



Alamogordo Public Schools

ADDENDUM 2

Submitted Questions

RFP 008-2024

Ancillary and Related Services for Special Education

All Contractors, Subcontractors and suppliers are reminded that they shall be familiar with all addendum items.

- 1. Would you like 3 reference letters from current clients or can we just submit their contact information?**
 - a. Letters are preferred.**

- 2. Who are the current and past vendors providing services?**
 - a. Soliant, Procure, Eluma, CES.**

- 3. Are your current vendors meeting your needs?**
 - a. Yes**

- 4. What are the current and past hourly bill rates by vendor?**
 - a. You would need to provide us with an hourly quote.**

- 5. How many billable hours are in a school day?**
 - a. 6 hours.**

- 6. How many school days are there per year?**

- a. 180 days.
- 7. What is the anticipated # of full-time or # of part-time positions?
 - a. 8 full-time, 6 part-time.
- 8. Is the vendor preferred or expected to have a clinic or local office?
 - a. No.
- 9. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?
 - a. In person – yes, access is given. Virtual – no, access is not given.
- 10. Will assigned candidates have access to computers/laptops and printers provided by your schools?
 - a. In person – yes. Virtual – no, they will need their own.
- 11. Can pricing increase during the term of the contract?
 - a. No.
- 12. Do you require resumes of potential contracted candidates to be included in our submission?
 - a. Yes, but we will interview later.
- 13. Do you require the candidate license verification to be included in our submission?
 - a. No. HR will do this once hired.
- 14. Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?
 - a. No. The special education department does the hiring and placing at the schools.

15. How many candidates/resumes will you need per discipline?

a. We prefer several.

16. What is the length of the contract term?

a. 4 years.

17. Does the district reimburse for mileage for travel between schools?

a. Yes.

18. Are you open to virtual services?

a. Yes.

19. Can you verify that we do not need to submit paper copies if we upload on Vendor Registry?

a. This is correct.

20. Can you share an original version of the document?

a. We do not understand this question / which document you would like to see.

21. What are all the disciplines that this RFP covers?

a. SIP, Diagnostics, Psychology.

22. Can the district provide a bid sheet where we could put pricing for all RFP disciplines?

a. Yes. This is attached as Appendix G.

23. Can you provide the name and contact information for the individual who will be coordinating the services for the disciplines at the district?

a. Melissa Cole – Melissa.cole@alamogordoschools.org

24. Can we bid a price range for all of the disciplines?

a. Yes.

25. Can we bid for other special education disciplines that are not mentioned in the RFP?

a. No.

26. Will this be a single or multi-vendor award?

a. Multi-vendor award.

27. What would be the average student caseload and number of schools served by the OT, and PT?

a. 40 to 50.

28. How many OTs and PTs do you foresee needing?

a. N/A at this time.

29. What would be the estimated weekly hours of service?

a. 35 to 40.

30. Will APS consider an hourly rate range depending on the candidates' level of experience or does the district only want a fixed hourly rate for service?

a. Fixed hourly rate.

31. Can the vendor incur any monetary penalties or be liable for any damages for not having a contracted provider available in a timely manner?

a. No.

32. What is the annual expenditure available or projected for this contract?

a. Unable to say.

33. Will APS provide laptops/computers, testing/evaluation materials, required equipment, and an email account to the contracted providers during their assignment?

a. In person – yes to all. Virtual – yes to email only.

34. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district standard rate?

a. Yes.

35. If resumes are required, would you consider blind resumes with full names and license numbers partially removed to protect the provider's privacy?

a. Yes.

36. Would the district consider separate rates or fees per service, such as flat rates per assessment or added fees?

a. No. We pay flat rates.

37. Can you confirm that the proposed rates should exclude New Mexico Gross Receipts Tax?

a. This is correct.

38. Would the district consider separate pricing for bilingual providers?

a. Yes.

39. If applicable, would the district consider any deviations, exceptions, or alternatives if identified within the proposal?

a. We will consider the proposal.

40. Does the district have a maximum hourly rate or budget set per requested service?

a. No.

41. Is this section stating that Contractor's personnel will provide services without the supervision of the District?

a. No. We will supervise under the different categories.

42. Pg. 7, Section A (14): The language here states that personnel will "Travel between schools" Is the district requesting that our personnel work at different locations?

a. This happens sometimes. They may need to go to different schools.

43. Pg. 23: Section Insurance: Would the District be willing to be Additionally insured under only General liability and Auto liability?

a. No. They must be named as Additional Insureds with respect to all of the coverages.

44. Can the district please provide a list of modalities they would like pricing submitted for?

a. SLP, Diagnostics, School Psychology, Occupational Therapy, Physical Therapy.



APPENDIX G

Company Name _____

RFP 008-2024 PRICE PROPOSAL EVALUATION SUBMITTAL*

*Please complete a “not to exceed” cost/hour for all services you offer. You are **NOT** required to provide all services listed below to have a successful proposal.

PROFESSIONAL DISCIPLINE/SERVICE	NOT TO EXCEED COST PER HOUR NOT INCLUDING GROSS RECEIPTS TAX
Physical Therapist (PT)	
Physical Therapist Assistant (PTA)	
Occupational Therapist (OT)	
Certified Occupational Therapist Assistant (COTA)	
Speech Language Pathologist (SLP)	
Speech Language Pathologist Assistant (SLPA)	
Diagnostician	
School Psychologist	
Sign Language Interpreter	
Social Worker	
Music, Art or Recreational Therapist	
Audiologist	
Counselor	
Teacher	
Gifted Teacher	
Certified Behavior Analyst	
Teletherapists (please list Teletherapist services available):	
Speech Language Pathologist	
Occupational Therapist	
Sign Language Interpreter	
School Psychologist	
Certified Behavior Analyst	

Gifted Teacher	
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Alamogordo Public Schools RFP _____08-2024_____ Ancillary Related Services