

Response to Written Questions by CPO, Sarah Stubbs

1. Who are the current vendors providing services?

Page 9 Paragraph 3 1. Deadline to Submit Written Questions Potential Offerors may submit written questions to the Chief Procurement Officer as to the intent or clarity of this RFP until September 22, 2021 at 4:00 p.m. MST as indicated in the sequence of events. All written questions must be addressed to the Chief Procurement Officer as declared in Section I.C. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

2. Are your current vendors meeting your needs?

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3. How will vendors be notified of award?

Page 11 Paragraph 10 1. Issue Recommendation of Award to Board of Education The Chief Procurement Officer shall prepare the Determination Letter to contract to the highest ranked short-listed Offeror after oral presentations (if held). The Chief Procurement Officer shall prepare a determination recommendation to the board for award of the RFP. Upon Board of Education approval, the Chief Procurement Officer shall prepare the determination letter to the board approved Offeror.

4. What are the currently hourly bill rates by vendor?

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5. Is the vendor expected to have a clinic or local office?

No, however, the following apply: Page 27 A: Scope of Work bullet point 11: All services must be direct and in person. No teletherapy will be allowed. Page 30 Mental Health Services Paragraph 3: 1. As the PMS District's professional School Psychologist, command the district Crisis Team as so necessary. Must be able to be physically present in Portales within one hour of notification from the School Superintendent, Special Student Services Director, or their designee.

6. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Page 30 Paragraph 1 PMS Responsibilities: PMS will fulfill the following requirements and perform the following services in a satisfactory and proper manner. PMS shall:

- 1. Provide a district-approved time-sheet to be used by all contracted OTs and School Psychologists if requested.*
- 2. Provide a list of students who have been identified to receive therapy services to each service provider.*
- 3. Provide medical history and necessary medical permission (i.e. from the physician) and instructions for each student for whom the Contractor is providing services*
- 4. Provide the following as necessary to perform the requested services:*
 - a. Materials – i.e., printed PMS forms, Public Education Department forms, standardized test instruments, and protocols.*
 - b. Equipment – i.e., desks, table, and chairs.*
 - c. Facilities – i.e., conference room.*
- 5. Coordinate IEP Team meetings, consultations, evaluations and staffing as appropriate.*
- 6. Obtain medical evaluations as necessary.*
- 7. Provide record release authorization for each referred, as needed.*

7. Will assigned candidates have access to computers/laptops and printers provided by your schools?

Contractor will have access to Networked Copiers only; Contractor is responsible for providing computers/laptops and any local/personal printers.

8. Can pricing increase during the term of the contract?

This can be negotiated through contract negotiations.

9. Will services be provided on site or virtually or a hybrid of both for the 21/22 SY?

Page 27 A: Scope of Work bullet point 11: All services must be direct and in person. No teletherapy will be allowed. However, should the District be forced to move to a full-time virtual model, upon approval of the Special Student Services Director and Superintendent and consultation with the therapist, therapy could be completed virtually.

10. Does the District plan to issue RFPs for other related services?

No

11. Who are the vendors currently providing services? What are their rates?

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12. How many positions do you anticipate needing? Part-time? Full-time?

PMS contracts for 1 part time OT 3 days/wk for 8 hours/day and 1 part time School Psychologist working 2 days/wk for 8 hours/day.

13. Do you accept proposals from companies that ONLY provide teletherapy?

Page 27 A: Scope of Work bullet point 11: All services must be direct and in person. No teletherapy will be allowed. However, should the District be forced to move to a full-time virtual model, upon approval of the Special Student Services Director and Superintendent and consultation with the therapist, therapy could be completed virtually.

14. Is it your preference for the vendor to have a local office in NM?

NO, however, the following apply: Page 27 A: Scope of Work bullet point 11: All services must be direct and in person. No teletherapy will be allowed. Page 30 Mental Health Services Paragraph 3: 1. As the PMS District's professional School Psychologist, command the district Crisis Team as so necessary. Must be able to be physically present in Portales within one hour of notification from the School Superintendent, Special Student Services Director, or their designee.

15. The RFP mentions the hours could range from 16-40 hours per week. Does the District have an estimated number of providers and/or weekly hours of service needed for each specialty?

PMS contracts for 1 part time OT 3 days/wk for 8 hours/day and 1 part time School Psychologist working 2 days/wk for 8 hours/day.

16. Are providers expected to travel between school sites?

Yes. There are six (6) school sites in the District.

17. Would Portales Municipal Schools consider virtual (teletherapy) services?

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18. Are you requiring vendors to submit a proposal response for all service categories **or** can the vendor only submit categories of services that they will provide?

A vendor may submit a proposal for school psychologist or occupational therapist or both.

19. Are resumes required at the time of proposal submission **or** only upon award?

Pg. 28 A-4: Resume of potential service providers to be approved prior to assignment.

However, resumes of potential service providers would be helpful evaluation information.

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

Pg. 13 paragraph b:

1. Termination by the district

1. For Cause

1. The occurrence of either one of the following events will justify termination for cause:

1. Contractor's persistent failure to perform the work in accordance with the contract documents (including but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment).

2. Contractor's violation in any substantial way of any provisions of this contract.

2. If either one of the events identified above occur, the district may, after giving contractor (and the surety, if any) ten (10) days written notice, terminate the service of contractor, exclude contractor from site, and take possession of the work. Contractor shall be paid for project costs incurred up to the date of termination but shall not be paid for loss of profits resulting from such termination.

3. Where contractor's services have been so terminated by the district, the termination will not affect any rights or remedies of district against contractor then existing or which may thereafter accrue. Any retention or payment of moneys due the contractor by the district will not release the contractor from liability.

21. What would be the payment terms? Net 30?

Net 30

22. If the District terminates the contract for convenience, will you consider providing the awarded vendor with a 30-day written notice of termination instead of 10?

1. **Contract Terms and Conditions** *The contract between the District and a contractor will follow the format specified by the District and contain the terms and conditions set forth in the RFP; however, the contracting District reserves the right to negotiate provisions in addition to those contained in this RFP with any Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant contract.*

The District discourages exceptions from the contract terms and conditions as set forth in the RFP. Such exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of the District (and its evaluation team), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct.

*Should an Offeror object to any of the terms and conditions as set forth in the RFP strongly enough to propose alternate terms and conditions in spite of the above, the Offeror must propose **specific** alternative language. The District may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions of the RFP are not acceptable to the District and will result in disqualification of the Offeror's proposal.*

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

*If an Offeror fails to propose any alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror), no proposed alternate terms and conditions will be considered later during the negotiation process. Failure to propose alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror) is an **explicit agreement** by the Offeror that the contractual terms and conditions contained herein are **accepted** by the Offeror.*

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

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3. *Provide medical history and necessary medical permission (i.e. from the physician) and instructions for each student for whom the Contractor is providing services*

4. Provide the following as necessary to perform the requested services:
 - a. Materials – i.e., printed PMS forms, Public Education Department forms, standardized test instruments, and protocols.
 - b. Equipment – i.e., desks, table, and chairs.
 - c. Facilities – i.e., conference room.
5. *Coordinate IEP Team meetings, consultations, evaluations and staffing as appropriate.*
6. *Obtain medical evaluations as necessary.*
7. *Provide record release authorization for each referred, as needed.*

Contractor will have access to Networked copiers only; Contractor is responsible for providing computers/laptops and any local/personal printers.

24. Can you provide the incumbent vendor(s) names and rates providing the OT and School Psychologist services? Has your current vendor(s) been able to satisfy your service needs?

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25. Will the District consider an hourly rate **range** depending on the candidates' level of experience **or** are you only seeking a fixed hourly rate for each service?

Pg. 36, Paragraph 5

A proposal must be submitted on all items. Segregated proposals will not be selected by the Owner. NOTE: This cost does not include New Mexico Gross Receipts Tax.

Please check your calculations before submitting your proposal; the District will not be responsible for miscalculations.

PROPOSAL ITEMS

OT Flat Rate Cost	Per Hour	\$
School Psychologist Flat Rate Cost	Per Hour	\$

List of any deviation from specifications must be attached

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

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