



Adrienne Sanchez
Executive Director: Procurement and Accounts Payable

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Superintendent

DATE: May 29, 2026

RFP NUMBER: 26-067MS

RFP TITLE: Nutrition Education & Sustainability Program Services

ADDENDUM NUMBER: 1

Question: What is the budget cap for this RFP?

Response: Projected budget cap is \$250,000.00 annually.

Question: Are you open to a different staffing model for the 8-10 suggested, as long as it includes those key personnel?

Response: In order to successfully implement the program effectively across APS school sites a minimum of 8 facilitators will be needed. There will be consideration granted if recruiting viable candidates takes longer than anticipated.

Question: Are all events with the schools need to be live or can there be a livestream or video option for some of the events or learning modules to be virtual?

Response: All events will need to be live for meaningful engagement for ultimate student impact.

Question: In the proposal, it's noted there are 140 events per month. It's also listed 175 eligible schools. Is the expectation that 140 separate schools within the 175 participate each month or that the same 140 schools participate every month?

Response: There are 142 school sites in APS of which all 142 will need to have one scheduled live event each month.

Question: In partnerships with vendors from NM and other states, is there a budget ratio preference or cap between the in-state spend and out of state spend?

Response: Preferably all monies spent should occur in the state of NM, but is an area of discussion.

Question: What is the messaging to the schools on the program from the district? Is it required or should the vendor plan on recruitment time and resources?

Response: Messaging to our school sites will be in partnership with vendors but responsibility of APS FANS via APS Communications.

Question: Staffing Plan and Capacity states: “The partner shall provide a qualified program team consisting of approximately 8-10 staff members, including: Program Manager, Nutrition Educators (Registered Dietitian preferred or equivalent credentials), Culinary Specialist, Sustainability/Environmental Program Lead”. Specifically, regarding the last two roles (highlighted) – are these required to be distinct and new staff positions or can the required expertise be addressed through other roles and existing capacity?

Response: These highlighted mentioned positions are to be resource support within the partners organization to assist the facilitators at APS.

Question: Section 11 in the Scope of Work - Data Collection & Reporting Requirements states "APS shall retain ownership of all data collected under this contract". In the case of information collected using awarded vendors' own evaluation tools, and stored in awarded vendors' data management systems, would the awarded vendor retain ownership or receive a license for use of this data in the course of standard and ongoing evaluation across our programs?

Response: APS’s intent is that the awarded vendor retains ownership of its proprietary evaluation tools, software platforms, and data management systems utilized in the administration of the program. However, APS shall retain ownership of all program-related data, reports, metrics, and deliverables collected or generated under the contract in connection with APS activities and services.

The awarded vendor may continue to use its internal evaluation systems and methodologies for ongoing program administration and analysis provided APS is granted access to all required reports, data outputs, and contract-related information necessary for program monitoring, reporting, and evaluation purposes.

Question: Insurance Requirements: Are the listed insurance requirements negotiable based on scope of work, or are this static for all APS vendors regardless of services provided?

Response: The insurance requirements identified in the solicitation are mandatory and non-negotiable. These requirements are standard APS contractual requirements and apply equally to all vendors responding to the RFP.

Question: Payment Terms/invoicing: Section 13 states "APS will not accept a single annual invoice for all services **unless specifically approved in writing by APS**". Can we assume the possibility/opportunity to negotiate invoicing schedule post-award?

Response: APS's expectation under this solicitation is that invoicing occurs on a monthly basis for services and activities that have already been performed during the applicable billing period. Invoices must correspond to work completed and include supporting documentation consistent with the requirements outlined in the RFP.

Question: Appendix II - Pages 18-19 references subjectivity to FEMA audits and other terms and conditions applicable to the use of federal grant funds. Can you clarify which federal funding streams would apply in this case?

Response: Depending on the funding source(s) supporting the program or related activities, applicable federal requirements may include those tied to FEMA grants, ESSER funds, E-Rate funding, USDA programs, or other federal or state pass-through grant programs that APS may utilize during the term of the contract. Applicable federal, state, and local requirements may apply.

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