

Accelerate Progress for Students

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ADDENDUM #1-QUESTIONS/ANSWERS
RFQ 18-015SC-RA
PSYCHOLOGICAL SERVICES FOR SPECIAL EDUCATION

Is the current RFQ for Psychological Services open to Master Level Clinicians or is it strictly for Licensed Psychologist (PhD level) practitioners? If so what is the scope of services?

Answer: It's open to both levels of education. Masters is the minimum to obtain licensure from the state to practice I believe and we require licensure. Please see scope of work in RFQ for details concerning the scope of work.

I am a consulting psychologist for the Valley SESS-2, and just received the email regarding the RFQ. I am not sure what that is or how to respond to it. Could you explain?

Answer: Please download the RFQ from our website aps.edu/procurement to get all the details of the scope of work and what information we are requesting from potential Psychologists. It also has all forms that need to be signed as well as all the deadlines. The RFQ response is due in Procurement Office no later than October 25 at 2:00 PM.\

An email was received by me today for renewal of my contract with APS from Vendor Registry. First, is it legitimate as I've never received an APS request for an RFP like this in my 30 years as a consultant with APS?

Answer: Yes, this is legitimate as it is the first time we have used a RFQ to request Psychological Services. I believe you will find that the scope of work and required forms are basically the same as in the past. Vendor Registry is a new tool we use to communicate our Bids/RFP's/RFQ's to potential bidders.

What agencies do you currently use for psychological services?

Answer: Scott Blackwell Ph.D (95/hr), Joseph Cardillo Ph.D (120/hour), Charlene McIver (\$95/hour), Emily Moore (\$95/hour), Aedor Health (\$67/hour), Cumberland Therapy (\$78/hour), EASI Therapy (\$103.78), Soliant Health (\$78/hour)

How many placements were made in 2017 and 2016 for psychological services within Albuquerque Public Schools?

Answer: Based on previous history, Special Education estimates that the usage will be every month for 3 Psych Services are 30.

Will this be a single or multi-award? **MULTI AWARD?**

Answer: This will definitely be a multi award as we are always in need of Psychologists. Also, this is an open procurement so future so vendors can apply, using this RFQ at a future date.

How many hours were utilized in 2016 and 2017?

Answer: Do not have readily available information on hours. Do have information on dollar usage. See next question.

How much money in 2016 and 2017 was spent on psychological services?

Answer: Per special Education dollar usage was 16-17: \$109,030, 15-16: \$116,540.

What is the current number of FTEs for psychological services being utilized presently to service this contract?

Answer: Depends on number of IEP's that we have requested so usage varies.

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

Answer: Cannot estimate as it depends on number of IEP's requested which is unknown at this time.

Item 22 on page 6 refers to "confidential" information as normally referring to financial information of offeror's organization or trade secrets. My SSN is confidential but not included as confidential information. Under no circumstance do I want my SSN in the public domain. Please clarify.

Answer: We do not publish or share any information with anyone other than Special Education. If you want you can put in your response that this is confidential information and do not want it shared. I do not believe there is anywhere we would need your SSN.

Item 6 on page 8 refers to liability insurance and says "if applicable." Is this applicable to me? If it is, I see the requirement of including APS as an additional insured on my personal professional policy as unacceptable.

Answer: You must have professional liability insurance to work with APS. The if applicable is just part of the template as it does not apply to all proposals that APS solicits.

Item 3 for references on pages 15 and 16 asks for submittal of 3 references" from clients" who have received similar services. In the past, APS has never requested "client" references and professional colleague references were accepted, which is normal practice. My "client" for "similar" services has been APS for almost 30 years. On page 3 of the RFQ it specifically states that "Offerors MAY NOT contact other Distract Departments or employees" My only other clients are my private clients in my office practice for therapy and evaluations. It would be unethical according to APA ethical guidellines and NM psychology licensure requirements, and possibly illegal even with written permission, for me to provide letters of reference from clients in my office practice. Please clarify apparent contradiction in the RFP and what options are available to meet this requirement.

Answer: We are looking for Professional references not client references as we understand this is unethical. For example, you could get a reference from some of your colleagues that you have worked with.

My resume is extremely long mainly due to the nature of my professional career in the first 20 years and much shorter for the last 25 years. Do you really need 4 copies of my whole resume? If not, what is minimally acceptable given that my proposal, which of course you haven't seen, will incorporate all my relevant experience? I realize that education and job history are basic to any resume but not necessarily all the talks given over many years and past organization memberships.

Answer: Just the last 5-10 years would be OK. I would recommend that you submit the full resume with the original response but only an abbreviated version for the other copies.

The Disclosure of Contributions statement on page 22 is somewhat unclear to me. The legal language gets confusing at times. If I make a campaign contribution to someone running for local public office who may or may not be a school employee, or anyone else for that matter, does this disclosure apply?

Answer: This just a required legal document that would be put into effect if there appears to be a political influence on decisions that are interfering with the performance of the contract. This document is not used in any way to evaluate your RFQ response. It is only kept in the Procurement file.

The RFP states the hours are on an as-needed Basis. Can you please let me know the number of weekly hours that the Psychologist worked during the 2016-17 academic year? I am aware that the hours might not be the same for the 2017-18 academic year. However, this will provide us with a better understanding on how we should calculate our cost proposal for Albuquerque Public Schools.

Answer: The “as needed basis” is because usage is determined by the number of IEP’s that are requested which is unpredictable. It is estimated that the usage will be every month for 3 Psych Services are 30.

How many Psychologists do you foresee needing for the 2017-18 school year?

Answer: See answer above.

What grades will the Psychologist provide services for? And what will be the caseload?

Answer: It is for K-12. Caseload determined by IEP’s request which Special Education estimates at 30 per month.

How many working days will the Psychologist work during the school year (For Example: 180 days or less)?

Answer: The contracts are used for the school year. Very seldom do we have summer requests.

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

Answer: One of the evaluation criteria is that you must submit “Assigned Personnel” with your response (see page 17).

Can we incur in any penalties or be liable for any damages for not having a Psychology available upon your school’s request in a timely manner or would your school terminate the RFQ contract with our company?

Answer: At this time there are no penalties or liability. If you do not available staff we will work with our other contractors, as this contract will be a multiple award.

Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Psychology Services provided by Albuquerque Public Schools **OR** the Vendor?

Answer: What is needed will be determined by the results of the IEP. Most vendors have their protocols and materials that they use. The Directors will work with the vendors to make sure they have what they need. A short list of what is provided is on page 14.

Will your school provide laptops or computers to the therapists?

Answer: Not usually since there is so much confidential information. This can be discussed with the special Education directors after the IEP.

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

Answer: the Special Education Director responsible for Psychological Services will coordinate what is necessary per the IEP.

When is the anticipated award date?

Answer: It will probably take a couple of months as the responses must be evaluated and then the awards must be submitted to the APS Board of Finance and the APS board of Education for approval.

Other than NMPED Certification, Fingerprint & Background check, what are the Required Documents for the Therapists to start working at Albuquerque Public Schools? For Example: State License, TB Test, immunizations, any other specific Certifications, etc.

Answer: For the response supply the documents requested in the RFQ. If any other documents are needed the Special Education Department will notify the vendor if anything else is needed after contract award.

Will Albuquerque Public Schools consider a Price Range depending on the candidates' level of experience?

Answer: Yes, please be as specific in your pricing as you can in your response.

Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?

Answer: Scott Blackwell Ph.D (95/hr), Joseph Cardillo Ph.D (120/hour), Charlene McIver (\$95/hour), Emily Moore (\$95/hour), Aedor Health (\$67/hour), Cumberland Therapy (\$78/hour), EASI Therapy (\$103.78), Soliant Health (\$78/hour)

Do I need to get three new letters of recommendation, or is it sufficient to include copies of the ones I submitted in 2009 with my original application? I am including one new reference, making a total of four, as I wasn't sure.

Answer: WE would like for references to be as current as possible. It is recommended that you get more recent references than 2009.

My reading of this Request indicates that the fingerprints will be relevant only after the decision is made as to awarding the contract. I am including in the packet a registration receipt for 11/20/13, but I don't know if that is superfluous?

Answer: Upon award of a new contract all fingerprinting and background checks must be done.

I am reaching out to you today about your RFQ for Albuquerque Public Schools. The RFQ states the school will need School Psychologists on an "as needed" basis. Can you please elaborate on that? How many School Psychologists does this RFQ call for? Will these be a full time positions, or do you foresee that you will only need the psychologists on a day-to-day basis?

Answer: The "as needed" basis is because the usage will be determined by the number of IEP's requested, which is unknown. Special Education estimates usage will be at 30 consults per month.

Please return signed Addendum with your RFQ response.

ADDENDUM #1 ACKNOWLEDGEMENT:

Company/Firm Name

Authorized Signature

Date

Steven Carpenter
Senior Buyer

