



*Accelerate Progress for Students*

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**RFP NO. 18-0005 RA**

**ADDENDUM #1**

July 8, 2017

**Due Date Extension: Due Date 7/17/17 @ 2:00 pm**

Please note the following responses to questions regarding RFP:

1) Page 13 of the RFP states "*Your response shall not exceed **thirty (40)** single sided pages. The page limit does not include: front and back cover, any required attachments, blank dividers, and table of contents.*"

May we please have clarification on maximum page limit so we can ensure our proposal is in compliance when submitted?

Answer: Your response shall not exceed **thirty (40)** single sided pages. The page limit does not include: front and back cover, any required attachments, blank dividers, and table of contents.

2) Southwest Family Guidance Center & Institute (SWFGC & I) utilizes approximately 10-15 staff to provide suicide and threat assessments. The RFP instructions recommend that we submit resume's for the project's assigned personnel. Due to our large number of assigned staff would it suffice to provide a list of the staff, including their names, degrees, and credentials? If it is still *recommended* we provide resumes would these documents be considered "attachments" (meaning they would not count toward the RFP page limit)?

Answer: You should provide information in your proposal of the Assigned personnel that will providing services to APS. It is your decision on how you want to provide the information in your proposal. It may be a resume or another format that you choose that will meet the evaluation criteria and demonstrate your capacity.

The Page limit is 40 single sided pages. You can add these documents as attachments to proposal that would not count towards RFP page limit.

3) Does the request for automobile insurance documentation apply *only* to the Threat Assessment Program, or does it apply to the Suicide Assessment Program as well?

The reason we ask is that our Suicide Assessments take place exclusively at our offices. Our Suicide Assessment staff do not travel to provide this service. We do plan on providing proof of automobile insurance for those staff that are assigned to the Threat Assessment Program and who are required to travel to provide that service.

Answer: Please provide this information in your proposal for consideration.

4) SWFGC & I is the current provider of both the APS Threat and Suicide Assessment Programs. Since APS is our current client, and it is APS personnel who have the most in depth knowledge of our work as it relates to these programs, is it acceptable for us to list APS personnel as references to satisfy the RFP's *Experience and References* section?

Answer: The evaluation criteria asks for current or prior clients that you have provided the same or similar services as the ones requested in the RFP. List a reference for each prior or current client. If APS is a current client, that would fall into the evaluation criteria.

5) For the Threat Assessment it states a licensed therapist is to meet with the TAT to conduct a formal assessment. Must the school based assessment also be completed by the same licensed clinician?

Answer: The licensed clinician meets with the TAT at the school, facilitates the discussion and completes the 10 page assessment.

6) For the Suicide Threat Assessment must the CSSRS be completed must the independent licensed clinician complete that?

Answer: Yes

7) Am I also correct in understanding the two assessments reimburse at different rates; Threat Assessments at an hourly rate and Suicide Assessments at a monthly rate regardless of how many assessments are complete.

Answer: That is correct....Threat Assessment is billed at an hourly rate and Suicide Assessments at a set monthly rate regardless of the number of assessments completed.

Thank you for your interest in Albuquerque Public Schools

**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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE