



RFP Title: Alliance College-Ready Public Schools Substitute Teacher Services Request for Proposal
RFP #: SY1819-0002

RESPONDENT QUESTIONS AND ANSWERS:

What are the typical hours for a full-day substitute teacher shift at Alliance schools?

Each school will dictate the exact time of arrival and departure of substitute teachers. Sample “Regular School Day” schedules include: 7:45 AM-3:30 PM PST or 7:30 AM-3:15 PM PST.

Do all schools have a weekly short day? If so, what is the length of your short days for a substitute teacher?

Each school will dictate the exact time of arrival and departure of substitute teachers. Sample “Minimum School Day” schedules include: 9:45 AM-3:30 PM PST or 8:00 AM-1:50 PM PST.

What are the current full day rates Alliance is paying for substitutes and instructional aides?

Rates for substitute teachers and instructional aides at Alliance vary across our current vendors and school sites. The rates for daily substitute teachers fall in the range of \$180-225 for a full day. Rates for instructional aides vary (Alliance currently does not have a standard day rate range to provide).

Does Alliance allow the use of incentive pay for hard-to-fill positions?

Alliance typically does not see this for our day-to-day substitutes with our current vendors.

What are Alliance’s business insurance requirements for its vendors (e.g., general liability coverage)?

Contractors shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor and his/her/its agents, representatives, employees or subcontractors.

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation: As required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions): Insurance appropriate to the Contractor’s profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

May you please clarify what you are looking for in terms of a “breakdown of substitute teachers that are in good standing”?

Alliance does not want to staff any substitute teachers who have known disciplinary or performance issues. We are looking for the number of substitute teachers you have in your pool who have no disciplinary, behavioral, attendance, or other concerns.

What are the ideal characteristics demonstrated by a substitute teacher at Alliance?

Ideal substitute teacher characteristics include but are not limited to:

- Strong instructional and classroom management skills, as well as content area expertise
- Deep knowledge of effective evaluation and assessment techniques to drive student learning
- Strong interpersonal, communication, and relationship-building skills with both children and adults
- Passion for and commitment to the success of all Alliance students, and specifically to raising the academic achievement of children from high-poverty communities
- Willingness to go above and beyond to contribute to the success of a dynamic team
- Understanding of the nuances of urban school environments and school culture
- Ability to be organized and meet all expectations and expectations set forth by each school (e.g., on-time arrival, professionalism)
- Assume duties of regular classroom teacher promptly and in accordance to school rules

Which members of the Alliance team will be reviewing the proposal submissions?

All proposals will be reviewed by a cross-functional team comprised of Alliance Home Office staff members.

Will you accept and review multimedia elements within a proposal?

Yes, they must be small enough to send via email.

Will proposals be made public?

No.

