



**ALBUQUERQUE  
PUBLIC SCHOOLS**

*Accelerate Progress for Students*

**RFP NO. 19-062RR – OCCUPATIONAL AND PHYSICAL THERAPY SERVICES**

**Addendum #1**

June 24, 2019

Please note the following changes/corrections:

- The Questions and Answers for proposal #19-062RR.

Thank you for your interest in Albuquerque Public Schools,

**ACKNOWLEDGE ADDENDUM WITH RFP:**

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

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**COMPANY/FIRM NAME**

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**SIGNATURE**

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**DATE**

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**Robert Russell, Interim Director**



**Questions and Answers:  
(RFP# 19-062RR)**

Question #1:

How many hours per week do you estimate you will need for Occupational Therapy?

Answer #1:

The number of hours are determined by the needs of the Students through their IEPs.

Question #2:

How many hours per week do you estimate you will need for Physical Therapy?

Answer #2:

The number of hours are determined by the needs of the Students through their IEPs.

Question #3:

How many students do you estimate would require Occupational Therapy?

Answer #3:

The number of positions are determined by the needs of the Students through their IEPs.

Question #4:

How many students do you estimate would require Physical Therapy?

Answer #4:

The number of positions are determined by the needs of the Students through their IEPs.

Question #5:

In lieu of business references, we would like to provide references for those clinicians that would be working with you to demonstrate the experience of our team. Would that be satisfactory?

Answer #5:

Yes, that would be satisfactory.

Question #6:

To re-confirm, does the district intend to award to single or multiple vendors?

Answer #6:

The awards will be to multiple vendors.

Question #7:

Although services are as needed, what would be the projected or average weekly hours of service for the OT and PT to assist in our cost proposal? For example: Full-time 32.5 hours per week (6.5 hours per day) for up to 36 weeks (180 days) billable.

Answer #7:

Based on the needs of the student as determined by their IEP, but generally no more than 32.5 hours.

Question #8:

How many OTs and PTs (FTEs) did the district contract last year **and** how many do you currently foresee needing?

Answer #8:

Since the hours needed are determined by the students IEP, past history may not be reflective of future need.

Question #9:

Would you consider certified therapy assistants such as COTA and PTA?

Answer #9:

Yes

Question #10:

Are resumes required at the time of proposal submission **or** only upon award? If required, will attached resumes be counted toward the 60-page limit?

Answer #10:

Yes, they are required at submission, and will be counted toward the 60-page limit.

Question #11:

Per pg. 20, will any attached exhibits to the proposal response be excluded from the 60 page limit **OR** be counted toward the 60 page limit?

Answer #11:

They will be counted towards the 60-page limit.

Question #12:

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

Answer #12:

We would expect vendor to guarantee the provision of therapy services.

Question #13:

Can the vendor incur in any penalties or be liable for any damages for not having a contracted provider available upon your school's request in a timely manner **or** would your school terminate the RFP contract with the vendor?

Answer #13:

It would be in the best interest of the vendor to supply the request in a timely manner, as it could affect future requests.

Question #14:

To complete the provision of therapy services, are testing/evaluation materials provided by Albuquerque Public Schools **OR** the Vendor?

Answer #14:

Refer to RFP, pages 17, Letters F & G.

Question #15:

Will your school provide an email account to the contracted providers during their assignment?

Answer #15:

Yes

Question #16:

Who will be the representative from Albuquerque Public Schools to determine which materials/equipment are required for the therapy services?

Answer #16:

APS will have a Liaison who will work with contractors.

Question #17:

Will therapists have access to internet capabilities, computers/laptops, office supplies, fax/copy machine at Albuquerque Public Schools?

Answer #17:

Refer to RFP, page 15, (3A) and page 17 (G).

Question #18:

Will your school provide an email account to the contracted providers during their assignment?

Answer #18:

Yes

Question #19:

Who will be the representative from Albuquerque Public Schools to determine which materials/equipment are required for the therapy services?

Answer #19:

APS will have a Liaison who will work with contractors.

Question #20:

Will therapists have access to internet capabilities, computers/laptops, office supplies, fax/copy machine at Albuquerque Public Schools?

Answer #20:

Refer to RFP, page 15, (3A) and page 17 (G).

Question #21:

It is understood the evaluation of proposals are to be determined. Do you have an anticipated/tentative award date for this RFP?

Answer #21:

The end of August 2019.

Question #22:

Does the school district have an IT lab or classroom with a desktop or laptop computer, high-resolution webcam, speakers/microphone, high-speed internet, adequate lights, and telephone? (Printer is optional)

Answer #22:

Refer to RFP, page 15, (3A).

Question #23:

If/When we get awarded, when can we schedule a trial with the school's IT Department to make sure that everything is working properly? Who will be our point of contact in the IT Department?

Answer #23:

To be determined after award.

Question #24:

Is there a specific web based IEP System and online assignment program that will be provided by the school, so the therapists can complete the progress notes and IEP?

Answer #24:

Yes

Question #25:

At some point of the year, the therapist may be requested to attend IEP's, Parents and Teaching Conferences. Will the district provide the vendor ahead of time the dates that the therapists will need to attend these meetings?

Answer #25:

Yes

Question #26:

Does Albuquerque Public Schools have paraprofessionals or certified therapy assistants, as they will need to be present at the time of the service?

Answer #26:

Yes

Question #27:

Can the district please clarify how needs for contractors will be disseminated to vendors post award?

Answer #27:

Special Education has a staff member who will be the point of contract for vendor needs.

Question #28:

Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

Answer #28:

The school district follows a formula that allows for pricing.

Question #29:

How many vendors does the district expect to award a contract to for the services requested in this solicitation?

Answer #29:

It will be a multi-award

Question #30:

Of the total of OT/PT APS staff, can the district please provide approximate percentage of how much is currently outsourced?

Answer #30:

10%

Question #31:

Can the district provide bill rate range or examples they have in place for current vendors for OT/PT services?

Answer #31:

The rates vary, as there are multiple vendors who provide PT and OT service.

Question #32:

What is the expected amount of FTE OT/PT providers needed in the 19-20 SY for APS?

Answer #32:

Since the hours needed are determined by the students IEP, need will be fluid based upon the students need.

Question #33:

We see that vendors are responsible for computers/laptops for staff, can the district please describe the supplies and materials that contracted providers will have access to at the district outside of that? (Wifi, testing material, etc.)

Answer #33:

Will have access to Wi-Fi. See RFP Page 17(G).

Question #34:

How many service providers to you anticipate selecting?

Answer #34:

This will be a multi-award

Question #35:

Who is providing the current services for the PT and OT services?

Answer #35:

Multiple vendors provide the services to APS.

Question #36:

What are the rates paid for the current PT and OT Services?

Answer #36:

The rates vary, as there are multiple vendors who provide PT and OT service.

Question #37:

What agencies do you currently use for OT and PT services?

Answer #37:

Aps currently utilizes multiple agencies.

Question #38:

What rates do those agencies charge for OT and PT services?

Answer #38:

The rates vary, as there are multiple vendors who provide PT and OT services.

Question #39:

Which agencies are you using the most on the current contract?

Answer #39:

Aps utilizes multiple agencies.

Question #40:

Will this be a single or multi-award?

Answer #40:

This will be a multi-award.

Question #41:

How many hours were utilized in 2018?

Answer #41:

Aps does not have access to that information.

Question #42:

How many hours of OT and PT services do you anticipate for the 2018-2019 year?

Answer #42:

Since the hours needed are determined by the students IEP, need will be fluid based upon the students need.

Question #43:

How much money in 2018 was spent on OT and PT services?

Answer #43:

APS estimated \$400,000 – \$500,000 for the 18/19 school year.

Question #44:

How much money in 2018 was spent on OT and PT services?

Answer #44:

Aps anticipates \$500,000 for the 19/20 school year.

Question #45:

What is the annual spend that is projected for the contract? How will it be divided per year?

Answer #45:

The annual spend is \$500,000 per year, with multi-award.

Question #46:

a) Are you satisfied with your current provider of services? b) What would like to see with the awarded vendor and our approach to the requested services?

Answer #46:

a.) Yes b.) Good timely quality service.