



Mark Heckart
EXECUTIVE DIRECTOR

BID NO: 15-057SC-AM

**ALBUQUERQUE PUBLIC SCHOOLS
PROCUREMENT DEPARTMENT**

**ADDENDUM #1 FOR BID NO: 15-057SC-AM
STUDENT MENTAL HEALTH SERVICES FOR SFCS**

Opening Date: June 30, 2015 - 2:00 P.M.

June 18, 2015

Please note the following questions/responses:

Can you please provide the anticipated work hours (p/t, f/t, prn) for the above bid number and any additional job specifications pertinent to the role(s).

The Community Provider in the Schools Program is set up to provide counseling to students at their schools. Primarily, therapists are assigned a specific school(s) where there is high Medicaid enrollment and need. No more than 20 hours a week are expected and that would depend upon the number of referrals you would get from a particular school. The school is expected to provide a confidential work space and referrals. The therapist follows the APS schedule, so, breaks and summers are off. APS provides a budget to work from, however, first billing is to outside Medicaid or private insurance. You must be licensed as an LPCC or LISW to provide mental/behavioral health services to the students and families.

I would like to know can providers bill insurances of students such as Medicaid?

The way the Community Mental Health Provider program is set up is that, if you are accepted as a provider, you would be assigned a particular school or schools to provide counseling at the school. You are given a budget from APS to use in such cases that you are not able to bill Medicaid or private insurance for the service. So, the answer is yes, you can bill Medicaid or other insurances that you are paneled with.

What documentation needs to be provided to verify work experience? Will a resume suffice?

A resume is fine. If you have done particular work in the past with children, adolescents and their families that would be good for us to know about, a narrative to accompany the resume would help. It gives me an idea about what schools you might be suitable for.

There was no form in the bidding packet for offering a bid for costs of services. Is this because APS has already set the reimbursement rates as specified on Page 12? So, can I assume, then, I do not need to propose a reimbursement rate for my services?

APS determines the cost of service. Currently, the reimbursement rate is \$55 for individual therapy, \$45 for case management, attendance to Health and Wellness Team meetings. This amount includes tax.

Can you explain item number “9” on page 2: “Multiple Offers”?

This means that you can only submit 1(one) bid for this proposal.

Referring to Item 11 on page 3, are therapists working in this role required to pay NM Goss receipts tax?

It is the responsibility of the contracted business to follow NM law on Gross Receipts tax.

In item 13 on page 3, who are APS using departments?

APS using departments would primarily be Student, Family and Community Supports Division and Procurement. In cases of ethical violation or legal breaches, it would involve the APS legal department. Really, it would depend upon the reason for cancellation.

What is “total contract price”?

Total contract price refers to the budget that a provider is given for each school that they are assigned to.

On pg. 5 item 1, cont.’d, what is “strict APS internal controls”?

“strict APS internal controls” includes, but are not limited to, submission of billing, student contact forms filed with the billing, not exceeding budget amount, adherence to APS Directives and policy at any school site, etc.

Can you explain paragraph 2 on page 5 beginning with “Although this contract”?

Since we are a NM public institution other state public institutions can piggyback off our contract for their use. It must be mutually agreed by both APS and the contractor to let the other public institution use the contract.

In item 3 on page 5 what is “service schedule”?

Service schedule, for our purposes, is establishing how many hours/days per week you would be able to provide service at a school.

Looking at item 3....Will referrals for services be given to me by Susan McKee or from the Health and Wellness committee at the school?

In the ideal, your referrals will come from HWT or through the counselor at the school site. The school counselor operates as a gatekeeper for all outside services provided to a student.

How does NTTC apply to the work done by therapists through this contract?

The NTTC does not apply here as it is only relevant for the purchase of supplies. We are using services so the NMGRT must be paid. This is just boilerplate information in case any supplies must be purchased.

Item 3 on pg. 8 requests a “vendor preference certificate”. I did not see that certificate in the bidding packet. Where do we find that form?

This is a bid preference for New Mexico companies. The contractor must apply to the NM State Department of Taxation and Revenue to get this certificate. It is not a certificate APS can issue.

On pg. 8...What is SPD Policy? Is there a form we complete for that? Or do we submit a narrative?

This is the policy and procedure that the state uses to apply for the vendor preference certificate.

Can you elaborate on the sentence "Each offeror...." On page 10 under Scope/Purpose?

Note any area of particular expertise in providing mental/behavioral health services to children, youth and families to give APS an idea of what schools might be a good "match".

What is the "data collection" referred to in item 2b on pg. 11?

Data collection would be explained at the time a Purchase Agreement is signed. Basically, it is a record of student contacts and what the service provided is. These are submitted monthly to APS, myself as designee.

Who would be the "authorized individual's signed certification" in the last line of pg. 12?

Generally, the school counselor at the site (or Principal) signs the data forms.

What are the numerical limits of liability for auto insurance for governmental entities as provided by the New Mexico Tort Claims Act?

This would be a question to clarify with the State or with the regulation board you operate under.

In item C. on pg. 13, do you consider a business card for our work as a sub-contractor a business document that shows we are in business for ourselves?

Business documentation is registration with the City, taxation number, etc. A business card alone is not sufficient.

There is a form that came with the packet that has a sentence highlighted in yellow at the top beginning... "Please handwritten next to vendor's name...." I'm not sure who fills that out, how, when, or if it should be included in the sealed envelope with the rest of the packet. Could you explain?

I am not sure what form you are talking about. I don't see any form with a yellow highlight. Please send me a copy of the form so I can address your issue.

Do you require that the entire bidding packet be returned in the sealed envelope? Or do you just want the forms/sheets returned that we fill out or sign?

That is up to you. I usually encourage contractors to include the entire packet just so nothing gets omitted from the bid response. One missing form can get the bid disqualified.

Thank you for your interest in Albuquerque Public Schools

PLEASE ACKNOWLEDGE THIS ADDENDUM BY SIGNING AND SUBMIT WITH FINAL BID DOCUMENTS.

COMPANY/FIRM NAME

SIGNATURE

DATE

Steven Carpenter 6/12/15

Steven Carpenter, District Buyer