



**ALBUQUERQUE
PUBLIC SCHOOLS**

Accelerate Progress for Students

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DATE 4/14/2022

RFP NUMBER: 22-045 RA

RFP TITLE: Student Mental Health Providers – In School

ADDENDUM NUMBER: 1

See Attached Question and Answers

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



6.15.2020

Questions and Answers

1. Question: Re: Section 16. Conflict of Interest. Is a "Calendar year" considered 365 days, and is it measured backward from the date of the submission of the RFP or from the start of the contract (fall of 2022)?

Answer: A calendar year is Jan 1 to December 31. A conflict of interest should be for any existing relationship and if any future relationship exists, it must be reported immediately.

2. Question: In section 12. "Audit: APS reserves the right to audit the Contractor's records associated with this contract at any time during the contract period and for a period of up to three years following the expiration or termination of the agreement" and Page 17/ section 11 Access to Records a. & b (also addressing access to records).

Are the audit / records access about financial issues and general issues related to counseling (rather than clinical notes)? The psychotherapy progress notes (medical records) themselves cannot be shared with APS absent the clients' express written consent or if it falls under an exception to client confidentiality. Could this be clarified to indicate that it only applies to the minimum necessary billing information rather than psychotherapy progress notes?

Answer: This does pertain to financial issues. Any medical records would follow the HIPPA regulations, state and federal laws, State of New Mexico

3. Question: Evaluation Criteria - page 29. " Experience/References: Submit a minimum of three (3) past and/or current customers that your company has provided similar services as the requested in the Scope of Work. Include number of years providing service, description of the service, contact person name, telephone number and email address. Include information that demonstrates competence, credibility and responsiveness in providing such services in the past for each reference."

We would like guidance on how to provide this information. We can submit APS as a reference/experience, and specific schools and school administrators as past and current customers. We cannot, however list other clients/customers of the agency without breaching confidentiality. If "similar services" is providing services to students through a similar program, may we list the health and wellness teams at particular APS schools (if we do not provide services to other school districts, etc)? Can we list insurance companies for whom we provide services to their members? Can you provide any additional guidance on how to comply with this requirement without listing clients/customers of the agency?

Answer: Do not list clients, you should list Agencies, Public Schools or other similar customers that you have contracts, not individual clients.

4. Question: Do I have the option of refusing to provide services at a school that is not of my choice? I am planning on completing this RFP if I can continue to provide services at the school's I am currently providing services at."

Answer: Our first priority is in trying to meet the mental health needs of our students and as long as our providers are doing that at their sites then we will do whatever we can to respect the relationships that have been established and maintain the placement from year to year. Historically, reassignment in the program is rare, however, we do need to include this provision in case a situation arises where the needs of students have to be prioritized over the preference of the provider.

5. Question: Do you happen to know where I could find APS's Academic Master Plan?

Answer: This year we are looking for alignment to The APS Strategic Framework/Pillars

<https://www.aps.edu/about-us/strategic-framework/from-a-pillar-to-overarching-goals>