



March 9, 2026

**ADDENDUM #1
RFP NUMBER: 25-06**

Temporary Staffing Services

IMPORTANT NOTICE

Please note the following responses to questions asked by prospective Responders:

Question 1. I did not see the Job Descriptions listed for School Nurse and Transition Behavior Paraeducator positions. Could we please get a copy of those?

Answer: We do not have a job description for Paraeducators. There is also no job description for the Speech and Language Pathologist & School Nurse as there is a license associated with those positions.

Question 2. Please confirm whether vendors are permitted to submit a proposal as part of a joint venture.

Answer: Yes, with the following requirements:

- Must be a formally created joint venture (JV) entity (LLC, corporation, etc.)
- The JV must be clearly identified in the proposal
- The JV agreement must be submitted
- One entity must be designated as lead
- All parties must sign the proposal
- All parties shall be jointly and severally liable
- The contracting entity must meet all insurance, licensing, and qualification requirements

Question 3. Could you kindly provide the budget allocated for this project?

Answer: A budget amount was not provided.

Question 4. Is information available regarding the previous expenditure associated with this project?

Answer: Information regarding prior expenditures is not being provided as part of this RFP Addendum.

Parties seeking specific historical expenditure records may submit a request pursuant to the California Public Records Act (CPRA).

Question 5. Are vendors permitted to submit proposals for selected categories only?

Answer: Yes

Question 6. In the reference section, may we include references from public sector clients?

Answer: Yes

Question 7. Please confirm whether any local vendor preference applies to this solicitation.

Answer: No

Question 8. In the Scope of Services, it is stated that vendors must provide “evidence of their ability to provide a large pool of highly qualified candidates in a timely manner (e.g., 8 or more qualified candidates within 1–2 weeks for technology positions and within 24 hours for administrative, accounting, and legal positions).” Could you please advise what type of evidence should be provided to demonstrate this capability, and where in the proposal this information should be addressed?

Answer: To satisfy this requirement, proposers should include documentation or a narrative description that clearly demonstrates their operational capacity to recruit, screen, and present qualified candidates within the stated timelines. This may include, but is not limited to:

- A summary of your current candidate database, including the approximate number of active, pre-qualified candidates by job classification
- description of your recruitment model and sourcing strategies
- Metrics such as average time-to-submit, fill rates or response times

Question 9. Is the proposal requirement listed on Page 8, which includes Description of Services Provided, Costs, Company Experience/Qualifications of Key Personnel, and Evidence of Qualifications?

Answer: Please review the entire RFP for all of the requirements, they are listed on multiple pages.

Question 10. Regarding “Evidence of qualifications and possession of all certifications and licenses required to conduct business in the State of California and the County of Orange,” could you please clarify what specific documentation should be submitted as evidence?

Answer: Include a statement in your proposal verifying that your firm is authorized and eligible to conduct business in these jurisdictions.

Question 11. Do we have to submit the bound copy, unbound copy, and flash drive in a single envelope, or should they be packaged separately?

Answer: They can be included in a single envelope.

Question 12. We noticed proposal requirements are listed on Page 8 and Page 11. Should we address both sections, and if so, could you please confirm the recommended order of the proposal response?

Answer: Please review the entire RFP for all of the requirements, they are listed on multiple pages. Please review the RFP to determine if there is a recommended order of the proposal response.

Question 13. In which section of the proposal should we include client references?

Answer: Please review Attachment A from the RFP.

Question 14. In Section A – General Information, could you please clarify which licenses or certifications should be listed? Should we include diversity certifications and ISO certifications, or only business licenses and registrations?

Answer: It is up to the proposer to determine and indicate any certifications which could be applicable to the services listed in the RFP.

Question 15. Could you please confirm the exact order/structure in which the proposal should be organized?

Answer: Please review the RFP to determine if there is a recommended order of the proposal response.

Question 16. For Attachment A, may we recreate the form in our Word document and complete it there, or we must submit the exact original form format provided in the RFP?

Answer: For continuity, I would not recommend deviating from the formatted form provided.

Question 17. Could you please confirm the exact order/structure in which the proposal should be organized?

Answer: Please review the RFP to determine if there is a recommended order of the proposal response.

Question 18. For Attachment A, may we recreate the form in our Word document and complete it there, or we must submit the exact original form format provided in the RFP?

Answer: For continuity, I would not recommend deviating from the formatted form provided.

Question 19. Are we required to submit Attachment B – Sample Professional Services Agreement along with the proposal, or is it provided for reference only?

Answer: This is provided for reference only.

Question 20. Should we use the Price Summary Sheet provided in the RFP for submitting pricing?

Answer: Yes

Question 21. Are we required to submit resumes with the proposal? If yes:

- Should these be resumes of Key Personnel/Project Manager, or of temporary employees/candidates?

- Should the resumes be sample resumes or actual resumes?

Answer: Please review the RFP for all requirements.

All RFP Documents remain unchanged except sections or parts of sections added to, revised, deleted or clarified by this Addendum.

This Addendum shall be considered part of the RFP Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally herewith. Where provisions of the following supplementary data differ from those of the original RFP Documents, this Addendum shall govern and take precedence.

Responders are hereby notified that they shall make any necessary adjustments in their bid on account of this Addendum. It will be construed that each Responder's bid is submitted with full knowledge of all modifications and supplemental data specified herein.

Sincerely,


Kristin Lange
Purchasing & Contracts Manager
Orange County Department of Education