



**Data Service Center**

168 S. Dupont Highway  
New Castle, DE 19720  
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Phone: (302) 504-7200  
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**CENTRAL BIDDING DEPARTMENT**

**ADDENDUM No. 1**

**Substitute Teaching & Paraprofessional Services – RFP #2-17-32**  
**RED CLAY CONSOLIDATED SCHOOL DISTRICT**

Date of Addendum: June 13, 2017

OPENING DATE: **June 20, 2017 at 2:00 PM**

To all prospective bidders under the specifications and contract documents described above, this Addendum to RFP is being issued to answer the following submitted questions:

1. How many copies are you requiring of our completed response?  
**2 copies**
2. Can we view a copy of the Paraprofessional Job Description?  
**See attached**
3. Who won the RFP last time?  
**Kelly Services**
4. How many years has the current vendor been in place?  
**Most recent contract was 4 years**
5. Are you happy with current vendor services?  
**Yes**
6. How many vendors will be awarded the RFP?  
**The district intends to award the contract to one vendor but has the option to award to more than one vendor if deemed in the best interest of the district**
7. How much was spent in the prior year on these services?  
**Over \$50,000**
8. What were the Bill Rates on the last RFP?  
**Class A \$142.38/per day**  
**Class B \$113.63/per day**  
**Class C \$90.35/per day**
9. Approximately how many substitute teacher hours were paid last year?  
**Refer to Question #26**



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10. Approximately how many paraprofessional hours were paid last year?  
**Refer to Question #26**
11. What improvements in services would they like to see in the next year?  
**The current provider met our expectations.**
12. What is the approximate number of teachers out on any day?  
**Varies but refer to Question #26**
13. What is the approximate number of paraprofessionals out on any day?  
**Varies but refer to Question #26**
14. Do you have a database with substitute teachers available?  
**No**
15. Do you have a database with substitute paraprofessionals available?  
**No**
16. Will you have available an on-premises space to accommodate a full time on site representative to support the substitute process?  
**Probably not at District Office, maybe at a school**
17. Do you currently use web based substitute software such as Frontline formally known as AESOP?  
**Yes**
18. If not, are you open to obtaining the software?  
**N/A**
19. Does the district want to see pricing on the proposal form, references, and responses to the "Materials" section only?  
**As well as anything under the vendor responsibilities area and evaluation criteria.**
20. With regard to "Special Instructions" are you requiring responses to each bullet point?  
**No, only specific things that we require evidence of or you are evaluated on under the evaluation criteria.**
21. Can you confirm that you are looking for our list of exceptions before we submit our RFP? If so when do you need those by?  
**These should be included with the RFP submission.**
22. Page 1 of the RFP indicates that both Red Clay Consolidated School District and Colonial School District are included in this RFP, however, throughout the rest of the RFP, only Red Clay Consolidated is referenced. Is this RFP for just Red Clay Consolidated, or both? If for both, please answer the rest of the questions separately for each district.  
**This is for Red Clay only**



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23. Please describe the current process for requesting and filling substitutes?

The request are made online; substitutes fill the jobs on line through Aesop.

24. Does the district use an absence software system, such as Aesop?

Yes

25. Please provide an absence/fill report for the 2016-17 school year for substitute teachers and substitute paraprofessionals.

Paraprofessional:

Year	Absence/Vacancy Counts					Absence/Vacancy Percentages		
	Total	Need Sub	Filled	Unfilled	No Sub Needed	% Filled	% Unfilled	% of Total
2016	1179.85	1176.85	1123.52	53.33	3.00	95.47 %	4.53 %	34.68 %
2017	2222.58	2179.70	2119.70	60.00	42.88	97.25 %	2.75 %	65.32 %
<b>Totals</b>	<b>3402.43</b>	<b>3356.55</b>	<b>3243.22</b>	<b>113.33</b>	<b>45.88</b>	<b>96.62 %</b>	<b>3.38 %</b>	<b>100.00 %</b>

Teachers:

Year	Absence/Vacancy Counts					Absence/Vacancy Percentages		
	Total	Need Sub	Filled	Unfilled	No Sub Needed	% Filled	% Unfilled	% of Total
2016	890.07	859.85	703.38	156.46	30.23	81.80 %	18.20 %	32.51 %
2017	1847.55	1731.24	1529.06	202.18	116.31	88.32 %	11.68 %	67.49 %
<b>Totals</b>	<b>2737.62</b>	<b>2591.09</b>	<b>2232.44</b>	<b>358.64</b>	<b>146.54</b>	<b>86.16 %</b>	<b>13.84 %</b>	<b>100.00 %</b>

26. Page 19 of the RFP outlines three classifications of substitutes – Class A Substitute Teacher, Class B Substitute Teacher and Class C Substitute Teacher/Paraprofessionals. What are the requirements for each classification of substitute – i.e. high school diploma, college credits or teaching certification? Are all paraprofessionals paid the Class C rate? What are the requirements to be a substitute paraprofessional?

Class A. — A substitute teacher who holds or is eligible to hold a valid Delaware educator license or valid educator license from another state; or such a license that has expired shall be paid \$104 per day.  
Class B. — A substitute teacher who holds a bachelor's degree shall be paid \$83 per day.  
Class C. — A substitute teacher who does not meet the requirements for Class A or Class B classification but who is recommended to the Secretary of Education by the chief school officer of a Delaware school district shall be paid \$66 per day.

27. What percentage of filled assignments for the 2016-17 school year were Class A, B and C?

Class A = 60%  
Class B = 31%  
Class C = 9%

28. How many days constitute a long-term assignment, and what is the corresponding pay rate and certification requirement for a long-term substitute?

Defined as one hired for a period of 10 consecutive days or longer. Long-term substitutes receive the rate of pay for a Class A Substitute.



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29. Will the district employ all long-term substitutes?

No. we will employ for 90 days and refer the sub to the vendor if the leave is longer than that, or the sub receives another long-term assignment.

30. Will the district have any substitute needs over the summer that are to be filled by the successful vendor? Will the district need substitutes for ESY for the contract years going forward?

No, the District does not utilize a vendor for sub needs in the summer.

31. How many copies of the proposal should be submitted?

2 copies

### Sample Paraprofessional Job Description:

\*Job Title Paraprofessional

\*Job Type Classified - Position - School Position - Paraprofessional

#### SUMMARY:

Meadowood Program

Ages 3-21

NUMBER OF OPENINGS: 4

\*This position is on the Instructional Seniority Roster

PRIMARY FUNCTION: Assist in carrying out the Individualized Education Program for a student or small group of students once trained by a professional staff member.

#### DUTIES INCLUDE:

\*Job Type  
Description

- Assist students in meeting their physical needs in order to benefit from the educational program. Responsibilities include lifting, transferring, positioning, feeding, diapering, using adaptive equipment and assisting with personal hygiene routines
- Assist students in swimming in the pool to enhance their physical mobility.
- Assist students in physical education activities, educational, community, and vocational activities, job training coach at vocational sites, and recording student data.
- Prepare the physical environment for the day's activities including the gathering of materials, maintaining an orderly environment, and securing materials and equipment at the end of the work day.
- Perform routine paperwork and record keeping tasks related to the duties of the profession to whom the paraprofessional is assigned.
- Works cooperatively with all school personnel and students to maintain positive school relationships.
- Demonstrates regularity in attendance and promptness in reporting.
- Apply consistent and appropriate standards of behavior, achievement, and discipline to individual students, as agreed upon with professional staff and as written in the student's IEP
- Participate in in-service workshops designed to improve competencies in working with students.
- Perform other duties as assigned by the supervisor or designee

#### QUALIFICATION:

1. Completion of two years of higher education; or
2. Completion of an Associate's Degree; or
3. High School Diploma/GED and ParaPro Assessment Test (There is a \$49.00 fee for this test)
4. Lift up to 50 pounds