



*Accelerate Progress for Students*

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Executive Director

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Superintendent

**DATE: 07/22/2022**

**RFP NUMBER: 23-010 RR**

**RFP TITLE: Speech and Language Services**

**ADDENDUM NUMBER: 1**

**See Question and Answers, and updated Evaluation Criteria Matrix attached to this Addendum #1:**

- Question 1:** Who are the current vendors providing services?  
**Response:** Advanced Medical Personnel Services, Ardor Health Solutions, Bilingual Multicultural Services, Community Rehab Associates, E-Therapy, EASI Therapy and Diagnostic Services, Education Based Services, Health Pro Heritage, My Therapy Company, Progressus Therapy LLC, Pro Care Therapy, Sunbelt Staffing, Talk Path Live.
- Question 2:** Are your current vendors meeting your needs?  
**Response:** Yes, they are currently meeting our needs.
- Question 3:** What is the anticipated award date?  
**Response:** The anticipated award date will be in September 2022.
- Question 4:** How will the vendors be notified of an award?  
**Response:** The vendors will be notified by email.
- Question 5:** Do you anticipate awarding one or multiple vendors?  
**Response:** APS reserves the right to award to meet District needs.
- Question 6:** What are the current hourly bill rates by vendor?  
**Response:** The hourly rates range from \$63.00 to \$71.00.
- Question 7:** If we provide per evaluation rates, does the district require vendors to provide all of the assessments materials/protocols?  
**Response:** Yes

**Question 8:** How many billable hours are in a school day?

**Response:** 6.5 billable hours in a school day.

**Question 9:** What is the anticipated # of full-time or # of part-time positions?

**Response:** Speech and Language-50, Social Work-5, Educational Diagnostic-15

**Question 10:** Is the vendor expected to have a clinic or local office?

**Response:** No

**Question 11:** Will services be provided on site or virtually or a hybrid of both for 22/23 School year?

**Response:** Speech and Language -Both, Social Work- On site only, Educational Diagnostic-Both

**Question 12:** Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

**Response:** No

**Question 13:** Will assigned candidates have access to computers/laptops and printers

**Response:** No

**Question 14:** Do you require resumes of potential contracted candidates to be included in our submission?

**Response:** Yes

**Question 15:** Do you require the candidates license verification to be included in our submission?

**Response:** Yes

**Question 16:** Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?

**Response:** They can apply through APS HR Department if positions are available.

**Question 17:** How many candidates/resumes will you need per discipline?

**Response:** SLP-50, SW-5, ED-15

**Question 18:** Can pricing increase during the term of the contract?

**Response:** Only during the yearly pricing escalation clause and there must be proof or request for increase.

**Question 19:** Do contractors have to travel between schools during the work day? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?

**Response:** Yes, they may occasionally have to travel between schools, and no they cannot stay clocked in during travel, they must clock out for travel in between school sites.

**Question 20:** If proof of insurance is required for the response, could copies of insurance certificates be excluded from the page limit?

**Response:** Yes.

**Question 21:** Could the copies of all of the required business licenses (State of New Mexico Taxation and Revenue Department, License to Practice as Speech and Language Pathologist, and/or Clinical Fellow, and New Mexico Public Education Department Licensure for K-12 Speech and Language Pathologist, and/or Clinical Fellow) be excluded from the page limit?

**Response:** Yes

**Question 22:** Is the Proposal Submittal Requirements and Checklist Form on page 40 of the RFP required to be included in the proposal responses? Or is this form to be used as reference information only?

**Response:** This is a reference for information to be sure you include all documentation.

**Question 23:** What is the difference between the wording used, Offeror/ provider/ contractor?

**Response:** They all refer to the responding vendor.

**Question 24:** On page 23, it states the following " The Contractor or contractor's employees will fulfill the following requirements...."

- a. As it pertains to the requirement for the offer to include a Medicaid Provider number, can this be provided by the contractor's employee - Speech Language Pathologist and not the Staffing Agency (Aya Healthcare)?

**Response:** Yes, that is correct, it would be the contractors employee.

**Question 25:** On Page 27, under qualifications, it seems that the RFP is looking for the Offeror to provide the Medicaid number.

- a. Since this area does not contain any wording about a contractor's employee, who's assigned number needs to be provided - The Offeror/ Contractor or the contractor's employee?

**Response:** The contractors employee.

**Question 26:** Does the provider (contractor/ contractor's employee) direct bill Medicaid and then receive a reimbursement or will the school district receive that funding and then pay the contractor/ contractor's employee?

**Response:** The district bills Medicaid directly not the provider. The Contractor gets paid separately.

**Question 27:** What is the estimated value of the contract?

**Response:** The estimated value of the contract is 8.4 million annually.

**Question 28:** Are there any incumbents?

**Response:** Yes, there are incumbents.

**Question 29:** If so, what is their current rate provided?

**Response:** The hourly rates range from \$63.00 to \$71.00.

**Question 30:** The Davis Bacon Act is listed in this RFP, is that relevant to the SL services?

**Response:** No, that will not be relevant.

**Question 31:** How many hours were utilized in 2021/2022 for SLP services?

**Response:** 126,800 hours were utilized.

**Question 32:** How many hours of SLP services do you anticipate for the 2022-2023 year?

**Response:** (10% Increase) 139,500

**Question 33:** How much money in 2021/2022 was spent on SLP Services?

**Response:** 8.4 Million

**Question 34:** What is the annual spend that is projected for the contract? How will it be divided per year?

**Response:** The estimated annual spend that is projected for the next three years will be \$9.24 million, \$10.2 million, and \$11.2 million. No minimum guarantee for any specific services.

**Question 35:** Does the district provide an email account to the contracted providers during their assignment?

**Response:** No

**Question 36:** Can the vendor incur any penalties or be liable for any damages for not having a contracted provider available upon your school's request in a timely manner or would your school terminate the RFP contract with the vendor?

**Response:** The District has the option to cancel for convenience if their needs are not being met.

**Question 37:** Will the district pay for mileage traveling between school campuses on the same day? If so, is it the IRS standard rate, or is it dictated by the district?

**Response:** No

**Question 38:** Are electronic signatures, such as Adobe Sign, acceptable for the required forms or is a "wet" signature required?

**Response:** Electronic signatures are acceptable.

**Question 39:** 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:** We are looking for your agency's qualifications and staff experience for providing qualified Speech and Language Services. Information should be provided on the agency's company qualifications and include resumes of staff that will be assigned to provide services.

**Question 40:** For the Qualifications section of the proposal, are resumes of Speech Pathologists and their credentials required? If so, how many are required and do they count as part of the page limit of 60 pages?

**Response:** We are looking for your agency's qualifications and staff experience for providing qualified Speech and Language Services. Information should be provided on the agency's company qualifications and include resumes of staff that will be assigned to provide services.

**Question 41:** On page 23, it states the following " The Contractor or contractor's employees will fulfill the following requirements...."

- a. As it pertains to the requirement for the offer to include a Medicaid Provider number, can this be provided by the contractor's employee - Speech Language Pathologist and not the Staffing Agency (Aya Healthcare)?

**Response:** Yes, that can be provided by the contractors employee – Speech Language Pathologist.

**Question 42:** On Page 27, under qualifications, it seems that the RFP is looking for the Offeror to provide the Medicaid number.

- a. Since this area does not contain any wording about a contractor's employee, who's assigned number needs to be provided - The Offeror/ Contractor or the contractor's employee?

**Response:** The contractors employee.

**Question 43:** Does the provider (contractor/ contractor's employee) direct bill Medicaid and then receive a reimbursement or will the school district receive that funding and then pay the contractor/ contractor's employee?

**Response:** No, the APS School District bills Medicaid directly, and receives reimbursement.

**Question 44:** Please provide current and historical bill rates for the incumbent suppliers.

**Response:** The hourly rates range from \$63.00 to \$71.00.

**Question 45:** What is the total amount of spend broken down by vendor over the last year? Over the duration of the contract period?

**Response:** Not available.

**Question 46:** Is orientation billable?

**Response:** No

**Question 47:** Who are the incumbent suppliers?

**Response:** See question 1

**Question 48:** How long have the incumbent suppliers held this contract?

**Response:** 4 Years

**Question 49:** Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?

**Response:** Yes, we are satisfied.

**Question 50:** What is the current amount of contractor usage over the past year FTE by discipline?  
Entire contract period?

**Response:** 126,800 hours were utilized.

**Question 51:** Is this contract open due to an expired contract, or is this during a renewable cycle?

**Response:** This is renewable cycle.

**Question 52:** What technology is used currently to manage this program internally?

**Response:** Multiple platforms.

**Question 53:** What is the expectation and frequency for on-call needs?

**Response:** None

**Question 54:** What is the expectation and frequency for replacing a candidate that is ill/calls off

**Response:** No Substitutes

**Question 55:** Is there a minimum experience requirement for the personnel sent to your facility?

**Response:** Licensure is required.

**Question 56:** What is the average length of assignment (12 months, 3 months, substitute)?

**Response:** 194 Days.

**Question 57:** What is the current requisition process in place?

**Response:** Infor

**Question 58:** What can we expect for lead-time for requisitions for substitute vs. contract?

**Response:** This will vary.

**Question: 59** What timekeeping process/system will be used? For full time contractors/travelers?  
For contract/substitute?

**Response:** manual timesheets

**Question 60:** Can you provide details as to projected volume and headcount for SLP and  
Educational Diagnostician?

**Response:** unavailable

**Question 61:** What is your current time to fill by discipline?

**Response:** ASAP

**Question 62:** What is your current fill rate?

**Response:** Information is not available.

**Question 63:** What is your current Student records system/platform for documentation? Is vendor expected to retain any student records?

**Response:** Synergy

**Question 64:** Who at the district serves as Supervisor for clinicians onboarding to district policies, guiding to district requirements and answering daily operations questions/concerns?

**Response:** Executive Director of Special Education.

**Question 65:** The RFP notes that the vendor will need to provide Laptops and equipment. Can you please clarify if the district provides supplies and materials for on-site personnel?  
Example: therapy testing kits, evaluation materials and assessments, etc

**Response:** Nothing is provided.

**Question 66:** References - The RFP states "The submittal shall include three (3) letters of recommendation or references..." – Can you please clarify if it is an option to either list 3 references or provide letters of recommendation, or if you require letters of recommendation?

**Response:** You have to provide three written letters of recommendation from three separate entities.

**Question 67:** Will you confirm new graduates or Clinical Fellows if vendor provides mentorship?

**Response:** No

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:**

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

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**COMPANY/FIRM NAME**

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**SIGNATURE**

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**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> <p><b><u>If an agency</u></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 speech language pathologist that may be assigned to APS. Include the following minimum requirements necessary for consideration:               <ul style="list-style-type: none"> <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> </li> </ul> <p><b><u>If an individual speech language pathologist.</u></b></p>	25	

<p>Provide the following:</p> <p>Resumes of potential speech language pathologist that may be assigned to APS. Include the following minimum requirements necessary for consideration:</p> <ul style="list-style-type: none"> <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> <li>• Copy of State of New Mexico License to practice as a Speech and Language Pathologist, and/or Clinical Fellow.</li> <li>• Copy of New Mexico Public Education Department licensure for K-12 Speech and Language Pathologist, and/or Clinical Fellow.</li> <li>• Completed application for a Medicaid Provider Number, or an assigned Medicaid Provider Number.</li> <li>• Certifications acquired.</li> </ul>		
<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>	

