



LOS LUNAS SCHOOLS
RFP 2021-009-HR
ANCILLARY AND RELATED SERVICES
AMENDMENT NO. 2
DATE: APRIL 9, 2021

RFP No.: 2021-009-HR

RFP Due: April 20, 2021

Time: 2:00 PM Local Time

Where: Los Lunas Schools
Administration Offices
P.O. Drawer 1300 (if mailed)
119 Luna Avenue (if delivered)
Los Lunas, NM 87031

For Additional Information Please Contact:

Heather Rindels, Purchasing Agent
505-866-8259 Phone
505-866-8262 Fax
Email: hrindels@l1schools.net

**ANCILLARY AND RELATED SERVICES
FOR
LOS LUNAS SCHOOLS
RFP NO. 2021-009-HR
RFP Amendment No. 2
April 9, 2021**

The above referenced RFP is amended as follows:

A. IV. Specifications

B. Mandatory Requirements

2. Campaign Contribution Disclosure Form (0 Points-Pass/Fail)-page 16

Now Reads:

Offeror must complete and sign the Appendix E, Campaign Contribution Disclosure Form – whether any applicable contribution has been made or not. This form must be submitted with your proposal whether an applicable contribution has been made or not. Note that there are two (2) different signature sections within the form. (For purposes of this requirement, the applicable elected public officials for Los Lunas School District are: ~~Bryan Smith~~ **Eloy Giron**-Board President, ~~Eloy Giron~~ **P. David Vickers**-Board Vice President, ~~Steven Otero~~ **Frank Otero**-Board Secretary, ~~Frank Otero~~ **Bryan Smith**-Board Member and ~~P. David Vickers~~ **Steven Otero**-Board Member.

B. IV. Specifications

B. Mandatory Requirements

6. Qualifications and Experience Narrative (300 Points)-page 17

Now Reads:

Offeror shall submit a detailed narrative describing qualifications and experience providing Ancillary and related services for K-12 schools. Include any information that will document the Offeror has demonstrated competence, credibility and responsiveness in providing such services in the past and can be reasonably expected to perform in a like manner in the future. The narrative shall include examples of experiences in providing **teletherapy and/or in person services to students for all applicable disciplines listed under IV. Specifications, 2. Description of Services Desired, as well as experience OT/PT and SLP services to students** and working in a community or with K-12 school districts.

C. Attachment I-Scope of Work

E. Miscellaneous-page 33

Now Reads:

- 1). Laptop Computers: Contractor shall provide its own laptop. LLS will not issue laptop computers for work under this proposal.
- 2). Office Space: Work Space will be provided by LLS, however, individual desktop printers will not be provided by LLS. Contractor will be able to utilize LLS District printers

3). Contractor shall provide their own email addresses through their agency. LLS will not provide email addresses.

4). Contractor will be required to provide their own supplies, equipment, evaluation kits and protocols. LLS will only provide therapy materials that are already in the therapy rooms.

5). Contractor may offer to provide teletherapy services for all disciplines except RN. A combination of teletherapy and in person therapy services may also be offered. Contractor must seek prior approval from LLS in order to provide teletherapy services.

D. Appendix E-Campaign Contribution Form-page 41

Now Reads:

Names of Applicable Public Officials on the District Board of Education:

~~Bryan C. Smith~~ **Eloy G. Giron**, President
~~Eloy G. Giron~~ **P. David Vickers**, Vice President
~~Steven R. Otero~~ **Frank A. Otero**, Secretary
~~Frank A. Otero~~ **Bryan C. Smith**, Member
~~P. David Vickers~~ **Steven R. Otero**, Member

SCOPE OF WORK

1. CONTRACTOR RESPONSIBILITIES

The Contractor will fulfill the following requirements and perform the following services in a satisfactory and proper manner.

A. Documentation:

- 1) Copy of New Mexico Public Education Department License to practice as an OT, COTA, PT, PTA, SLP, TVI, O&M, and RT
- 2) Copy of RN license to practice in the State of New Mexico
- 3) Copy of Master's Degree for OT, SLP, O&M, and RT
- 4) Copy of Associate's or Bachelor's Degree for COTA, PT, PTA, and TVI
- 5) Copy of Associate's Degree or Nursing Program Diploma for RN
- 6) Copy of Sam.Gov verification

B. Ancillary and Nurse Calendar-See Attachment II

C. Work shall include a minimum of the activities set forth below:

- 1). Determine materials and supplies necessary to meet goals and objectives as stated on each student's IEP.
- 2). Participate in E.D.T. Committee Meetings concerning students who have completed evaluations and provide services to eligible students.
- 3). Provide LLS with the necessary re-evaluation information for students when required.
- 4). Work in coordination with the District's Program Coordinators, Special Education Teachers, and Chair Persons in developing programs for eligible students.
- 5). If required, submit to LLS all data required to complete twenty-day reports, SDE 810 (prior to LLS Dec. 1st Pupil Report) and 515 Reports.
- 6). Assure that all services are in accordance with all licensure requirements and within standards of professional ethics.
- 7). Evaluations will be performed in accordance with the NM State Department of Education Special Education Standards and the LLS Special Services Department Operational Standards.
- 8). Provide a parent interpretive conference.
- 9). Submit to LLS within 10 days of confirmation of assignment all forms and data required by LLS to comply with all State Department of Education and federal reporting requirements.

10). Conduct Speech Language Evaluations and provide Therapy Services of eligible assigned students according to the state and federal regulations.

11). The Contractor will remain as a participant to the IEP regardless of the approved 7.0 hours per day will be exceeded until the IEP is concluded or the need of the Contractor's participation is no longer required, which ever event occurs first will be the determining factor for time beyond the approved hours per day.

12). If the IEP has been scheduled and it is known the IEP will exceed the 7.0 hours per day, the Contractor must seek prior approval. If this is not known, the Contractor must submit for approval for time beyond the approved 7.0 hours per day within 48 hours after the scheduled date of the IEP.

13). Approval documentation must be attached to the corresponding time sheet.

14). Obtain prior approval from LLS for a therapist to bill for hours beyond those specified above.

15). Contractors are not allowed to make up service time for Contractor absences.

16). Contractors are required to provide evaluation test kits. LLS will not reimburse Contractors for evaluation test kits.

17). Any confidential information provided to or developed by an Contractor in the performance of his/her assigned duties shall be kept confidential and shall not be made available to any individual or organization or used by the Contractor without the written consent of LLS. The exception to the above includes; need to know information provided to school personnel and Duty to Warn. Nothing produced in whole or in part by a Contractor shall be the subject for an application for copyright by or on behalf of the Contractor.

D. Invoicing:

1). Invoicing for direct/indirect service hours shall not exceed 7.0 hours per day. Direct/indirect service may include evaluations, therapy, parent consultation, consultation with school staff, participation in District scheduled parent conferences, participation in IEP meetings, report writing, service documentation logs and preparation of IEP documents. Invoice LLS only for services rendered, fully comply with all other state and federal requirements associated with provision of services contemplated herein and not bill any other part (e.g. Medicaid, 3rd party insurance, or parents). Contractor will utilize the District's MaxCapture system to submit data to Medicaid. Violation of this provision will result in termination of the contract.

E. Miscellaneous:

1). Laptop Computers: Contractor shall provide its own laptop. LLS will not issue laptop computers for work under this proposal.

2). Office Space: Work Space will be provided by LLS, however, individual desktop printers will not be provided by LLS. Contractor will be able to utilize LLS District printers.

3). Contractor shall provide their own email addresses through their agency. LLS will not provide email addresses.

4). Contractor will be required to provide their own supplies, equipment, evaluation kits and protocols. LLS will only provide therapy materials that are already in the therapy rooms.

5). Contractor may offer to provide teletherapy services for all disciplines except RN. A combination of teletherapy and in person therapy services may also be offered. Contractor must seek prior approval from LLS in order to provide teletherapy services.

2. LOS LUNAS SCHOOLS RESPONSIBILITIES:

- A. Generate a list of approved therapists assigned to LLS and the maximum number of hours each is allowed to submit weekly. This list is to be reviewed and signed by the Contractor and LLS.
- B. Provide a list of students who have been identified by IEP and E.D.T. Committee to receive services to each service provider.
- C. Provide a pre-service orientation meeting for contracting therapist to address procedures related to licensure documentation, fingerprinting and background checks, District-required timesheets, service documentation, Medicaid billing and Federal, State and District requirements. Date of pre-service orientation meeting to be determined by LLS
- D. Process incoming therapists' Medicaid Provider applications.
- E. Provide, for each student referred, referral information; case histories, including educational, family and medical information where applicable, hearing and vision screening; completed educational diagnostic and ancillary evaluation reports; IEP; and other relevant data necessary to design and implement therapy services.
- F. Schedule and coordinate IEP Committee meetings as appropriate.
- G. Schedule students for therapy at selected sites.
- H. Provide copies of the NM State Department of education Standards for excellence Compliance Manual and the LLS Special Services Operational Standards for review by all service providers.
- I. Provide a list of acceptable billable activities that are necessary to perform the requested services.
- J. Contractor will not be compensated for any volunteer activities associated with LLS and are prohibited from accepting supervisory duties associated with LLS activities.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political

committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Names of Applicable Public Officials on the District Board of Education:

- Eloy G. Giron, President
- P.David Vickers, Vice President
- Frank A. Otero, Secretary
- Bryan C. Smith, Member
- Steven R. Otero, Member

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature: _____ Date: _____

Title (position): _____

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature: _____ Date: _____

Title (position): _____

END OF AMENDMENT NO. 2
Proceed to Acknowledgement of Amendment No. 2

ACKNOWLEDGEMENT OF AMENDMENT NO. 2

ANCILLARY AND RELATED SERVICES

Los Lunas Schools RFP 2021-009-HR

In acknowledgment of receipt of this Request for Proposal (RFP) the undersigned agrees that he/she has received a complete copy of the RFP and Amendment No.2 dated 4/9/2021 .

The acknowledgment of receipt should be signed and returned with your Proposal on or before April 20, 2021, 2:00 PM Local Time.

FIRM:

REPRESENTED BY: _____ TITLE: _____

E-MAIL ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

Please return to:

Heather Rindels
Los Lunas Schools Buyer
P.O. Drawer 1300 (if mailed)
119 Luna Avenue (if delivered)
Los Lunas, NM 87031
Phone: (505) 866-8259
Fax: (505) 866-8262