



*Accelerate Progress for Students*

Rennette R. Apodaca, MPA, CPPPO  
Executive Director

Raquel Reedy  
Interim Superintendent

April 28, 2016

RE: RFP No. 16-038 RA-KM

This letter is your notification that Albuquerque Public Schools (APS) has a current bid or RFP related to the commodity you have registered for. This bid or RFP is accessed through the APS Procurement Department Website. To access the website navigate to: <http://www.aps.edu/procurement> and click on the "See Current Bids and RFPs" link in the middle of the page. Any current bid or RFP for APS can be accessed from this webpage by clicking on the appropriate bid or RFP Number.

RFP Number: 16-038 RA-KM  
RFP Name: Special Education Legal Counsel Services  
Due Date/Time: May 17, 2016 - 2:00 p.m. (local time)  
Contact: Rennette Apodaca, [Rennette.Apodaca@aps.edu](mailto:Rennette.Apodaca@aps.edu)

Albuquerque Public Schools is no longer mailing complete bids/RFP to vendors registered on our bid/RFP lists. The current process is notification with this letter, for the vendor to access and view the bid/RFP on our website (as per the directions listed below).

All future bids/RFPs notifications will utilize this process. APS will continue to advertise all bids/RFP's in the Albuquerque Journal. APS does not provide bids or RFP's in Word format.

It is the responsibility of every bidder or offeror to ensure they have downloaded the latest version of each solicitation, including any addendum(s) which may have been issued, by revisiting this website prior to the due date before submitting their response to the Albuquerque Public Schools. All addendums must be acknowledged in the response.

Please note that all bids/RFP's must be submitted by the due date and time as stated in the bid/RFP documents. The Albuquerque Public Schools does not accept responses electronically, by fax or email as a hardcopy with original signature must be submitted. Responses arriving after the due date or time will be returned unopened.

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