of a service provider with the schools selected for this RFP.
JCPS response:
More applicants will be hired by JCPS. Effective training will be provided by the company.

Questions received from Kelly Services, Inc.

1. Will JCPS accept a contractor's contract for negotiation to be included in the RFP response? If no – may we provide a list of exceptions to be discussed with JCPS?
JCPS response:
No. A Contractor may include a list of exceptions; however, JCPS reserves the right to accept or reject such exceptions.

2. Pg. 13 – Termination (30 days’ notice) – this clause conflicts with the termination clause on page 22 – Specifications 5 states-termination for services on July 1 of any year. Vendor must provide notice no later than March 1. Please provide your termination requirements.

JCPS response:

An Addendum will be issued to correct this conflict.