

**ALBUQUERQUE PUBLIC SCHOOLS
PROCUREMENT DEPARTMENT**

**ADDENDUM #2 FOR BID NO: 15-055SC-AM
OCCUPATIONAL THERAPY & PHYSICAL THERAPY SERVICES FOR
SPECIAL EDUCATION**

Opening Date: June 16, 2015 11:00 A.M.

June 2, 2015

Response to Submitted Questions for Bid 15-055SC-AM

1. Q. Will the District consider receiving a proposal utilizing a telepractice model.
A. No, not at this time.
2. Q. What is the approximate date/timeline for Award and Notification of Bid 15-055SC-AM.
A. We anticipate to award and issue contracts before school starts on August 13, 2015.
3. Q. Can you provide the incumbent providers and hourly rates.
A. The last formal request is dated. If you wish, you may contact APS Procurement to arrange an appointment with them. Contact information is in the Bid document.
4. Q. Has the District had any open or unfilled positions during the 2014-2015 School Year,
A. Yes
5. Q. How many OTs and PTs do you foresee needing for the 2015-16 school year.
A. Amount of service is determined by the students IEP which can vary from year to year.
6. Q. How many positions do you typically contract per discipline.
A. Amount of service is determined by the student's IEP which can vary from year to year.
7. Q. Will you accept OTAs, PTAs.
A. No.
8. Q. What grade will the OT and PT provide services for.
A. Student services under this BID are from the age of 3 to 21.
9. Q. What is the typical caseload and therapy hours for therapists.

- A. Varies by the needs of the students as determined by their IEP.
10. Q. How many schools are typically on a therapist's caseload.
- A. Varies by the needs of the students as determined by their IEP.
11. Q. How many working days for therapists each school year.
- A. 184
12. Q. Does the district use an on-line IEP system? If yes, which one.
- A. Yes, Synergy.
13. Q. On page 23, it states that you would like copies of licenses and completed applications for Medicaid Provider numbers. Do you want these documents submitted with the proposal or upon award.
- A. You can provide a sample of licensures, resumes of the therapist you typically hire as supporting documentation. At the time a therapist is placed with the district, all applicable licensure for the therapist must be provided at that time.
14. Q. In the event that the Albuquerque Public Schools will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with 30 days out termination written notice.
- A. For an individual contracted therapist, up to 14 days max depending on the circumstances. For the Awarded Vendor, please see section 12 page 3 of the bid document.
15. Q. Does the District provide the assessments and materials to be used for evaluations and treatment.
- A. See page 15, Section 1, Subsection G.
16. Q. What would the payment terms of Albuquerque Public Schools (Net 30).
- A. See section 9 page 6 of the Bid document.
17. Q. Can you please let me know if our insurance policy meets your District Requirements.
- A. See bid Page 13, Section I.
18. Q. Are you requiring vendors to submit a proposal for all service categories or can we just submit for a single category.
- A. See page 1 Section 1.
19. Q. We are not located in the State of New Mexico, and we do not have an office in the state. Is your preference for a company to have an office in the state of NM.
- A. No.
20. Q. If this RFP has to be submitted electronically, what sized document can you receive via email.
- A. See page 1 Section 4.

21. Q. How many copies of the proposal would you like.

A. 1.

Thank you for your interest in Albuquerque Public Schools

ACKNOWLEDGE ADDENDUM WITH BID SUBMISSION:

(Addenda not returned and signed may deem bid submission as non-responsive and may be rejected if not returned with bid packet)

COMPANY/FIRM NAME

SIGNATURE

DATE

Steven L Carpenter 4/2/15

Steven Carpenter, District Buyer