



*Accelerate Progress for Students*

Rennette R. Apodaca, MPA, CPPO  
Executive Director

Scott Elder  
Superintendent

**DATE: 07/22/2022**

**RFP NUMBER: 23-011 RR**

**RFP TITLE: Social Work Services**

**ADDENDUM NUMBER: 1**

See Question and Answers

**Question 1:** Are electronic signatures, such as Adobe Sign, acceptable for the required forms or is a “wet signature required.

**Response:** Yes

**Question 2:** Can you provide the current Vendors and Rates:

**Response:** Counseling World, LLC., Community Rehab Associates Inc., E-Therapy, EASI Therapy & Diagnostic Service, My Therapy Company LLC., Sunbelt Staffing. The rates range from \$65.00 - \$80.00 Flat Hourly Rate, \$68.00 \$76.00 Tele-Therapy.

**Question 3:** Can you clarify under Evaluation Criteria, Qualifications, “include a resume with submittal?” If we are a company, do you want this information in a resume format or can we summarize this information in a narrative as part of our proposal.

**Response:** Yes, you can summarize this information in a narrative as part of your proposal.

**Question 4:** For the Qualifications section of the proposal, are resumes of Social Worker and their credentials required? If so, how many are required and do they count as part of the page limit of 60 pages?

**Response:** Please review evaluation criteria updated in this addendum.

**Question 5:** We are an agency and usually provide sample or current candidates in our responses. To clarify, you would want the following proof of certifications include in our RFP response for each potential candidate?:

- Copy of State of NM Board of Social Work Examiner’s (NMBSWE) License to practice as a Licensed Independent Social Work (LISW) or Licensed Clinical Social Worker (LCSW).
- Copy of State of NM Board of Social Work Examiner’s Supervisors Certification with name appearing on NMBSWE website list.
- Copy of New Mexico Public Education Department licensure for Social Workers.
- Completed application for a Medicaid Provider Number, or an assigned Medicaid Provider Number

OR can we provide a resume and certifications at time of award?

**Response:** You can provide resume and certifications at time of award.

**Question 6:** Is the NM Board of Social Work Examiner’s Supervisors Certification with name appearing on NMBSWE website list required, or just NMBSWE license to practice?

**Response:** Yes, Is the NM Board of Social Work Examiner’s Supervisors Certification with name appearing on NMBSWE website list is required

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL, AND SEE UPDATED EVALUATION CRITERIA IN THIS DOCUMENT:**  
**Addenda not signed and returned may consider the RFP non-responsive and May be Rejected.**

\_\_\_\_\_  
**COMPANY/FIRM NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**EVALUATION CRITERIA**

Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed. Points will be awarded in compliance with NMSA 1978, §13-1-21, for New Mexico In-State Resident Business, Native American Resident Business, New Mexico Resident Veteran Business or Native American Resident Veteran Business. If proposal is a Joint Venture, Offeror shall state in submitted proposal the percentage of work that will be performed by each business. Obtain more information:

<http://tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx> **and**  
<https://www.generalservices.state.nm.us/statepurchasing/vendorpreferencelist.aspx>

Please Note: An Offeror cannot be awarded both a resident business preference and a resident veteran business preference or a Native American resident preference and a Native American resident veteran contractor preference.

**The Preference(s) does not apply if APS is utilizing federal funds.**

**\*\*\*The Offeror should contact Buyer for clarification of evaluation criteria or terminology\*\*\***

	Possible Points	Points This RFP
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Submit detailed information describing your company’s qualifications providing services as requested in the Scope of Work. Provide information about the company that demonstrates the ability and capacity of the company expressed in terms of its Human Resources (number, quality, skills and experience) physical and material resources, financial resources and information resources (pool of knowledge) Demonstrate your company’s competence as it relates to the competencies required to perform the requested services.</li> <li>• In addition provide resumes of potential social work personnel that may be assigned to APS. Include the following minimum requirements necessary for consideration:</li> <li>• Indicate level of education acquired</li> <li>• Availability during school hours (M-F 7:30 a.m. to 4:30 p.m.)</li> <li>• Availability during evening hours (M-F 5:00 pm to 8:00 p.m.)</li> <li>• Proof of current auto insurance</li> <li>• Proof of professional liability insurance</li> <li>• Copy of current business license / registration certificate from the State of New Mexico Taxation and Revenue Department.</li> </ul> <p><b>Upon Award the following requirements must be met:</b></p> <p>Copy of State of NM Board of Social Work Examiner’s (NMBSWE) License to practice as a Licensed Independent Social work (LISW) or License Clinical Social Worker (LCSW).</p> <p>Copy of current business license / registration certificate from the State of New Mexico Taxation and Revenue Department. Copy of State of NM Board of Social Work Examiner’s Supervisors Certification with name appearing on NMBSWE website list.</p>	25	

<p>Copy of New Mexico Public Education Department licensure for Social Workers.</p> <p>Completed application for a Medicaid Provider Number, or an assigned Medicaid Provider Number.</p> <p>Provide monthly billing and student contact forms as requested by APS Social Work Services Division.</p>		
<p><b>Delivery of Services</b> Describe in detail how your company will provide services as requested in the Scope of Work.</p>	15	
<p><b>Pricing</b> Submit detailed information stating your company's pricing to provide services as requested in the Scope of Work</p>	40	
<p><b>Total Possible Points</b></p>	<b>100</b>	
<p><b>Interview ( if needed)</b></p>	<b>50</b>	
<p><b>New Mexico Resident Business or Native American Resident Business Preference:</b> Eight percent of the total possible points to a resident business. Offeror shall include a copy of their In-State Certificate issued by State of New Mexico Taxation &amp; Revenue Department.</p>	8	
<p><b>Veteran New Mexico Resident Business or Native American Resident Veteran Business Preference:</b></p> <ul style="list-style-type: none"> <li>Ten percent of the total possible points to a resident veteran business or native American resident veteran business preference</li> </ul>	10	
<p><b>Total Possible Awarded Points</b></p>	<b>100-160</b>	