



*Accelerate Progress for Students*

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Executive Director

Scott Elder  
Superintendent

**DATE: 07/22/2022**

**RFP NUMBER: 23-012 RR**

**RFP TITLE: Educational Diagnostic Services**

**ADDENDUM NUMBER: 1**

See Question and Answers, and updated Evaluation Criteria.

**Question 1:** Are electronic signatures, such as Adobe Sign, acceptable for the required forms or is a “wet signature required.

**Response:** Yes

**Question 2:** Can you provide the current Vendors and Rates:

**Response:** Ardor Health Solutions, Community Rehab Associates Inc, EASI Therapy, LSG & Assoc., My Therapy, and Sunbelt Staffing. The rates range from \$65.00 - \$85.00 Flat Hourly Rate, \$70.00 Tele-Therapy.

**Question 3:** Can you clarify under Evaluation Criteria, Qualifications, “include a resume with submittal?” If we are a company, do you want this information in a resume format or can we summarize this information in a narrative as part of our proposal.

**Response:** Yes, you can summarize this information in a narrative as part of your proposal.

**Question 4:** For the Qualifications section of the proposal, are resumes of Educational Diagnosticians and their credentials required? If so, how many are required and do they count as part of the page limit of 60 pages?

**Response:** Please review evaluation criteria updated in this addendum.

**EVALUATION CRITERIA**

Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed. Points will be awarded in compliance with NMSA 1978, §13-1-21, for New Mexico In-State Resident Business, Native American Resident Business, New Mexico Resident Veteran Business or Native American Resident Veteran Business. If proposal is a Joint Venture, Offeror shall state in submitted proposal the percentage of work that will be performed by each business. Obtain more information:

<http://tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx> **and**  
<https://www.generalservices.state.nm.us/statepurchasing/vendorpreferencelist.aspx>

Please Note: An Offeror cannot be awarded both a resident business preference and a resident veteran business preference or a Native American resident preference and a Native American resident veteran contractor preference.

**The Preference(s) does not apply if APS is utilizing federal funds.**

**\*\*\*The Offeror should contact Buyer for clarification of evaluation criteria or terminology\*\*\***

	Possible Points	Points This RFP
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Submit detailed information describing your company’s qualifications providing services as requested in the Scope of Work. Provide information about the company that demonstrates the ability and capacity of the company expressed in terms of its Human Resources (number, quality, skills and experience) physical and material resources, financial resources and information resources (pool of knowledge) Demonstrate your company’s competence as it relates to the competencies required to perform the requested services.</li> <li>Indicate level of education acquired</li> <li>Availability during school hours (M-F 7:30 a.m. to 4:30 p.m.)</li> <li>Availability during evening hours (M-F 5:00 pm to 8:00 p.m.)</li> <li>Proof of current auto insurance.</li> <li>Proof of professional liability insurance.</li> <li>Copy of current business license / registration certificate from the State of New Mexico Taxation and Revenue Department.</li> </ul> <p><b>Upon Award the following requirements must be met:</b></p> <ul style="list-style-type: none"> <li>Copy of New Mexico Public Education Department licensure for an Educational Diagnostician</li> <li>Provide monthly billing and student contact forms as requested by APS Educational Diagnostic Services Division.</li> <li>If the contractor has submitted and can demonstrate that paper work for licensing or certification has been submitted to the proper issuing agency. The contractor will have 45 days to submit to APS the issued License or certification</li> </ul>	25	
<p><b>Delivery of Services</b>  Describe in detail how your company will provide services as requested in the Scope of Work.</p>	15	

<b>Pricing</b> Submit detailed information stating your company's pricing to provide services as requested in the Scope of Work	40	
<b>Total Possible Points</b>	<b>100</b>	
<b>Interview ( if needed)</b>	<b>50</b>	
<b>New Mexico Resident Business or Native American Resident Business Preference:</b> Eight percent of the total possible points to a resident business. Offeror shall include a copy of their In-State Certificate issued by State of New Mexico Taxation & Revenue Department.	8	
<b>Veteran New Mexico Resident Business or Native American Resident Veteran Business Preference:</b> <ul style="list-style-type: none"> <li>Ten percent of the total possible points to a resident veteran business or native American resident veteran business preference</li> </ul>	10	
<b>Total Possible Awarded Points</b>	<b>100-160</b>	

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL, AND SEE UPDATED EVALUATION CRITERIA IN THIS DOCUMENT:**

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

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE