



Winslow Township School District

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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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