

## Addendum # 1

RFP Title: Contract Services for Recruitment and Development of District Staff (1 Year with Two One Year Options)

Date Posted: May 21, 2024

Bids due on May 30, 2024 at 1:00PM

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1. Respectfully request a two-week extension due to the hard copy requirement, the ambiguity of the date to receive answers to vendor questions, and the Memorial Day Holiday.

We have a timeline for selecting a bidder and moving the work forward. We believe that the responses to the questions will not require much additional work in order to complete and submit the bid.

2. Do the 100-250 teachers sourced monthly include roles outside of credentialed teachers?
  - a. If so, what roles (pathologists, etc.)? Please provide the volume of hires or candidate submittals PPSD is looking to target by each role type/category.

The roles are the ones listed in the RFP which include:

Middle and High School Math/Science, ESL, Dual Language/Bilingual, and Special Education Teachers, Speech Pathologists, and School Psychologists.

- Highest need in order
  - Special Education
  - Middle & High School Math & Science
  - Dual Language/Bilingual
  - ESL (in the hard to fill roles)
  - School Psychologist
  - School Pathologist
  -

3. What is the minimum requirement for the teacher roles in scope (i.e., credentials, years of experience, etc.)?

They should have the necessary degree and be eligible to become certified in a hard to fill area.

4. Is PPSD solely looking to recruit and hire credentialed teachers, or is the district open to hiring student teachers and/or teacher candidates still working in the final stages of their credentials?

The can still be working on their final stages of their credentials while enrolled in a program that will certify them.

5. Is PPSD solely looking to recruit/hire licensed/credentialed speech pathologists and school psychologists, or is the district open to recruiting candidates still working on the licensing/credentialing process?

For these roles we are looking for people who are licensed/credentialed.

6. What recruiting, attraction, and outreach activities are PPSD currently using to develop a candidate pipeline for the roles in scope, and do you plan to continue these efforts post-award?

- a. Historically, which outreach channel has been the most fruitful for qualified talent?

The bidding organization will recruit and identify said candidates to bring to PPSD. PPSD currently has internal grow your own pipeline programs designed to build and grow staff to become teachers in our hard to fill areas. We will continue these efforts.

7. What percentage of new hire teachers come from other school districts or outside the state?

At this time we are unable to provide the exact data. However, we can share that more of our new hire teachers are not from our RI approved programs.

8. Does PPSD offer assistance to help out-of-state teaching candidates in the credentialing process if they do not have an RI state credential?

- a. There is support through the Rhode Island Department of Education, who then will connect with the PPSD certification liaison for district specific hires.  
b.

9. Does PPSD provide any relocation assistance and/or sign-on bonuses for new hires for the roles in scope?

No relocation assistance or sign-on bonus at this time.

10. Is there any restriction on some of the vendors recruiting and sourcing team members being out-of-country resources? (Considering the language requirements of the district)

They need to be eligible to work in the US or work with a Rhode Island Department of Education approved sponsor program for J1-Visas. However, the funding for folks who need support with J1-Visa's is not guaranteed for the future and very limited for SY 24-25.

11. Regarding the scope of work, can you clarify if PPSD is looking for sourcing, screening, and scheduling interviews with the hiring manager, or is PPSD looking for a full end-to-end recruitment process workflow to include sourcing, screening, and scheduling Interviews with the hiring manager, providing feedback to the candidate – dispositioning/make a verbal offer, coordinating hiring paperwork/onboarding, and keeping candidates engaged until start day.

PPSD looking for a full end-to-end recruitment process workflow to include sourcing, screening, and scheduling Interviews ensuring that the candidates meet the PPSD requirements. They will then have to apply to PPSD and then the HR office will schedule interviews with hiring managers and make offer, provide onboarding, training, and induction.

12. Please describe the PPSD recruitment workflow (including the number of interviews conducted, background and drug tests, assessment requirements, etc.).

a. What part of the workflow would the selected partner manage?

PPSD looking for a full end-to-end recruitment process workflow to include sourcing, screening, and scheduling Interviews ensuring that the candidates meet the PPSD requirements. They will then have to apply to PPSD and then the HR office will schedule interviews with hiring managers and make offer, provide onboarding, training, and induction. The onboarding consists of proof of residency, BCI, federal documentation completion, transcripts and generic onboarding paperwork.

13. Cultivation calls—please describe the nature of these calls. Are they interviewing candidates for skills, credentials, and fit for an open job, or are they keeping candidates engaged until an open requisition is available?

They interviewing candidates for skills, credentials, and fit for an open job.

14. Please provide the duration of the scope of work. Is the expectation that 100 – 250 candidates will be sourced and put through for interviews each month for twelve consecutive months (i.e., 1200-3000 screened candidates submitted annually), or is this project-based (source and screen through July for hiring in the district and then talent pool building for the remaining months)?

Teacher candidates need to be ready and fully certified or eligible to be by the start of each school year.

15. Please provide your current metrics for interested candidates, including the recruiter screening ratio, the hiring manager interview ratio, the hiring manager interview-to-offer ratio, and the offer-to-start ratio.

We do not have this information available at this time.

16. Please describe what challenge/pain point PPSD is trying to solve with this RFP.

Fill our historically hard to fill vacancies.

17. What is the hiring manager's current capacity to conduct timely interviews, and how will that change for this project?

The process is the same for any hire in the district. The selected bidder will bring in the desired pool for PPSD and then they will follow our internal hiring process.

18. What HR and recruitment technology does PPSD have, such as an ATS, CRM, Scheduling Tool, etc.?

a. And will the selected partner be granted access?

The process is the same for any hire in the district. The selected bidder will bring in the desired pool for PPSD and then they will follow our internal hiring process. The bidder will not have access to our internal systems.

19. How does PPSD currently advertise for positions in scope?

We use social media platforms, go on college campuses and in the community to recruit. In addition, we use internal referral programs for PPSD staff.

20. What is PPSD's expectation for the selected partner regarding advertising, posting, search licensees, etc.? Will this be owned and managed by the chosen partner or maintained by PPSD?

This will be separated from all PPSD efforts and is on the bidder to pay for and conduct.

21. Will the selected partner be able to use PPSD logos for branding, advertising, etc.?

Yes they can.

22. Does PPSD currently use any recruitment marketing, paid social media advertising, etc.?

a. If so, please describe.

b. If not, what is the expectation that the selected partner will provide?

We do use different platforms. However this will not be shared to the approved bidder. The approved bidder will use their own efforts that will be separate from PPSD.

23. Will PPSD provide access to your job boards, recruitment tools, and branding through your current contracts, or is the selected partner expected to provide?

a. If so, what sourcing tools do you currently use?

PPSD will not share internal resources.

24. Does PPSD require the recruiting team to be on-site, off-site, or hybrid?

This work would be up to the bidder and does not have overlap with PPSD. Once candidates are selected, PPSD will connect with the bidder to discuss the candidates to ensure they meet PPSD requirements. The bidder will ensure the candidates apply to the open roles and then PPSD will take the process on from there through HR and connect with the bidder if there are any questions or to provide updates.

25. Does PPSD currently conduct any hiring events or job fairs?

a. If so, what percent of annual hires come from these events?

b. If so, is the expectation that the selected partner will take on this work?

The work between the bidder and the district are separate – including fairs. Most of our hires come from hiring fairs.

26. The RFP is titled Contract Services for Recruitment and Development of District Staff. What development work is in scope?

Development in the sense of if the candidates are in their final stages towards certification. The bidder will work with said candidates to ensure completion and then be eligible for PPSD hire.

- a. Is this the development of a talent pool for teacher skill sets?

27. Are all positions in scope located in Providence, RI, or do you have any positions requiring travel outside the district to work?

Are any positions split between schools (such as a speech pathologist, etc.)?

All positions are located in Providence, RI. There may be positions like the speech pathologist or the school psychologist that will be split between schools. Our vacancies are posted on an ongoing basis on our website.