



Accelerate Progress for Students

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Executive Director

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Superintendent

DATE: 1/6/2023

RFP NUMBER: 23-051 NMM

RFP TITLE: Community Mental Health Trauma Informed Education and Services

ADDENDUM NUMBER: 2

Question: Will the district consider proposals from companies that ONLY provide teletherapy in regards to this solicitation?

Response: No, this is an in-person, on campus program.

Question: What is the estimated number of positions needed (part-time vs. full-time)?

Response: Approximately 6-8 full time positions or the part-time equivalent

Question: Will the district award more than 1 vendor?

Response: The district does reserve the right to award to more than one vendor however that decision will not be made until the evaluation process.

Question: Is a local office required? Is there a preference for local vendors?

Response: A local office is preferred. Information on preference can be found under evaluation criteria on page 23 of the RFP.

Question: Is the district open to the provider being a virtual provider or is onsite a requirement?

Response: No, onsite is a requirement.

Question: How many clinicians/providers does the district require to provide services to 150 students?

Response: 6-8 full time providers depending on schools selected for participation

Question: What type of provider does the district require? Will the district accept LCSWs and/or School Psychologists?

Response: Independently licensed counselors (LPCC) or social workers (LCSW).



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Question: Will the district provide the curriculum for trauma-informed professional development for school staff?

Response: No

Question: Are electronic signatures, such as DocuSign, acceptable?

Response: No

Question: How many "selected schools/identified schools" will be assigned under this RFP?

Response: Approximately 8-10 schools

Question: For the listed "150 students," will this population be a total number of students served across the whole APS district? Or is this number referencing a per school population to be served?

Response: The students will be from the 8-10 schools selected for participation.

Question: Is there a current desired caseload size to provide these services? Example: will each clinician have a cap or target caseload size of x number of students? (30/clinician, 40/clinician, etc.) If we are not looking at caseload size to determine clinicians, is there a weekly hours of service threshold?

Response: This is based on need and will fluctuate throughout the school year.

Question: Is APS wanting the hired staff to have a NM Regulations & Licensing Department (ex: LMHC, LPC, LPCC, LMFT, LMSW, and LISW) or is APS hoping to hire Qualified Mental Health Professionals who will hold a master's degree and have supervision? Both will be no problem; we just want to make sure we identify the appropriate staff to meet the needs of APS.

Response: They need to be independently licensed in NM.

Question: What types of service would APS like delivered by the vendor when discussing "therapeutic services" in the Scope of Work? Will this include the following services: Individual Counseling/Psychotherapy, Group Counseling/Psychotherapy, Family Counseling/Psychotherapy, Crisis Management Services, and Psychoeducation.

Response: "Therapeutic services" for this RFP is **not designed to be therapy** but uses clinical knowledge to provide support to the adults that work closely with students who may have behavioral issues. The program consists of observation, consultation with school staff through Health and Wellness meetings, consultation with classroom teachers and 1:1 short term intervention/prevention work with students.

Question: How many Professional Developments will APS hope for/anticipate a vendor to provide each year of the 4-year contract? Does this number change if the RFP is awarded to more than 1 vendor?

Response: For each school that participates in the program Professional Development is provided for the entire staff or select group of staff one time per school year.



Question: Can APS define the "Wellness Team" we will be working with, in terms of what staff or stakeholders will comprise this interdisciplinary team? Will this team be a consistent set of individuals throughout the district, or will this team vary from school to school?

Response: Health and Wellness Teams are composed of core members at each school that include a nurse, the school counselor, administrator and a school social worker. The provider would be expected to participate in HWT as the only way to receive referrals.

Question: For students who are identified/referred for services due to acute behavior & mental health concerns, is there an expected/anticipated length of duration in therapeutic services?

- For these students will we, the vendor, conduct Diagnostic Assessments and develop Individualized Plans of Care for each of these students? Or will we work from a previously assigned diagnosis and goals established through a 504, IEP, or Wellness Team process?

Response: This program is not diagnostic in nature and does not require diagnosis for student participation. Referrals will mainly be for classroom management/behavioral issues.

Question: On page 16, 4.c. it references staff shall be paid no less than once weekly. Will we need to adjust our current bi-weekly pay structure to a weekly pay structure for staff designated under this RFP to accommodate this?

Response: Hours are tracked weekly but billing is on a monthly basis through a PO/invoicing process and cannot exceed the total amount contracted.

Question: On page 12, section 15. in reference to the acknowledgement of agreeing to audits we would like clarification on these items:

- Will APS be liable for storing records, electronic or physical, for the identified 3 years after the end of this proposal? Both APS and vendors are responsible for keeping records for the required amount of time.
- To safeguard a student/family's confidentiality, does APS have a current audit checklist or guide to ensure we are appropriately charting and meeting the APS standards of records maintenance?

Response: We do not specify charting and record maintenance as this is not therapy it is more consultation and observation based.

Question: What is the anticipated date of award?

Response: While it is our hope to award quickly after the RFP close date, APS does not currently have an award date set.

Question: How will vendors be notified of award?

Response: Vendors will be notified via email.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

6.15.2020

COMPANY/FIRM NAME

SIGNATURE

DATE



6.15.2020