QUESTIONS & ANSWERS

RFP 092023LW STAFF AUGMENTATION

1. For each position type in the RFP, will the District please provide:

   a.   The approx. quantity of staff needed:
   A.   A specific number of needed staff cannot be provided at this time. The quantity of staff is dependent on the need of the position at the time of the request submission.

   b.   The district's current hourly pay rates:
   A.   The district's hourly rate for classification listed in the RFP varies.

   c.   The daily number of paid work hours:
   A.   Up to 8 hours per day for each position

2. On page 44 of the RFP under Appendix 1 Compensation/Pricing Schedule, will the District please clarify what position types "Teacher Type (Teachers, Counselors, Librarians, etc.)" includes? Does this include certified and non-certified substitute teachers? If yes, will you please provide the quantity needed and the current pay rates?

   A.   Teacher type positions refer to all positions that require a TN teaching license; those positions include teacher, professional guidance counselor, and librarian. Yes, this does include certified and non-certified substitute teachers.

3. Understanding the District may award multiple vendors, is the District's intent to award one vendor to place staff for each position type so vendors can offer a high volume discount and invest maximum resources into the program?

   A.   No

4. What is the District's estimated timeline for notifying the awarded vendor(s) and when is the estimated program start date?
   A.   Contingent upon board approval process. Preferably this fall.

5. On page 15 in the 3.0 Evaluation Criteria chart, will you please clarify what "Respondent Accepts MSCS Conversion Term in the RFP" is referring to?

   A.   The vendor accepts the cost rate identified for hiring their employees as a permanent district employee.

6. What would be the number of awards you intend to give (approximate number)?

   A.   Contingent upon responses.

7. Please provide us with an estimated NTE budget allocated for this contract.

   A.   N/A

8. Is this an old contract or new contract?

   A.   New contract

9. What is the tentative start date of this engagement?

   A.   Please refer to answer #4.

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10. What is the work location of the proposed candidates?

A.   MSCS schools and district offices

11. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

A.   This is a new contract.

12. Are there any pain points or issues with the current vendor(s)?

A.   No, this is a new contract.

13. Could you please share the previous spending on this contract, if any?

A.   This is a new contract.

14. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

A.   Contingent upon procurement requirements and our MWSBE office.

15. How many positions were used in the previous contract?

A.   This is a new contract; there is no previous contract.

16. How many requisitions will be required per year or throughout the contract?

A.   Contingent upon utilization

17. If the proposed candidates are not available at the time of the award, will the agency allow us to provide replacement personnel with similar or more skill sets?

A.   Yes

18. Can we provide hourly rate ranges for the given positions?

A.   Yes

19. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

A.   All work must be performed on site.

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20. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

   A.   Resumes are due prior to assignment.

21. Could you please provide the list of holidays?

   A.   The MSCS district work calendar is available online at www.scsk12.org.

22. Are there any mandated Paid Time Off, Vacation, etc.?

   A.   Contractors will follow the work calendar for the position and location

23. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

   A.   Yes

24. Can you please let us know the previous spending of this contract?

   A.   This is a new contract; there is no previous spending.

25. Please confirm if we can get the proposals or pricing of the incumbent(s).

   A.   N/A

26. Are there any pain points or issues with the current vendor(s)?

   A.   N/A

27. Please confirm the anticipated number of awards.

   A.   Contingent upon responses

28. Confirm if this RFP has relations to IT specific Roles?
   A.   No, this RFP does not have any relation to IT specific roles.

29. Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?
A.   The requests for services to awarded vendors will be disseminated on a rolling as needed basis to ensure that all vendors are utilized.

QUESTIONS & ANSWERS

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30. Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

   A.   Please see p. 14 of RFP.

31. When is the estimated contract award date, and how will the district communicate award status to vendors?

   A.   See answer to #4.

32. How many vendors does the district expect to award a contract to for the services requested in this solicitation?

   A.   See answer to #6.

33. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

   A.   No, currently there is no similar services being rendered.

34. What is the expected amount of full-time, vendor supplied (Teachers and SPED Instructional Support Staff) needed during the 2023-24 SY?

   A.   An expected number of staff needed cannot be provided at this time. The quantity of staff is dependent on the need of the position at the time of the request submission.

35. Can the district please provide the total amount of full-time, vendor supplied (Teachers and SPED Instructional Support Staff) utilized during the 2022-23 SY?

   A.   N/A

36. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (Teachers and SPED Instructional Support Staff) utilized during the 2022-23 SY?

   A.   N/A

37. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?

   A.   Contingent upon assigned locations: Wi-Fi, computer access, testing material (if state issued), copier, printer, and office supplies.

38. What travel between schools is expected for these providers?

   A.   No travel is expected.

39. Will the district review other SPED service classifications if submitted with the vendor proposal?

A.   No. We are currently limited to the positions included in the RFP.

40. What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?

A.   N/A

41. What is the average caseload for the providers requested in this solicitation?

A.   There is no average caseload expectation it will be contingent upon the need of the district.

42. Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?

A.   40 hours pr week.

43. Will the district accept digital proposal submissions?

A.   Please refer to Page 10 "General Format", A & B of the RFP document.

44. Would the district be acceptable to a vendor-supplied alternative for Paraprofessional/SPED Instructional Assistant/RBT?

A.   Please see answer 39.

45. Can the district please provide a job description for Behavior Specialist, Family Engagement Specialist, Education Support Specialist, and Education Assistant?

A.   Yes, the listed job descriptions will be provided in a separate attachment.

46. Would the district be agreeable to remove the Cyber Insurance requirement listed? If not, can they work with the vendor post-award to find mutually agreeable language, as staffing personnel is being provided for this opportunity?

A.   No, requirements are non-negotiable.