



ALHAMBRA

UNIFIED SCHOOL DISTRICT

ADDENDUM

TO BID/RFP NO. 1215-18/19

Date: April 8, 2019

Project: Staffing Service for After School Education Safety Program

From: Vivien Watts, Director of Business Services

Addendum Number: 2

THIS ADDENDUM IS ISSUED AS PART OF THE CONTRACT DOCUMENTS FOR THIS PROJECT AND AMENDS ONLY THOSE ITEMS SPECIFICALLY DEFINED HEREIN. THIS ADDENDUM MUST BE ACKNOWLEDGED ON THE BID/PROPOSAL FORM. YOUR FAILURE TO DO SO MAY RENDER YOUR BID/PROPOSAL NON-RESPONSIVE.

The following is a list of questions and responses:

1. How much do you currently spend on outsourcing these positions each year?

The information is not readily available at the time of this addendum.

2. Will the workers needed primarily be transitioning from existing employment/another staffing agency, or is this primarily a new recruitment need?

The answer to this question depends on the bidder's recruitment process. The bidder is required to hire staff for our program. Each bidder must answer the question of staff recruitment -- who will be the people they recruit to hire for our program.

3. What are your current pay rates for each position, and do you wish to maintain the existing pay rates?

Each bidder will provide us with their own pay rates for each position. We need to the daily rate cost of an employee. This will be something the company needs to decide.

4. Can you please share the job descriptions?

This information is listed under Staff Requirements on pages 8,9 and 10.

5. Can you provide more information about the AUSD/ASES medical emergency form mentioned on p. 10 of the RFP?

A sample of this form is in the appendix as item #4.

Is this a form we will need to have the workers fill out and then submit to the district before they begin work?

We use this form during our AUSD/ASES orientation process and yes -- we want it from all our employees.

6. Will we or our workers need to purchase the AUSD/ASES branded shirts mentioned on p. 10 of the RFP, or will those be provided to the workers?

The branded t-shirt is provided by AUSD/ASES for their employees. There is no charge to the vendor.

7. Item 5b in the Required Bid Documents section of the RFP asks us to "provide parent survey responses demonstrating the satisfaction of the services you offer families, if available".

Most of the bidders provide services to families and so if agencies have letters -- they may include them for this part of the RFP documentation -- if not that is also fine.

To clarify, is the scope of this RFP limited to just providing temporary staff, or will the awarded vendor(s) be administering the after school education safety program, as well? (Our organization can do both.)

It was made very clear at the bidder's conference that AUSD/ASES retains the right to administer this grant -- we are only looking for part time staffing support services. The ASES grant only operates 180 days and so we will only need the part time employee for 22 hours per week for 180 days. We would like at least 40 plus employees during 180 days.

8. In the evaluation criteria Reference Letters are requested, (references are not) but in the questions and in the checklist it asks for References. Please clarify if you would like both, or if a Reference List is sufficient, like you wanted last year.

A reference list with contact numbers will be sufficient.

End of Addendum