



# *Winslow Township School District*

40 Cooper Folly Road, Atco, NJ 08004  
(856) 767-2850 x7510

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Tyra McCoy-Boyle  
*Business Administrator/Board Secretary*

## **Addendum to RFP 2025-20 – 2025-26 Temporary Certified Substitute Teacher Services for Winslow Township Board of Education (June 3, 2025)**

**Question 1:**

Are there current substitute teacher union contracts in place?

**Answer 1:**

No.

**Question 2:**

Does the district plan to award to one or multiple vendors?

**Answer 2:**

One.

**Question 3:**

Can you please provide fill rates for substitute teachers and for the current school year to date and the 2023-24 school year?

**Answer 3:**

50-60% for the last two year.

**Question 4:**

What is the markup with your current substitute staffing provider?

**Answer 4:**

Current markup is 27.88%.

**Question 5:**

What are the pain points with your current staffing provider?

**Answer 5:**

Providing 100% fill rate and staff accepting and not showing up for assignments.

**Question 6:**

What grade levels and subject areas are most frequently in need of substitutes, and are there specific schools or locations with higher demand?

**Answer 6:**

Varies, we are a Preschool – Grade 12 District.

**Question 7:**

What is the anticipated volume of substitute requests (weekly or monthly), and what is the typical assignment duration (single-day, long-term, etc.)?

**Answer 7:**

100-130 Daily.

**Question 8:**

Are there any special requirements for substitutes, such as bilingual skills or special education certification?

**Answer 8:**

Daily sub certificate.

**Question 9:**

What certifications, licenses, or district-specific training must candidates complete prior to placement?

**Answer 9:**

Must possess a NJ issued sub certificate at a minimum. Long term assignments require the appropriate NJ issued teaching certificate.

**Question 10:**

Are background checks or fingerprinting required, and who is responsible for conducting them?

**Answer 10:**

Yes, required and the responsibility of the sub teacher.

**Question 11:**

What is the expected response time for filling a substitute request, and is there a required minimum pool of available substitutes?

**Answer 11:**

The selected vendor is responsible for recruiting and maintaining sub pool.

**Question 12:**

What are the key evaluation criteria for vendor selection, and how are proposals weighted (e.g., cost, experience, DEI, etc.)?

**Answer 12:**

The evaluation criteria are listed on page 9 of the RFP under "Evaluation of Proposals".

**Question 13:**

Are there defined KPIs or SLAs (e.g., fill rate, response time), and will penalties or incentives be tied to performance?

**Answer 13:**

We are looking for 100% fill rates and quick responses. However, currently there are no penalties and or incentives assessed.

**Question 14:**

Is there a required system or portal for managing assignments, and how are substitute requests submitted and tracked?

**Answer 14:**

Determined/paid for by selected vendor.

**Question 15:**

Can schools request preferred substitutes by name?

**Answer 15:**

No. Function of HR Director.

**Question 16:**

Is there a predetermined budget or billing rate ceiling, and how should pricing be structured (fixed rate, markup, volume discount, etc.)?

**Answer 16:**

Please see page 4, item 4 of the RFP under; "Minimum Qualifications - Pertinent Company Information Required in RFP Submittal".

**Question 17:**

What are the pay rates or compensation expectations for substitutes?

**Answer 17:**

The pay rates for the substitutes are listed on page 4 of the RFP under; "Minimum Qualifications - Pertinent Company Information Required in RFP Submittal, item number 4". The pay rates are also found on the RFP Proposal Form.

**Question 18:**

What are the invoicing requirements, and how are no-shows or cancellations handled?

**Answer 18:**

Invoicing requirements are established with the awarded vendor. No-shows or cancellations will not be compensated.

**Question 19:**

Is there an incumbent provider, and will there be a transition period or knowledge transfer required prior to go-live?

**Answer 19:**

Yes, the incumbent is ESS Northeast, LLC. Not applicable for a transition period or knowledge transfer.

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