



DATE: APRIL 16, 2024

TO: ALL PROSPECTIVE VENDORS

FROM: VERONICA JACKSON
PURCHASING AND CONTRACTS COORDINATOR

SUBJECT: ADDENDA# 1
RFP# 24-0424, SUBSTITUTE STAFFING SERVICES (HUMAN RESOURCES)

All respondents are hereby advised of the following amendments to the Request for Proposals ("RFP") document which are hereby made an integral part of the proposal documents for the subject contract, prepared by the Clarke County School District ("CCSD or District").

Proposals submitted shall be deemed to include contract document information as shown in **ADDENDUM NO. 1**. Respondents shall be required to acknowledge receipt of this addendum in their proposal response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their proposal response.

This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the **"RFP# 24-0424, SUBSTITUTE STAFFING SERVICES (HUMAN RESOURCES)"**, response date, and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THIS DOCUMENT.

The Addendum becomes a part of the Original document and Modifies, as noted below:

A. MODIFICATIONS & REVISIONS *(clarifications in red)*

Pre-proposal conference recording, audio available [here](#).
Password:: @Substitute0424

B. QUESTIONS & ANSWERS *(clarifications in red)*

1. **Q:** Can you please confirm if surety bonds are required for this RFP?
A: No
2. **Q:** Please provide the current year volume and fill rates?
A: Fill Rate: 71%
Sub opportunities: 27,049
Avg Sub opportunities per day: 171
Certified Subs are roughly 80-85% of volume
3. **Q:** Provide the number of vacancies in previous years for the 2022/2023 and 2023/2024 school years?
A: 23/24 Vacancies - We started the year with 16 vacancies. We did not track the number of vacancies throughout the year
22/23 Vacancies - We started the year with 34 vacancies. We did not track the number of vacancies throughout the year

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4. **Q:** Will CCSD consider dividing the contract among multiple vendors and/or splitting the contract by job position?
A: Though we will consider whatever is in the best interest of the district, we do prefer awarding to a single vendor
5. **Q:** Is CCSD open to utilizing vendors with references outside their listed requirements?
A: We will review all proposal responses, although our evaluation will be based on the RFP requirements.
6. **Q:** I'm currently in the process of finalizing the necessary insurances for our upcoming project. As part of this, I've been asked by several companies to provide an estimate of the payroll for the anticipated three-year duration, during which the substitutes will be involved. Please provide an estimate of the total payroll.
A: Please request this through an Open Records Request. [Link](#).

Proposal Due Date/Time: **APRIL 24, 2024 at 1:00 PM (EDT)**

Name of Proposer

Address

Signature

Date

Unless otherwise changed by an addendum, all other information will remain the same.

END OF ADDENDA 1