



10/23/19

## Substitute Staffing Services Request for Proposal

Due October 30, 2019 at 2:00p.m.

### Addendum 1

This Addendum to the original Request for Proposal is supplied to answer questions and provide additional information not previously included.

All other terms and conditions remain as listed in the original Request for Proposal.

#### Question and Answers:

1. The RFP document issued by the district has space for initials at the bottom of each page. It is the expectation that we return an initialed, hard copy, of the RFP with our response. **Yes.**
2. The RFP requests pricing for Paraprofessionals. What is the current daily/hourly pay rate for said positions? In addition, are there any Paraprofessional or Substitute positions that require specialized or SPED training and or duties? Are those pay rates the same? How many Full Time Paraprofessionals does the district currently employ? **Please note that the objective of the request for proposal is for the outsourcing of substitute teachers. If firms would like to offer paraprofessional substitute pricing and services, this information will be considered, but is not required. See attached page 26 and below #5 for added information.**
3. Are there Job Descriptions that can be shared for the above mentioned Substitute and Paraprofessional positions? **Please see attached job descriptions.**
4. How many Full Time Teachers does the district currently employ? **1,010**
5. How many Substitute Teachers and Paraprofessionals does the district currently employ? Current Pool size? **Certified substitutes 342. Paraprofessionals: 293. Additionally, we currently employ 107 non-certified substitutes.**
6. What is the projected start date for contract? Is there an expectation or desire to begin services before the commencement of the 2020-2021 school year? **January, 1, 2020**
7. Page 7 of the RFP references an attached schedule of costs and fills for 2017-2018 school year. Is there a document that can be forwarded or how should we respond. **Schedule attached.**
8. On page 15 & 16 of the RFP it lists numbers: 1, 2, 5, 6. We are looking for 3 & 4. **Please disregard this typo. 3 and 4 are not included in this list, only 1,2,5,6.**
9. Would "On-Site" office space be available for vendor use? **Yes.**

Attachments: Page 26, and Job descriptions for substitute teacher and substitute paraprofessional.

**Norwalk Public Schools - Substitute Teacher Staffing Program Cost Comparison** 5/7/2019

Comparisons based on actual FY '17-'18 fills & expense

Wages	NPS Projected FY '17-'18 Expense			Actual
	Requests	Fills	Payrate	
Per Diem Substitute Teacher (60% Of fills) blended rate	13,057	6,519	\$ 95.00	\$ 619,305
Per Diem Substitute Teacher / Paraprofessional (30% of fills)		3,260	\$ 154.50	\$ 500,333
Long Term Substitute Teacher (10% of fills)		1,087	\$ 242.06	\$ 262,998
Paraprofessional/Ed Asst. Substitute			\$ -	\$ -
Intern			\$ -	\$ -
Permanent Substitutes			\$ -	\$ -
<b>Total payroll</b>		10,865		\$ 1,382,636
				\$ 1,457,933

Other Costs	Requests	Fills	Payrate	Total	Actual
Payroll taxes (7.65%)				\$ 105,772	\$ 111,532
Workmans Comp .08				\$ 110,611	\$ 116,635
Unemployment / Disability 3.3%				\$ 45,627	\$ 48,112
Health Insurance				\$ -	\$ -
Teacher period coverage costs (\$52*3) 1539 supplemental fills est.		1539	\$ 156.00	\$ 240,084	\$ 240,084
Pension				\$ 29,929	\$ 29,929
Aesop System cost				\$ 6,408	\$ 6,408
<b>Total Other</b>				\$ 538,431	\$ 552,699

Total cost	Variance
\$ 1,921,067	\$ 2,010,632
\$ (311,341)	\$ (400,906)

**Additional indirect cost**

Administrative support: HR/Payroll/Building Staff/Training/Substitute Management - 2 hours per school, 180 days, \$20/hr	\$ 144,000	\$ 144,000
Liability Insurance - 1.5% of wages	\$ 20,740	\$ 21,869
<b>Total</b>	\$ 164,740	\$ 165,869

<b>Total NPS projected program cost</b>	\$ 2,085,807	\$ 2,175,372
<b>Variance</b>	\$ (476,081)	\$ (565,646)

Absence data FY '17-'18	Total	Filled
Substitute Teacher	13,057	10,865



## **Substitute Teacher**

### **POSITION DESCRIPTION**

Substitute teachers are expected to maintain a professional attitude toward their accepted assignment and provide an effective, impactful and positive experience for the students.

### **RESPONSIBILITIES**

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks.
- Maintain a safe environment
- Keep students under direct supervision at all times
- Refrain from touching any student for any reason
- Use appropriate language at all times
- Use materials provided by the teacher or other school personnel
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics.
- Become familiar with emergency procedures
- Notify school administration of any unusual incidents which may have occurred during the school day
- Leave information concerning the day's activities for the teacher
- Check with the administrator before leaving an assignment early at the end of the day
- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency).
- Refrain from the use of laptops and ear-pieces.
- Substitute Teachers are not to share personal social networking sites such as email addresses, Facebook, Twitter, Instagram or any social networking pages with students.

### **KNOWLEDGE/SKILLS**

- Experience working with students
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills

### **QUALIFICATIONS**

- Bachelor's Degree
- Elementary Education
- 1-2 years' experience working with children in an multicultural setting
- Bilingual Preferred
- K-5 experience

- Such alternatives to the above qualifications as the Superintendent and/or Norwalk Board of Education may find appropriate

Days: Monday – Friday

Salary: \$90/daily

Apply at  
[www.norwalkpublicschools.org](http://www.norwalkpublicschools.org)  
Click “Employment”

**NORWALK IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Norwalk Board of Education to ensure equal educational opportunity for all students and to prohibit unlawful discrimination because of race, color, religion, creed, age, marital status, national origin, gender, sexual orientation, or physical and mental disability in the school district's educational program and activities; and to prohibit unlawful discrimination in employment because of race, color, religion, creed, age, marital status, national origin, gender; gender identity or expression, sexual orientation or physical and mental disability.

## **Substitute Paraprofessional**

### **POSITION DESCRIPTION**

Assist physically, mentally and/or educationally disadvantaged students learn skills that will broaden their educational experiences and contribute to their development.

### **RESPONSIBILITIES**

- Maintains a clinical caseload of students as determined by the Behavior Analyst.
- Assesses student skills.
- Assesses student behavior (including FBA).
- Develop student programs.
- Monitor student performance.
- Trains and consults with parents.
- Assists with staff training.
- Assists with program activities.
- Directs the work of Behavior Support Assistant
- Assist students with physical and/or educational needs both individually and in small groups
- Collaborate with classroom teachers regarding students' needs and requirements including IEP goals
- Provide escort and mobility assistance to student(s) when necessary
- Receive oral or written instructions from the supervising teacher
- Maintain student records to include progress reports, attendance, etc.
- Record student learning data as directed
- Assist in preparation and distribution of lesson plan materials
- Communicate in a positive manner with parents on the progress of students
- Assist students with classwork
- Assist with recess, supervision, restroom breaks, emergency drills, assemblies, field trips, etc.
- Maintain respect at all times for confidential information
- Attend meetings and professional development training as required
- Perform other related duties as assigned by BCBA, Principal and/or Special Education Administrator

### **KNOWLEDGE/SKILLS**

- Experience working with young children
- Ability to implement behavioral goals
- Ability to understand child development
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others



- Organizational and problem solving skills

## **QUALIFICATIONS**

- Associate's Degree
- Bachelor's Degree preferred
- Experience working in school setting; public school
- Experience working with students with Autism Spectrum Disorders preferred

Schedule: Monday – Friday (27.5 hours weekly/schedule determined by Principal)  
Salary: \$18/hourly  
Group: Unaffiliated

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