



March 18, 2026

**ADDENDUM #4
RFP NUMBER: 25-06**

Temporary Staffing Services

IMPORTANT NOTICE

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

Question 1. Please also confirm if we needed to give pricing for all the positions or can we bid on select position positions and give pricing of those.

Answer: You do not need to bid on all of the positions.

Question 2. Please confirm if this is a new initiative or a re-bid of an existing contract?

Answer: New.

Question 3. If it is a re-bid, please share the names of the current service providers/incumbent vendors? Additionally, how many active resources are working under the previous contract?

Answer: This is not a re-bid.

Question 4. If this is a rebid what are the positions mostly filled / requested in past for this project?

Answer: This is not a re-bid.

Question 5. How much positions are mostly anticipated to be filled under this contract?

Answer: Unknown.

Question 6. What is anticipated the length of an assignment ?

Answer: It will vary depending on assignment, position and the nature of the need for the temporary staff.

Question 7. Do we need to submit actual resumes?

Answer: Please refer to the RFP for all requirements.

Question 8. Please confirm the budget allocated for this project.

Answer: Unknown.

Question 9. Please provide the historical spending associated with this contract

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 10. Are there any specific challenges, pain points or areas of concern that you are currently experiencing with the existing vendors?

Answer: Availability of qualified Nursing, Paraeducator, and Speech-Language Pathologist (SLP) personnel

Question 11. Please clarify the anticipated number of awards expected under this RFP.

Answer: Unknown.

Question 12. Is there a local preference in connection with this RFP?

Answer: No.

Question 13. What is the anticipated volume of staffing requests (e.g., estimated number of requisitions per year)?

Answer: Unknown.

Question 14. Could you please provide the weightage of evaluation criteria.

Answer: A scoring matrix has not yet been established.

Question 15. Could you please confirm the length of Assignment for the requested positions?

Answer: It will vary depending on assignment, position and the nature of the need for the temporary staff.

Question 16. The Temporary Staffing Services price sheet (pg. 54) does not include any school-based providers. It solely focuses on Admin, Legal, Project Management and Software Engineer/Technology services.

Answer: You can add additional positions to the price sheet.

Question 17. I don't see job descriptions for school-based providers, even though the RFP shows "see attached job descriptions" for each special education service line.

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 18. Are you looking for the SPED modalities, especially paras?

Answer: We may require temporary staffing across various Special Education service modalities depending on student IEP requirements and program needs. These may include one-to-one student support, classroom paraprofessional support, behavior intervention support, transition program support, and related service delivery. The temporary staffing classifications are included in the RFP.

Question 19. If you have bulk needs, we may still be interested in applying for certain modalities if we can

Answer: It is unknown at this time how many temporary positions we will need to fill throughout the contract.

Question 20. Regarding the personnel screening requirements listed on page 5, are vendors required to complete all screening requirements before submitting candidate resumes to the Superintendent?

Answer: Please refer to the RFP Response Time Section 3.2 for expectations regarding qualified candidates.

Question 21. Under Company Experience/Qualifications of Key Personnel – “1. Comparable previous blanket purchase orders”, are we required to provide details of our previous similar contracts?

Answer: Proposers should provide a brief description of comparable previous blanket purchase orders or similar contracts demonstrating their experience providing temporary staffing services.

Question 22. Under Company Experience/Qualifications of Key Personnel – “2. Contact person and phone list”, should we provide the contact details of all key personnel, or only the primary contact/SPOC who will serve as the Project Manager?

Answer: Proposers should provide contact information for the primary contact/SPOC who will serve as the Project Manager.

Question 23. Could you please clarify whether forms, reference letters, and certificates are included in the proposal page limit of 90 pages?

Answer: Yes.

Question 24. Will you accept deviations and exceptions?

Answer: You can submit any requested deviations and exceptions and they will be determined on a case by case basis.

Question 25. Can you please provide us with the job descriptions for the School Nurse and Paraeducator-Transition Behavior roles?

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 26. The price summary sheet does not include the school positions. Could you please provide an updated price summary sheet that includes all positions?

Answer: Please add any positions and pricing not included on the price sheet.

Question 27. How many School Nurses do you anticipate needing in the 2026 and 2027 school year?

Answer: Unknown.

Question 28. Do you have 1:1 Nurse openings you need to support in the 2026 and 2027 school year?

Answer: Unknown.

Question 29. How many Paraeducators do you anticipate needing in the 2026 and 2027 school year?

Answer: Unknown.

Question 30. Can the district please explain how contract needs will be disseminated to awarded vendors post-implementation?

Answer: Unable to determine, as the timing and types of requests HR will receive are unknown at this time.

Question 31. Can the district please state the date the RFP would be awarded on and in what capacity (Email, Letter, Phone)?

Answer: Award date is unknown and notification will be sent by email.

Question 32. Typically, how many students are paired with a Paraeducator-Transition Behavior team member?

Answer: This can vary between classes.

Question 33. Will the contracted Paraeducators be utilizing the school's system of record for documenting their time and all clinical documentation?

Answer: Yes.

Question 34. Will any Paraeducators provided to the school be required to be supervised by our BCBA's, or does the school have BCBA's on staff to provide supervision?

Answer: No.

Question 35. Will the school provide the credentialed teacher and the curriculum for the paraeducators to follow?

Answer: Yes.

Question 36. Will the contracted agency be drafting the BIPs and goals, or will the district BCBA develop the items that the behavior contracted employees will be implementing?

Answer: Our organization will take care of this.

Question 37. Is the contracted agency responsible for providing orientation to the skilled school nurse staff, or will the school/district orient new nurse staff?

Answer: No.

Question 38. Will the district school nurse oversee the physician-directed orders for the students, or will this be a requirement of the contracted agency?

Answer: Our school nurse will oversee any physician orders for our students.

Question 39. Will the skilled school nurse staff document care for the student on forms provided by the school/district?

Answer: Yes.

Question 40. Is there any expectation for the contracted agency to provide supervision of the contracted school staff? If yes, how often?

Answer: No.

Question 41. Is there a district nurse for the schools to whom the contracted nurses would report?

Answer: Yes.

Question 42. Is there a required response time for vendors to provide nurses and paraeducators to the Superintendent following a request for services?

Answer: Refer to Response Time Section 3.2.

Question 43. The RFP dictates "Any exceptions to or deviations from the requirements set forth in this RFP must be declared in the response submitted by the Proposer. Such exceptions or deviations must be segregated as a separate element of the response under the heading "Exceptions and Deviations". Can the Superintendent please confirm if the "separate element of the response" means an independent appendix for deviations or as a separate file/attachment?

Answer: For the purposes of this RFP, any exceptions to or deviations from the requirements should be provided as a separate attachment titled "Exceptions & Deviations." This document should clearly identify and describe any exceptions or deviations from the RFP requirements.

Question 44. Could you please clarify where are we supposed to attach the forms, shall be attach in the end of the proposal content?

Answer: A specific format or placement for the required forms was not prescribed in the Request for Proposal. Proposers may include the forms in the section of their response where they feel the documents are most appropriate. Including them at the end of the proposal as attachments or appendices is acceptable.

Question 45. Do we have to submit price proposal and technical proposal in same file?

Answer: A specific format or file structure for the proposals was not prescribed in the Request for Proposal, including how documents should be organized on the USB flash drive. Proposers may determine the file organization that works best for their submission.

Question 46. Is this a rebid? If so, could the Superintendent please identify the current incumbent vendor(s) providing Temporary Personnel Services under the existing contract?

Answer: Not a rebid.

Question 47. Current Bill Rates: Can the Superintendent provide the current hourly bill rates being paid for each staffing category listed in the solicitation (administrative, accounting, legal, technology, and school-based positions)?

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 48. Estimated Volume of Assignments: Can the Superintendent provide historical or estimated annual usage (hours or number of placements) for each position category listed in the RFP?

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

Parties seeking specific historical volume and/or usage may submit a request pursuant to the California Public Records Act (CPRA).

Question 49. Position Prioritization: Among the listed positions (administrative/legal, accounting, technology, and school-based roles), are there particular job classifications that are expected to represent the majority of requests during the contract term?

Answer: Unable to determine, as the timing and types of requests HR will receive are unknown at this time.

Question 50. Multiple Awards: Does the Superintendent anticipate awarding contracts to multiple Temporary Personnel Services Agencies to create a vendor pool, or is a single award expected?

Answer: It is at the discretion of the Superintendent to either award to one or multiple vendors.

Question 51. Could you please confirm that the 'Errors and Omissions coverage' requested refers to a Professional Liability Insurance policy. If yes, could the Council clarify if a copy of the Errors and Omissions declaration page is required at the time of proposal submission, or if it will only be required upon contract award?

Answer: Only required upon contract award.

- Question 52. Is there a specific template or format the Council prefers for the fee schedule regarding as-needed services?
- Answer:** No.
- Question 53. What is the anticipated budget for this RFP?
- Answer:** A budget amount was not provided.
- Question 54. Is this a new contract or re-bid? If re-bid, please share the incumbent details along with the previous proposals.
- Answer:** Not a rebid.
- Question 55. What is the number of requirements expected per year?
- Answer:** Your question is unclear but if you are asking the number of expected requests, it is unknown.
- Question 56. Is there any local business or vendor preference applicable to this solicitation?
- Answer:** No.
- Question 57. How many vendors does the Council intend to award under this solicitation?
- Answer:** It is at the discretion of the Superintendent to either award to one or multiple vendors.
- Question 58. In reference to Section 3 – Scope of Services, could OCDE please provide estimated annual volume of staffing requests by category (Administrative, Technology, and School-based roles)?
- Answer:** Unknown.
- Question 59. In reference to Section 9 – Proposal Evaluation Criteria, could OCDE confirm whether pricing carries a defined weightage in the evaluation process, and if so, what percentage is allocated to cost versus technical evaluation?
- Answer:** Please see response to Question 14 above.
- Question 60. In reference to Section 30 – Term of Agreement, which states that pricing shall remain firm, could OCDE clarify whether rate adjustments are permitted during option years due to market conditions or labor cost fluctuations?
- Answer:** Please review all of Section 30 as it states, “Pricing shall be held for the duration of the contract unless otherwise negotiated by the Superintendent”.
- Question 61. In reference to the Costs section under Proposal Requirements, could OCDE provide clarification regarding policies for overtime, double time, holiday billing, and whether any markup caps or restrictions apply?
- Answer:** Overtime requirements for classified staff are referenced in the [CSEA Bargaining Agreement](#).

- Please note the following overtime requirements applicable to assignments with the Superintendent, in alignment with the CSEA bargaining agreement:
- Overtime is defined as any work performed in excess of eight (8) hours in a day or forty (40) hours in a workweek. Depending on the employee's regular schedule, overtime may also apply to work performed on the sixth (6th) or seventh (7th) consecutive workday.
- All paid time, including holidays, sick leave, vacation, and compensatory time, is considered as time worked when calculating overtime eligibility.
- Overtime must be compensated at one and one-half (1.5) times the employee's regular rate of pay. In some cases, compensatory time off may be provided at the same rate, as determined by Superintendent.
- Overtime assignments are managed to ensure equitable distribution among qualified employees. When possible, advance notice will be provided. If no volunteers are available, overtime may be assigned based on operational need.
- For certain classifications with variable work schedules, overtime may be calculated based solely on hours worked in excess of forty (40) hours in a workweek.
- Please ensure all placements and time reporting comply with the above requirements.

Question 62. In reference to Section 3.4 – Required Personnel Screening, could OCDE confirm whether all compliance-related costs (e.g., Live Scan fingerprinting, TB testing, mandated reporter training) are to be borne entirely by the Contractor, or if any costs are reimbursable?

Answer: Proposer shall cover all associated costs.

Question 63. In reference to Section 3.3 – Positions, which states that OCDE may add or delete position titles, could OCDE clarify how pricing should be determined for positions not included in the Price Summary Sheet?

Answer: For positions that are added, these would be negotiated between the parties.

Question 64. In reference to Addendum #3 regarding staffing challenges for Nursing, Paraeducator, and SLP roles, could OCDE provide further insight into expected demand volume and urgency for these roles?

Answer: Staffing needs related to extended absences are inherently unpredictable. HR cannot reliably anticipate when requests for coverage will be received, as they depend on the timing and circumstances of individual situations.

Question 65. In reference to the Costs and Proposal Requirements section, could OCDE clarify invoicing frequency, required supporting documentation, and standard payment terms?

Answer: Payment will be made to the vendor within thirty (30) days following receipt of a complete and detailed invoice with all required supporting documentation. The invoicing frequency and specific documentation requirements will be negotiated with the awarded party(ies).

Question 66. In reference to Section 8 – Selection, which indicates that multiple firms may be awarded, could OCDE clarify how work will be distributed among awarded vendors (e.g., rotation, best-fit, or performance-based allocation)?

Answer: No predetermined method of allocation (e.g., rotation or fixed distribution) has been established.

Question 67. In reference to Section 7 – Proposal Requirements and Section E – References (Attachment A), could OCDE please confirm whether commercial (private sector) client references will be accepted in addition to, or in place of, public agency or school district references?

Answer: It is preferred that the proposer has K-12 public school experience but not a requirement.

Question 68. In reference to Section 9 – Proposal Evaluation Criteria, could OCDE confirm whether prior experience with K-12 or educational institutions is mandatory for qualification, or if firms with relevant experience in other sectors (e.g., commercial or public sector staffing) will be considered equally?

Answer: Please see response to Question 67 above.

Question 69. What is the intended number of awards (approximate number)?

Answer: Unknown.

Question 70. What are the estimated funds allocated for this contract?

Answer: Please see response to Question 3 from Addendum #1.

Question 71. What is the tentative start date for this engagement?

Answer: May 2026

Question 72. What is the work location of the proposed candidates?

Answer: Services may be required at various locations throughout Orange County, depending on the specific needs identified by the Superintendent's office, school sites, or programs.

Question 73. Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing and confirm whether the incumbent is eligible to resubmit the proposal.

Answer: This is a new Request for Proposal.

Question 74. Are there any pain points or issues with the current vendor(s)?

Answer: Please see response to Question 6 from Addendum #3.

Question 75. Could you please share the previous spending on this contract, if any?

Answer: Please see response to Question 4 from Addendum #1.

Question 76. Is there any mandatory subcontracting requirement for this contract? If yes, is there a specific goal for the subcontracting?

Answer: Please refer to Paragraph 36 in the RFP.

Question 77. How many positions were used in the previous contract (approximate)?

Answer: Unknown.

Question 78. How many positions will be required per year or throughout the contract term?

Answer: Unknown.

Question 79. If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?

Answer: At this time, we are unable to make a determination due to insufficient detail regarding the specific resources being referenced.

Question 80. Can we provide hourly rate ranges in the price proposal?

Answer: Please complete the Price Sheet as specified in the RFP.

Question 81. Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?

Answer: Please see response to Question 60 above.

Question 82. If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?

Answer: Please see response to Question 60 above.

Question 83. Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?

Answer: Please see response to Question 60 above.

Question 84. What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?

Answer: Please see response to Question 65 above.

Question 85. What are the reporting requirements?

Answer: Unknown at this time.

Question 86. Is the work entirely onsite, or is there a possibility for remote operations and performance?

Answer: On-site.

Question 87. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

Answer: No.

Question 88. Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

Answer: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Martin Luther King Jr. Day, Abraham Lincoln Day, George Washington's Birthday, Memorial Day, Juneteenth.

Question 89. Is this a new contract or renewal of an existing contract?

Answer: This is a new RFP.

Question 90. If there is an existing contract, could you please share the names of the current vendors and their pricing?

Answer: Please see response to Question 4 from Addendum #1.

Question 91. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

Answer: No.

Question 92. What is the estimated budget for this contract?

Answer: Please see response to Question 3 from Addendum #1.

Question 93. Is it mandatory to subcontract?

Answer: Please refer to Paragraph 36 in the RFP.

Question 94. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

Answer: The shifts vary depending on position. For example, a Paraeducator can work 5-8 hours. All other positions hours are determined by Supervisor.

Question 95. Could the District provide the pricing sheet for the School positions?

Answer: Please see response to Question 8 from Addendum #3.

Question 96. Could the District provide the job descriptions for the School positions?

Answer: Please see response to Question 1 from Addendum #1.

Question 97. Is the District willing to extend the completion of assignment from thirty (30) calendar days to ninety (90) calendar days of service for the permanent vacant open positions?

Answer: That depends also on the position and the need for that position. For example, if it is a student facing position that might be different from an administrative position. That would be evaluated on a case by case basis.

Question 98. Pg.15, Section 17 Insurance: Would the District be open to edits regarding their insurance policy?

Answer: Please refer to Paragraph 11 in the RFP.

Question 99. In regard to the RFP for Temporary Staffing Services, under section 3.4, letters J. "Option to Hire" and K. "No Charge Guarantee", is it possible to have those two subsections redlined? Or is there some flexibility to the "Option to Hire" and "No Charge Guarantee" clauses?

Answer: Please refer to Paragraph 11 in the RFP.

Question 100. Also, do you all have any examples of current rates the Orange County Superintendent of Schools pays for staffing services of:

- Speech & Language Pathologists
- Paraeducators
- School Nurses
- Speech Language Pathology Assistants
- Paraeducator-Transition Behavior

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

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

Question 101. Are the proposed staffing timelines flexible? Can vendors modify timelines based on their capabilities?

Answer: Please refer to Paragraph 11 in the RFP.

Question 102. With respect to the insurance requirements, specifically Sexual Abuse and Molestation coverage, can an umbrella policy (e.g., \$7M aggregate) be used to satisfy this requirement, or is the stated standalone coverage of \$3M per occurrence / \$6M aggregate mandatory?

Answer: Standalone SAM coverage.

Question 103. Is it mandatory for proposers to bid on all listed positions, or can vendors submit proposals for selected categories only?

Answer: Please see Response to Question 5 from Addendum #1.

Question 104. Could you please clarify how proposals will be evaluated, including the weighting or scoring methodology for evaluation criteria such as experience, pricing, and references?

Answer: Please see Response to Question 14 above.

Question 105. Is prior experience with K-12 public school systems mandatory to be considered responsive, or is it evaluated as part of overall experience?

Answer: Please see Response to Question 1 from Addendum #2.

Question 106. Can the Superintendent confirm whether multiple vendors will be awarded contracts, and if so, how assignments will be distributed among awarded vendors (e.g., rotation, department discretion, performance-based)?

Answer: Refer to Paragraph 8 of the RFP for information regarding selection of firms. For question regarding distribution, please refer to Response to Question 30 above.

Question 107. Can the Superintendent provide historical data or estimated annual volume for temporary staffing services, including number of placements and approximate annual spend?

Answer: Please see Response to Question 4 from Addendum #1.

Question 108. Are vendors required to have a local presence in Orange County or the State of California at the time of proposal submission or contract award?

Answer: No.

Question 109. Please confirm whether all compliance requirements (Live Scan fingerprinting, TB clearance, Mandated Reporter Training) apply to all positions, or only to school-based roles.

Answer: Applies to all positions.

Question 110. Are all compliance-related costs (fingerprinting, TB testing, training) fully the responsibility of the contractor, regardless of whether the candidate is ultimately placed?

Answer: Yes.

Question 111. Is there a required format for candidate submission (e.g., resumes, profiles), and are sample resumes required as part of the proposal?

Answer: Please refer to the RFP for all requirements.

Question 112. Are there any predefined guidelines or limits for overtime, double-time, or holiday billing rates?

Answer: Please see response to Question 61 above.

Question 113. Can the Superintendent clarify the expected payment terms (e.g., Net 30) ?

Answer: Please see response to Question 65 above.

Question 114. With respect to the “No Charge Guarantee” for the first three (3) days, does this apply to all positions and circumstances, or are there any exceptions?

Answer: Yes, all positions.

Question 115. Please confirm whether vendors are permitted to replace candidates beyond the initial guarantee period at no additional cost if performance issues arise.

Answer: Vendor candidate replacement beyond the initial guarantee period will be evaluated on a case-by-case basis, taking into consideration the specific circumstances, contract terms, and documented performance concerns.

Question 116. Can the Superintendent clarify expectations regarding response time compliance in cases where qualified candidates are not readily available in the market?

Answer: In instances where qualified candidates are not readily available in the market, the selected vendor is expected to communicate promptly with the Superintendent or designee regarding anticipated delays and market constraints. Depending on the circumstances, the Superintendent may identify alternative options or positions for consideration.

Question 117. Is there an incumbent vendor currently providing these services, and if so, can the Superintendent share any insights regarding current contract structure or performance expectations?

Answer: Information regarding current contract structure is not being provided as part of this RFP Addendum.

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

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