



Accelerate Progress for Students

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DATE: 09/02/2020

BID/ RFP NUMBER: 21-014 RA

BID/RFP TITLE: COVID 19 ADA Accommodation professional services

ADDENDUM NUMBER: 1

The following are clarifications, changes, and/or questions and responses to Bid/RFP.

Albuquerque Public Schools RFP and Questions

Task 1: Inventory and Analysis

The RFP states the contractor will review existing policies and procedures to determine standards of evaluation.

Question: Is APS asking the contractor to review what is currently in place now and make recommendations on how this can be improved? **Yes, we are looking for Offerors solution; see proposed approach- page 16**

Existing Forms:

Currently the two forms in place for evaluation are Request for Remote Work Assignment and Request for ADA Accommodation.

Question: Are these the only two forms in place to determine eligibility or would the contractor be required to scope out additional information through customized evaluation forms for specific types of ADA request (e.g. vision, dexterity, ergonomic, etc.) ? **This is related to COVID 19 ADA Accommodations only.**

Task 2: Needs Assessment

The RFP states over 1000 APS employees are seeking an ADA accommodation or remote work assessment.

Question 1: What percentage of those employees are seeking an ADA accommodation? **100%**

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Question 2: What paperwork have APS employees already completed per the scope of work requirement or would the contractor be starting from scratch once workflows had been established? **Any completed work will be shared with successful Offeror.**

Question 3: When would the work begin? **After successful Offeror is selected and contract is in place.**

Request for Remote Work Process:

The RFP states that the contractor must process and track all ADA Accommodations or remote work requests.

Question 1: How are these currently to be tracked? **Excel spreadsheet**

Question 2: What application is used for tracking? **Excel**

Question 3: Would an APS computer be required? **Successful Offeror supplies their own equipment/software**

Question 4: What type of security clearance or background check is required before work begins?

Please review: <https://www.aps.edu/police/background-and-fingerprinting>

The RFP states the contractor must collect Remote Work Applications (RWA) for those seeking remote work.

Question 1: Can you please elaborate on and clearly define “collect”? **Employees submit forms and any follow up documentation.**

Question 2: Where are the applications stored? **Internal APS**

The RFP states “Apply priority grading criteria to Remote Work Applications, then provide recommendations to principals regarding prioritizing assignment of available remote work assignments.”

Question 1: What are the grading criteria? **Successful Offeror would work with APS in determine that criteria on a case by case basis**

Question 2: Does this mean assessing whether these individuals are deemed “high risk” for serious illness related to COVID-19? **Successful Offeror would work with APS to determine this.**

Question 3: Is the contractor responsible for collecting medical documentation? **yes**

Question 4: How much would we need to know about the school system regarding how to help principals decide who gets to work remotely or is that strictly up to the principals? **Successful Offeror would Work with APS regarding this issue on a case by case basis.**

Question 5: Would there be a verbal/Zoom interview with the person requesting remote work or is everything based off the application? **Successful Offeror would work with APS on this issue**

Question 6: How would our recommendation for remote work be codified? **Successful Offeror would work with APS on this issue on a case by case basis.**

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Question 7: Has the process for reviewing RWAs already started? If so, how far along is the process currently? **Yes, working with a consultant REDW, LLC, Please see link for more information:**

<https://www.aps.edu/risk-management/americans-with-disabilities-act-ada/request-for-remote-work-assignment/>

Workplace Accommodation Request Flow

The RFP states the contractor must process and track inquiries (ADA accommodation or remote work)

Question 1: How are these to be tracked and what application is being used? **We are looking for Offerors solution; see proposed approach- page 16**

Question 2: Would an APS computer be required? **Successful Offerors should have their own computers/equipment.**

Question 3: How quickly would the request for remote work applications need to be processed? **We are looking for Offerors solution; see proposed approach- page 16**

The RFP states the contractor will schedule and conduct interactive process interviews for individuals seeking ADA accommodations.

Question 1: What system would be used to schedule and conduct the interviews e.g. Zoom? **We are looking for Offerors solution; see proposed approach- page 16**

Question 2: What documentation would be collected in advance of the interview? **We are looking for Offerors solution; see proposed approach- page 16**

Question 3: Who would be involved in the interviews e.g. person, supervisor, other?

We are looking for Offerors solution; see proposed approach- page 16

Question 4: Where would the results of the interviews need to be detailed? **We are looking for Offerors solution; see proposed approach- page 16**

Question 5: Is there any information on past accommodation requests by type e.g. how many in each disability category e.g. ergonomic, neurodiverse, vision, dexterity, hearing, etc.

This scope of work is not related to past accommodation requests. This is strictly related to COVID -19 accommodations to work from home.

Question 6: Can you explain how ADA accommodations have been handled by the ADA office prior to Covid-19? Internal

Internal APS staff

Would an on-site visit be required to assess the person requesting an accommodation? Is the determination of what kind of accommodation e.g. equipment (hardware or software) and training done entirely by phone or remote interview?

It depends on request; could be phone or remote or in person or combination of all three.

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Question 7: What was the expected turnaround time from the time the application for accommodation was received and the interview took place?

We are looking for Offerors solution; see proposed approach- page 16.

The RFP states the contractor will work with the ADA office to approve and implement reasonable accommodations.

Question 1: What kinds of accommodations have been implemented in the past? **As required by law**

Question 2: Can you explain how accommodations that involved equipment (hardware or software) were handled in the past? **As required by law**

Question 3: Who procured the equipment? **APS**

Question 4: Who installed and configured the equipment? Would equipment need to be installed at person's home? **Internal APS staff**

Question 5: Who provided training on the equipment? **Internal APS staff**

Question 6: Who provided support on the equipment? **Internal APS staff**

Question 7: Did ADA office perform 30 and 90 day follow up after accommodation implemented? **Yes, Internal APS staff**

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

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

COMPANY/FIRM NAME

SIGNATURE

DATE

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