



**ALBUQUERQUE  
PUBLIC SCHOOLS**

*Accelerate Progress for Students*

Rennette R. Apodaca, MPA, CPPO  
EXECUTIVE DIRECTOR OF PROCUREMENT

Raquel Reedy  
SUPERINTENDENT

**RFP NO. 19-010RR  
ADDENDUM #1**

August 22, 2018

Please note the following clarifications regarding the RFP:

- After the initial due date, this solicitation is an open-ended RFP for additional respondents. Vendors may submit a response to this solicitation at any time the solicitation is open. This solicitation will remain open for submission of responses for Services for a period of up to four (4) years from the issuance date. The District shall have the right to close/end this solicitation for submission at any time prior to the four (4) year period.
- Questions and Answers Page

**ACKNOWLEDGE ADDENDUM WITH RFP:**

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

\_\_\_\_\_  
**COMPANY/FIRM NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Robert Russell, Senior Buyer**

## **Educational Diagnostic Services for Special Education**

### **RFP No. 19-010 RR**

### **Questions and Answers**

Question: How would you work with an online therapy solution?

Answer: Not applicable to this procurement.

Question: How do you assign caseloads/assignments across multiple awarded vendors?

Answer: Based upon experience of applicants

Question: What is the process for distributing the caseload/assignment across multiple vendors?

Answer: Take the most experienced first, and assign where they are need from agencies who can provide the applicants.

Question: How are the Evaluation Criteria weighted?

Answer: Please refer to the RFP.

Question: What is the duration of the contract?

Answer: The duration of the contract is 4 years.

Question: What is the estimate of total therapy hours required for this contract?

Answer: Determined by the needs of the students, which can vary from year to year.

Question: What is the number of available full-time positions per discipline? How many positions do you typically contract per discipline?

Answer: Determined by the needs of the students, which can vary from year to year.

Question: What is the total annual expenditure of the current contract for the 15/16 SY and 16/17 SY YTD?

Answer: This is a new procurement, so that number is not available.

Question: What is the typical caseload size for providers?

Answer: 100 evaluations per year, 1 to 5 schools.

Question: How many school sites are typically on a provider's caseload?

Answer: One to five schools.

Question: Is the district interested in bilingual providers? If yes, which languages?

Answer: Yes, Spanish

Question: Are you looking to contract with multiple vendors or a single vendor?

Answer: Yes, multiple vendors.

Question: Will each discipline be awarded to a single vendor?

Answer: No

Question: How many contracts do you think you will award as a result of this solicitation?

Answer: Un-determined.

Question: Are you currently using contractors to provide services referenced in this bid? If so, please provide the current billing rates per discipline.

Answer: This is a new proposal, that information is not available.

Question: Is it acceptable to bid on a few disciplines but not all of them?

Answer: This is a single discipline RFP.

Question: How many hours are in the standard work week for full-time positions?



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Answer: 32.5 Hours, 6.5 days per week.

Question: How many working days for therapists each school year?

Answer: Up to 180 Days per School Year.

Question: Are candidate resumes and credentialing required as a part of this bid? If so, is it permissible to submit resumes and credentialing of potential candidates after the contract is awarded? This will avoid the issue of a submitted candidate being unavailable at the time of award. If not, are representative certifications from members of our current therapy staff, who could potentially be assigned depending on the timing of a staffing request from you, be acceptable?

Answer: A representative certifications from potential candidates

Question: In regards to billable hours:

- a. Are IEP meetings billable?
- b. Are orientation sessions, professional development and other district-sponsored meetings billable?
- c. Are we allowed to bill for paperwork and documentation?
- d. Are we allowed to bill for mileage and travel between school sites?

Answer: a. not to exceed contracted hours per day a week.  
b. not to exceed contracted hours per day a week  
c. not to exceed contracted hours per day a week  
d. No

Question: Could you please let me know the projected or average weekly hours of service for the Educational Diagnostician? For example: Full-time 37.5 hours per week (7.5 hours per day) billable.

Answer: 32.5 Hours, 6.5 days per week

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Question: How many Educational Diagnosticians do you foresee needing for the 2018-19 school year?

Answer: This is a new proposal, that information is not available.

Question: Could you please let me know the projected or average weekly hours of service for the Educational Diagnostician? For example: Full-time 37.5 hours per week (7.5 hours per day) billable.

Answer: Up to 32.5 hours per week, 6.5 per day.

Question: How many Educational Diagnosticians do you foresee needing for the 2018-19 school year?

Answer: Student need will be the determining factor, it can vary from year to year.

Question: What would be the average student caseload and number of schools served by the Educational Diagnostician?

Answer: 100 evaluations a year, serve 1 to 5 schools.

Question: How many working days will the Educational Diagnostician typically work during the school year (For Example: 180 days or less)?

Answer: 180 day or less.

Question: Per pg. 15 under Submittal Requirements, are there any specific formatting requirements for the final bid submitted with the listed Tabs? For Example: preferred binding (binding clip, binders, etc.) and preferred tabs (index tabs, dividers, etc.)

Answer: Binders, with (index tabs, dividers)

Question: Per pg. 15, will any attached exhibits to the proposal response be counted toward the 50 page limit **OR** are exhibits not including in the page limit?

Answer: No, exhibits will not be counted toward the page limit.

Question: Are resumes required at the time of proposal submission **or** only upon award? If required, will attached resumes be counted toward the 50 page limit?

Answer: Yes, resumes are required at the time of the proposal, no they will not be counted toward the 50 page limit.

Question: Do you require vendors to guarantee the provision of educational diagnostic services, or is it understood that vendors will begin recruiting on a best efforts basis upon contract award?

Answer: After the award of contract.

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

Answer: It is in the vendor's best interest to have an Educational Diagnostician available upon request, or it could lead to not receiving additional requests for work.

Question: To complete the provision of educational diagnostic services, are Testing/Evaluation Materials provided by the Albuquerque Public Schools OR the Vendor?

Answer: APS, reasonable amount to adequately meet testing needs.

Question: What is the annual expenditure available or projected for this RFP contract?

Answer: Student need will determine the amount of need for services.

Question: Can you provide the current vendor(s) names and fee rates providing Educational Diagnostic services? Has your current vendor(s) been able to satisfy your service needs?

Answer: No, as this is a new procurement.

Question: Will Albuquerque Public Schools consider an all-inclusive hourly price rate range depending on the candidates' level of experience OR does the district only want a fixed flat rate for service?

Answer: This will be a fixed flat rate.

Question: Per pg. 1, it is understood the evaluation of proposals are to be determined. Do you have an anticipated/tentative award date for this RFP?

Answer: Tentatively, the end of October, 2018.

Question: How many months a year will the services be needed for coverage?

Answer: It will be a 9 month school year.



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Question: Will there be summer hours included in the needed hours requested?

Answer: If the need of the student requires it.

Question: How many positions are needed?

Answer: It will be determined by the needs of the students, it can vary from year to year.

Question: Who are the current vendors and what are their rates?

Answer: This is a new procurement, no information.

Question: Would you accept Tele-evaluation?

Answer: No, not at this time.