ALBUQUERQUE PUBLIC SCHOOLS

Accelerate Progress for Students

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SUPERINTENDENT

DATE:
RFP NUMBER: 25-064 KLL
RFP TITLE: Certified Occupational Therapy & Physical Therapy Assistants
ADDENDUM NUMBER: **2**

See Attached Question and Answers

Question 1: Does the 60 page limit include all of the required forms?

Answer: Yes

Question 2: Who were the past vendors and what are the hourly rates paid for all of the disciplines?

Answer: Community Rehab Associates - $79.00/HR

Question 3: Can you provide the name and contact information for the individual who will be coordinating the services for the disciplines at the district?

Answer: This information will be provided to the awarded vendors.

Question 4: How many hours are there per school day?

Answer: 6.5 hours

Question 5: How many school days are there per year?

Answer: 180 school days

Question 6: Can we bid for other special education disciplines that are not mentioned in the RFP?

Answer: No

Question 7: When is the anticipated award date for this RFP?

Answer: End of June 2025

Question 8: Who are your current vendors?

Answer: Community Rehab Associates

Question 9: What are the current vendor rates?

Answer: $79.00/HR

Question 10: Have current vendors met your needs?

Answer: No

Question 11: What are the total numbers of contracted Occupational & Physical Therapy Assistants providing services to the district during the 2024-2025 school year?

Answer: 2

Question 12: Approximately how many Occupational & Physical Therapy Assistants does the district anticipate needing for the upcoming school year?

Answer: 2 - 10

Question 13: Will the positions be full-time or part-time?

Answer: Either – preferably full-time

Question 14: How many vendors do you anticipate awarding?

Answer: 4 - 10

Question 15: What was the annual expenditure for these services during the 2023 – 2024 school year?

Answer: None

Question 16: Is it acceptable to be a bill range?

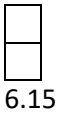
Answer: No

Question 17: Do we need to submit resumes with our proposal?

Answer: Yes, or contractor profiles

Question 18: What volume of therapy needs do you anticipate having for the new school year 2025/2026?

Answer: We need an additional 10 therapy providers or more



Question 19: What were the numbers of therapy needs that were contract out to agency providers, this school year 2024/2025?

Answer: 7 full-time positions, but we required more but could not fill our need

Question 20: What are the bill rates that your current contracted agencies use for therapy services?

Answer: $79.00/HR

Question 21: Can you specify the type of equipment contracted agencies must have for tele-practice services?

Answer: Personal laptop computer. Therapy assistants also required supervision by a Certified OT from the same agency.

Question 22: What is the expected service delivery model (in-person, telehealth, hybrid)?

Answer: In-person preferred

Question 23: What is the anticipated number of full time and part time positions?

Answer: 10 full time

Question 24: Who are the current vendors providing service?

Answer: Community Rehab Associates

Question 25: Are your current vendors meeting your needs?

Answer: No

Question: 26: How long have the incumbent suppliers held this contract?

Answer: 8 months

Question 27: Will the district utilize its own contract, the vendor's contract or the RFP as the agreement?

Answer: We will utilize a district contract in combination with the district RFP.

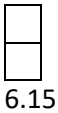
Question 28: What are the current hourly bill rates for vendors providing similar services?

Answer: $79.00/HR

Question 29: Does the district cap on the hourly rate for these services?

Answer: No

Question 30: Will the district accept a rate range or a flat rate? (i.e. - $75-80/hr versus $75/hr)



Answer: No

Question 31: Do you require resumes and license verifications of potential contracted candidates to be included in our submission? If so, can we provide sample resumes with personal information redacted?

Answer: Licenses required: NM Board license, NMPED license. Resume or profile.

Question 32: How will the vendors be notified of an award?

Answer: By email

Question 33: Do you anticipate awarding one or multiple vendors?

Answer: Multi-award

Question 34: Is the vendor expected to have a clinic or local office?

Answer: No

Question 35: Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by the schools?

Answer: Yes, with the exception of computer laptops. A laptop is required and is the responsibility of the agency or individual.

Question 36: Will assigned candidates have access to computers/laptops and printers?

Answer: No

Question 37: Will the district reimbursement for mileage traveled between school campuses on the same day?

Answer: No

Question 38: Are clinicians required to directly bill Medicaid for reimbursement or do they just complete paperwork for the district to submit to Medicaid for reimbursement?

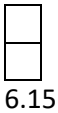
Answer: Direct billing through documentation system, MaxxCapture

Question 39: Will the district accept and consider submissions from staffing agencies?

Answer: Yes

Question 40: Can you provide the name and contact information for the individual who will be coordinating these services at your district?

Answer: This information will be provided to the awarded vendors.



Question 41: How many vendors do you anticipate awarding this contract to?

Answer: 4 - 10

Question 42: Can you provide details on your previous annual expenditure for this contract and the most frequently filled positions?

Answer: One – for current school year 2024-2025 - $55,458.00

Question 43: Do you have a preferred vendor ranking system (e.g., primary, secondary, tertiary) when distributing new job openings?

Answer: No

Question 44: What method will be used to share new job openings with the selected vendors (e.g., email, vendor management system, or other software)?

Answer: Email

Question 45: What specific background checks or drug screenings are required for selected candidates?

Answer: Albuquerque Public Schools background check

Question 46: What have been the biggest challenges in working with vendors under this contract?

Answer: We have not had a contract for this type of service in the past.

Question 47: What is the expected timeframe for vendors to submit candidate resumes after receiving a new job opening?

Answer: As soon as possible

Question 48: How many days will be allotted to complete the background check process after a candidate has been selected?

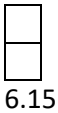
Answer: Typically, 2 – 3 weeks, depending on speed of processing by Albuquerque Public Schools

Question 49: What is the estimated onboarding timeline?

Answer: 2 – 3 weeks

Question 50: Is there an opportunity for the role to transition to a permanent position?

Answer: No



Question 51: The rate that we submit with our bid, will it be the rate that we will have for the entire four-year term of the contract?

Answer: No, an hourly rate increase can be done on the anniversary date of the APS Master Agreement using the CPI index to show the reason for the increase in costs

Question 52: In the event a contracted employee is unable to complete their assignment, would the district agree to the Vendor's recruiting on a best-efforts basis for replacement?

Answer: Yes

Question 53: Will the district provide all therapy materials, supplies, equipment, evaluation kits, assessments, and protocols?

Answer: Yes

Question 54: Will the district provide candidates with computers/laptops and printers?

Answer: No

Question 55: Can pricing increase during the term of the contract?

Answer: An hourly rate increase can be done on the anniversary date of the APS Master Agreement using the CPI index to show the reason for the increase in costs

Question 56: Does the district plan to issue RFPs for other related services?

Answer: Not at this time

Question 57: What is the anticipated award date?

Answer: End of June 2025

Question 58: What are the current hourly bill rates by vendor?

Answer: $79.00/HR

Question 59: What is the anticipated number of full-time or number of part-time positions?

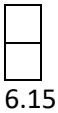
Answer: 4 – 10 positions

Question 60: Does APS have an estimated number of people required to complete the requirements per the RFP?

Answer: 2 - 10

Question 61: Who, if any, are the incumbent providers to date?

Answer: Community Rehab Associates



Question 62: What major stakeholders would we be working with to complete these assessments?

Answer: The requesting department

Question 63: Would APS consider using the GSA to procure these services?

Answer: No

Question 64: Is APS giving preference to local vendors?

Answer: No

Question 65: Will APS share the evaluation scorecard each vendor receives?

Answer: Yes, through an IPRA request - submit a Public Records Request at the following link below:

https://aps.nextrequest.com/

Question 66: How many vendors will be awarded?

Answer: Multi-award

Question 67: Are there incumbent vendors from a previous contract? If so who and how many?

Answer: This will be the first contract

Question 68: How many positions does APS usually fill using temporary labor each year?

Answer: 2 - 10

Question 69: Will this contract have cooperative purchasing language so other entities can buy off it?

Answer: Yes

Question 70: Are there any terms for buyout included? For instance, if the county wanted to hire a temporary employee after 3 months, would their employer receive a buyout fee?

Answer: This is not a county RFP

Question 71: Can companies add in additional benefits they offer even it is not asked for?

Answer: No

Question 72: Will awarded companies be able to speak with APS employees directly when gathering information on open positions and upcoming positions?

Answer: Yes

Question 75: Will all openings go to all awards vendors, or can APS employees choose to work with on certain award vendors?

Answer: After the proposals have been evaluated and awards have been issued, then the requesting department will choose the appropriate vendor.

Question 80: What format would they like exceptions to be listed?

Answer: Not Applicable

Question 81: Are contractors able to add labor categories to this opportunity?

Answer: No

Question 82: Is the district working with out of state staffing agencies?

Answer: Yes

Question 83: How many vendors does the district anticipate awarding contracts to for this RFP?

Answer: Multi-award

Question 84: Can you provide details on your anticipated COTA and PTA needs for the 2025-2026 school year, including the number of providers required? Additionally, what are the expected weekly service hours for these positions?

Answer: 4 – 10 positions

Question 85: Can you provide more details on the potential costs that may be incurred by the staffing agency due to the requirement that proposers supply their own therapy materials, equipment and evaluation kits?

Answer: Assigned candidates will have access to materials, supplies, equipment, evaluation kits, and protocols provided by the district with the exception of computer laptops. A laptop is required and is the responsibility of the agency or individual.

Question 86: Can the vendor incur any monetary penalties or be liable for any damages for not having a contract provider available in a timely manner?

Answer: Not Applicable

Question 87: Will the awarded contracts include a guarantee on hours, or will these services be provided on a Fee-for-Service basis?

Answer: No guarantee of hours –

Question 88: If services re Fee-for-Service, can you confirm that only direct service hours are billable, with no reimbursement for indirect hours (e.g., documentation, IEP meetings, travel)?

Answer: Therapist hours billed include direct and indirect service hours

Question 89: If resumes are required, would you consider blind resumes with full names and license numbers removed to protect the provider's privacy?

Answer: Licenses required: NM Board license, NMPED license. Resume or profile.

Question 90: Page 23 under Documentation:

- What percentage of student services require Medicaid billing?
- ANSWER: This varies from student to student

- What Medicaid billing system does APS utilize?
- ANSWER: APS uses MaxCapture for all students regardless of Medicaid status

- Will Medicaid billing training be provided to contracted staff?
- ANSWER: Yes

Question 91: Could you please provide the current bill rates for vendors providing services under this contract?

Answer: $79.00/HR

Question 92: Does the district reimburse mileage if floating between schools?

Answer: No

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