**Addendum 1**

**RFP #17-001-Substitute Teacher Staffing Services**

Date: January 19, 2017

RE: RFP #17-001-Substitute Teacher Staffing Services

Addendum #1

Questions and Answers

1. On page 2, you mention the proposer must have a large pool of substitute teachers. Do you mean once the contract is underway, or at the time of the RFP response?

If you do not have a large pool of substitutes in place at the time of the RFP response, the District would want to see a plan in which you intend to recruit and retain a large pool.

2. Will your district allow the vendor to take over your existing sub pool? If so, approximately how many are in the pool currently?

 Yes.  Approximately 425

1. Are there specific pain points that are causing you to outsource your substitutes?

We certainly wish to provide an incredible service to our certified teaching staff when they are need of a substitute.  We also wish to provide a no-nonsense service to our buildings in which they do not need to worry about covering for unfilled positions.  With a District our size, it makes sense to weigh out our options related to a service of this magnitude.

1. What is your current fill rate?

91%– 93%

1. How many long term/vacant positions do you have this year?  What is the average number of days they are out?

Approximately 10.  It varies.  Some are a full semester to cover for a hard to fill position, some are a quarter for maternity leave, etc.

1. What is your current process for training substitute teachers in your district?  We do it internally using our existing staff.  They go through an orientation before they can work.