

Addendum to Green Dot Public Schools California Staffing Services
RFP#: FY27-001
Questions & Answers

Q1. Can you please provide historical substitute volume for the past 1 to 2 school years?

A1. Our general needs are for 3500+ subs per year.

Q2. Attachment B requests full day, half day, overtime, and long-term rates, while Section 5 references a preferred fee per hour contract. Can you please clarify the expected pricing format?

A2. No set format. We can accommodate both of those structures.

Q3. For day-to-day substitute coverage, will candidates holding a valid California 30-day substitute permit satisfy the credential requirement?

A3. Yes

Q4. Will substitute requests be managed centrally through one point of contact, or will individual school sites submit requests directly?

A4. Individual school sites

Q5. For attachment B, Should vendors submit a completed attachment B for each scope they're proposing services for? For example, if we plan to propose for Scope A: Multiple-subject and single-subject teachers and Scope B: Special Education Specialist Services/ Education Specialist Services, would we fill out attachment B for each? Or do you prefer a blended rate or some other presentation of pricing?

A5. Please provide a scope for each.

Q6. Can you share your substitute fill rates, by position please?

A6. Generally, our fill rate is above 90% consistently across all subjects.

Q7. Can you share your budget for this solicitation please?

A7. We don't have a current budget. It is based on an as-needed basis.

Q8. Can you share the current hourly bill rates for vendors providing similar services please?

A8. We don't get billed hourly. We typically get billed for half day or full day services and rates range from \$318-\$406

Q9. Can you share previous contract spend for these services?

A9. Around \$8 million in 2024/2025 school year

Q10. Who are the current vendors providing these services?

A10. Swing, Scoot and CCE

Q11. How long have the incumbent vendor(s) held this contract?

A11. GDPS has maintained relationships with multiple incumbent vendors, and the duration varies by vendor. Some vendors have been engaged for the full contract term of up to three (3) years (one-year base term with two optional one-year extensions)

Q12. Are current vendors meeting the district's needs?

A12. From a staffing perspective, our needs are being met.

Q13. Do you anticipate awarding one vendor or multiple vendors?

A13. We plan to award the bid to multiple vendors.

Q14. How will vendors be notified of award decisions?

A14. We will notify vendors via email.

Q15. Paraprofessional and aide roles – Are paraprofessionals, behavior support aides, SPED aides, and bilingual aides intentionally excluded from this RFP, or are they intended to fall under Scope B? If included, what credentials or permits apply to these roles?

A15. Although categorized under Scope B: Special Education Services / Education Specialist Services, this Request for Proposals (RFP) is strictly limited to the provision of Special Education substitute teachers.

Proposals for any other special education services, including but not limited to related services, program support, or consulting, will **not be considered** under this solicitation.

The position is specifically for substitute teachers who hold a valid Special Education certification. Yes, we would like to know if candidates hold an Education Specialist (Ed Specialist) Credential in order to be eligible to support specific classrooms.

Q16. Scope D credentials – For Office and Administrative roles under Scope D, are any credentials or permits required, or are these classified positions only?

A16. Classified positions only.

Q17. Compliance roster timing – For returning vendors with an existing shared compliance roster, is a full employee list required at the time of proposal submission, or only prior to the first day of school?

A17. A roster is needed prior to the first day of school with ongoing updates as staffing changes.

Q18. Proprietary financial documents – Can financial documents submitted with this proposal be formally designated as proprietary and protected from disclosure to outside parties?

A18. Proposers may designate specific portions of their submission, including financial documents, as “Confidential” or “Proprietary” and provide a written justification for such designation. However, GDPS is subject to the California Public Records Act (CPRA), and all submitted materials may be subject to disclosure in accordance with applicable law.

GDPS will review any confidentiality designations and supporting justifications, but such designations do not guarantee nondisclosure. If a public records request is received, GDPS will determine whether an applicable exemption applies under the CPRA.

Q19. Automobile liability – Our substitutes do not operate vehicles in the course of their duties. Is the \$5M automobile liability requirement applicable to vendors whose employees do not drive as part of their work?

A19. The \$5 million limit applies only to corporate leased, owned, and hired vehicles, and does not extend to personal vehicles.

Q20. Audit report timing – Our 2025 audit report will not be available until June 2026. Will our 2023 and 2024 audited financial statements, supplemented by a current internal balance sheet, satisfy the financial documentation requirement?

A20. Yes. Submission of audited (or reviewed) financial statements for 2023 and 2024, supplemented by current interim financial statements will satisfy the financial documentation requirement for this RFP.

Q21. Invoice format – Must invoices reflect hourly rates, or are daily rates with hourly equivalents acceptable? Will submitting a daily pricing format result in any penalty during evaluation?

A21. We expect invoices to be clear and reflect hourly rates.

Q22. Is this a new contract or renewal of an existing contract?

A22. This is a new contract.

Q23. If there is an existing contract, could you please share the names of the current vendors and their pricing?

A23. Our current contracts are with Swing, Scoot, and CCE and daily rates vary from \$318-\$406

Q24. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

A24. No

Q25. What is the estimated budget for this contract?

A25. We don't have a current budget. It is based on an as-needed basis.

Q26. Is it mandatory to subcontract?

A26. Subcontracting is not allowable without expressed written consent from Green Dot.

Q27. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

A27. They are typically 6-8 hour requests, depending on the need. We can make requests for half days (4 hours) or full days (8 hours)

Q28. Approximately how many absences does Green Dot receive and fill, on average, per day? (Ideally per position type -- e.g., teacher, education specialist)

A28. GDPS fulfills approximately 3,500+ substitute assignments annually across all school sites. On a typical day, the number of absences varies based on several factors, including seasonality (e.g., cold/flu season), time of year, school-specific needs, and unplanned absences.

Q29. Does Green Dot intend to break down responsibility for filling absences among selected vendors by position type (teacher vs. education specialist, etc.), geographically, or in some other manner? (For example, one vendor is responsible for filling teacher absences, another for education specialist absences, etc.)

A29. At this time, GDPS does not intend to pre-assign exclusive responsibility for specific position types or geographic regions to individual vendors. GDPS anticipates working with multiple selected vendors and maintaining flexibility in how requests are distributed.

Q30. How many active substitutes, per position type, does Green Dot currently employ?

A30. None

Q31. Can you share current substitute pay rates? (The EdJoin posting we found is expired.

A31. We typically get billed for half day or full day services and rates range from \$318-\$406

Q32. How will selected providers be expected to integrate with the TeachStart program (if at all)?

A32. At this time, integration with the TeachStart program is not a formal requirement of this RFP.

Q33. Will there be an addendum or a way to receive answers to questions submitted by other vendors?

A33. Yes. All questions and answers will be made public through the Green Dot Procurement page.

Q34. Will Green Dot be using their own contract or can CCE submit one for review?

A34. The Green Dot contract is preferred, however we occasionally allow vendors to use their own contract template.

Q35. Can Green Dot be used as one of our references?

A35. Yes.

Q36. What is the avg daily long-term and day-to-day need by Green Dot regions/school sites?

A36. Our general needs are for 3500+ subs per year.

Q37. What are the current agency rates for each service?

A37. We typically get billed for half day or full day services and rates range from \$318-\$406

Q38. How many employees currently work under (or will be anticipated to work under) this contract?

A38. Our general needs are for 3500+ subs per year.

Q39. Who are the present vendors?

A39. Swing, Scoot and CCE

Q40. How many vendors will be awarded as a result of this solicitation?

A40. We plan to award a contract to several vendors. The exact number is unknown at the current stage of the RFP process.

Q41. What are the current billable hourly rates or percentage mark-up rates?

A41. We typically get billed for half day or full day services and rates range from \$318-\$406

Q42. What were the hourly bill rates or percentage mark-up rates at the time of award?

A42. We typically get billed for half day or full day services and rates range from \$318-\$406

Q43. How much was spent (dollar value) on this service last year?

A43. Around \$8 million in 2024/2025 school year

Q44. How much is intended to be spent (dollar value) once the contract is awarded?

A44. It depends on requests and requirements coming from school sites.

Q45. Is there a Prevailing/Living wage requirement associated with this project?

A45. We expect vendors to pay their employees the California fair wage rate.

Q46. Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?

A46. Not under this RFP

Q47. May we attend the bid opening meeting in-person?

A47. No, this is an RFP review process which is a carefully crafted internal process. No outsiders are allowed.

Q48. Is GreenDot interested in additional SPED roles beyond what was included in this RFP? I.e. BCBA's, RBT's, Blls, Paraprofessionals, etc.?

A48. We run a separate RFP for SPED programs