



Accelerate Progress for Students

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Executive Director

Raquel Reedy
Superintendent

RFP NO. 18-052RA
Student Mental Health Services
ADDENDUM #1

Extension of Due Date and Time

The RFP Due Date and Time: 04/13/2018 @ 3:00 pm (local time)

Clarification of Price

The correct individual session is reimbursed at \$65/hour. Case consultation, attendance to Health and Wellness Team is \$50/hr. and family is \$55/hr.

Clarification of Page Limit

The requirement of 50 page limit is deleted. There is no page limit.

Clarification of copies of proposals

Please provide one original plus five (5) identical copies and one identical copy saved to a jumpdrive.

Please note the following responses to questions regarding RFP:

1. Is the Professional/General Liability insurance minimum limit \$2,000,000?

Response: Yes, the \$2,000,000 is the minimum limit required per Albuquerque Public Schools Risk Management Department.

2. I have \$500,000 car insurance? Do we have to have \$750,000? And I want to ask that the particular limits on the auto insurance be waived.

Response: This requirement of auto insurance cannot be waived. The limit can be \$500,000 instead of \$750,000.

3. Also is it a conflict of interest IF I get a contract RFP approved with APS and then also do work for another contracted vendor under their approved RFP for APS?

Response: You should check with the contracted vendor that you do work with under this RFP. They may have policies regarding this. Additionally, APS must be notified of conflict of interest and reserves the right not to approve the conflict.

4. In the checklist of documents there is listed a Cost Proposal Form that needs to be included however I did not find such a form in the packet of documents. Where do we find this form;

Response: There is no cost proposal form.

5. This may be something that is further defined in the contract and may be more appropriate there, but I would like to have the confidentiality section further clarified under the Scope/Purpose section. Specifically the "need to know information provided to school personnel" portion of the confidentiality section. I would like very clear parameters of what is being asked of us so that I can give clear direction to my counselors in such areas as what needs an ROI and what things they should be telling the schools and what things they should not be telling the schools, according to contract.

Response: Since referrals should be going from the school counselor to the Community Mental Health Provider, it is the expectation that the CMHP will follow up with general information to the counselor and/or Health and Wellness Team. Basically, the need to know items have to do with whether or not you were able to do an intake with the family, how often a student is being seen, the motivation of the family/student, when a student is released from counseling, etc. An ROI would be in order if it is the opinion of the agency that certain information be discussed with the school counselor in order to help the student. Any CYFD reports should be shared with the counselor and Principal at a school. Suicidal students need to be taken to the school counselor for them to follow APS protocol.

6. This item goes along with the previous item. Letter C in Contractor Responsibilities states that we need to "provide progress reports on the treatment of students." I would like this more clearly defined so that I can direct my counselors appropriately on what they need to do to meet this.

Response: The information provided above is the intent of providing progress reports back to the counselor or Health and Wellness Team. Agency therapeutic notes belong to the agency and are not required to be shared unless a specific agreement is made between the school counselor and CMHP where it is decided that such information would be beneficial. The notes belong to the agency.

7. How do we ask for the copayment reimbursement? Is that done at this time or when a contract is awarded and a purchase agreement is negotiated?

Response: Copayment reimbursement from APS is included in the agency billing statement to APS. APS does ask that you notify the Prevention/Intervention Manager of any such arrangements with parents when you are agreeing to bill for the copayment. This is more of a

“heads up” than anything else for the Prevention/Intervention Manager. The copayment ends up being a drawdown on the agency account with APS.

8. In Letter D under Contractor Responsibilities it states that "APS' maximum reimbursement rate will be no higher than the associated Medicaid rate reimbursement." I would like this clarified. Does this mean that we cannot be reimbursed for HMO copays where their allowable is higher than the associated Medicaid rate by CPT code? Or does this mean that a complete session billed to APS cannot exceed the Medicaid rate? I would like this further clarified.

Response: This is mainly to make clear that APS will pay a maximum of \$65/hr. for individual therapy, \$55/hr for family therapy and \$50/hr for case consultation and attendance to Health and Wellness Team meetings. Agencies can charge the HMO copay where their allowable is higher to their APS account.

9. In Letter C under APS Responsibilities it states that APS will "provide space for offerors to meet with students." I would like this further specified - not all spaces provided by schools have been appropriate in the past and I would like some kind of language indicating what is appropriate.

Response: The space should be confidential above all else. When a school does not offer an optimum space to see students and families in, please report this to the Prevention/Intervention Manager to sort out with school administration. It is considered to be a necessary gesture on the part of the school in order to qualify for a provider.

10. In the Economic and Price Considerations I would like it highlighted that the rates are **per hour** and not **per session**.

Response: agreed. The rates are per hour and will be emphasized in provider trainings for 2018-19.

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

**Rennette R Apodaca
Executive Director Purchasing**