



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS

IFB 04022024LB School Based Non-Instructional Staffing Augmentation

1. What would be the number of awards you intend to give (approximate number)?
This is an IFB (bid), therefore we will only award one vendor.
2. Please provide us with an estimated NTE budget allocated for this contract.
This contract will be used by other departments. At this time, we cannot estimate a budget.
3. Is this an old contract or new contract?
This is a new contract.
4. What is the tentative start date of this engagement?
The tentative start date is as soon as possible, May 2024.
5. What is the work location of the proposed candidates?
Throughout the district – at whichever school location where there is a need.
6. 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?
This is a new contract.
7. Are there any pain points or issues with the current vendor(s)?
No
8. Could you please share the previous spending on this contract, if any?
This is a new contract.
9. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
No
10. How many positions were used in the previous contract?
This is a new contract.

11. How many positions will be required per year or throughout the contract term?
There is no minimum position number required. The requests will be on an as needed basis.
12. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?
Yes
13. Can we provide hourly rate ranges for the given positions?
No, you have to provide a set hourly rate.
14. 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?
The work is required to be onsite. There will be no opportunities for remote work.
15. 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?
No
16. Could you please provide the list of holidays?
The district calendar is available online, www.scsk12.org.
17. Are there any mandated Paid Time Off, Vacation, etc.?
No
18. Can you please explain who “Design Professional” is based off this RFP and specific to wording in page 35?
Design Professional would not apply to this IFB.
19. Do we provide our Local Preference Purchasing in the form of our business license - APPENDIX H?
Yes. A copy of your Shelby County Business License should be provided.
20. Insurance: Page 31 Number 1-Do we have to have Commercial Automobile Liability Insurance if we are not providing drivers for MCSC?
Yes
21. Insurance: Page 32 Number 6 -Is the Contractors Pollution Liability Insurance required for Teachers Assistants in the RFP?
No
22. Insurance: Page 33 Number 7 and 8. Does Contractors Equipment Insurance and Aircraft/Aviation Liability Insurance apply to teaching positions for this RFP?
No

23. What is the timeline to make a final selection on vendor?
Mid-April
24. Will responders to this bid be brought in for presentations?
There will be no vendor presentations.
25. How long does it take to go through the contracting process?
The contracting process takes a minimum of 30-45 days.
26. Is this RFP for filling positions for the 2024-2025 school year?
This bid will continue into the '24 School Year.
27. Will an RFP be issued for instructional positions? If so, when?
Yes. An RFP will be issued for additional positions within the upcoming weeks.
28. What are the bill rates of the current vendors for these services?
This is a new contract.
29. Is this contract strictly for the positions listed in the IFB and doesn't include any other non-instructional positions?
This bid is ONLY for positions listed within the scope.
30. Will the bid be awarded to more than one vendor?
No. There will be one awarded vendor.
31. Is there a current vendor now for this contract?
No. This is a new contract.
32. Can other positions be added for approval to staffing?
No. This is ONLY for the positions listed within the scope.
33. Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?
Only one vendor will be awarded.
34. 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)?
This is not an RFP, this is a bid. The bid will be awarded to the lowest and best bidder as stated on page 6 in section 21.0.
35. When is the estimated contract award date, and how will the district communicate award status to vendors?
HR to answer the first part of the question.
An intent to award will be emailed.

36. How many vendors does the district expect to award a contract to for the services requested in this solicitation?
There will be one awarded vendor.
37. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?
Currently there are no similar contracts in place for similar services.
38. What is the expected amount of full-time, vendor supplied (Paraprofessionals and Non-Instructional Staff) needed during the 2023-24 SY?
The expected number of full-time vendor-supplied staff will vary; it depends on the needs of the district.
39. Can the district please provide the total amount of full-time vendor supplied (Paraprofessionals and Non-Instructional Staff) utilized during the 2022-23 SY?
Currently there are no vendor supplied paraprofessionals assigned to the district.
40. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (Paraprofessionals and Non-Instructional Staff) utilized during the 2022-23 SY?
Currently there are no vendor supplied paraprofessionals assigned to the district.
41. 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 specific list of supplies available cannot be provided. Vendor-supplied paraprofessionals will have access to the supplies available in the classroom.
42. What travel between schools is expected for these providers?
No travel between schools will be expected for these providers.
43. Will the district review other SPED service classifications if submitted with the vendor proposal?
No. This bid is ONLY for positions listed within the scope.
44. What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?
Medicaid reimbursement documentation services has nothing to do with this bid. This is only for Educational Assistants.
45. What is the average caseload for the providers requested in this solicitation?
This will be a new contract and it will depend on the needs of the school district. At this time, we estimate an average caseload.

46. Will the district accept Speech Language Pathologists during their Clinical Fellowship Year (CFY)?
An RFQ was issued for SLPs in January 2024. The solicitation has closed and is under review.
47. Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?
35 hours
48. Will the district accept digital proposal submissions?
No. All bids must be submitted to 160 S Hollywood Room 126 Memphis TN 38112
49. Will the district accept contract exceptions?
This is a broad question. The vendor would need to elaborate on the “exceptions”.

Thank you,
Procurement Services