

ADDENDUM NO. 1
Answers to Written Questions
02/14/2024
REQUEST FOR PROPOSAL
24-SSO-150
OT/COTA

Central Consolidated School is issuing this addendum to Request for Proposal 24-SSO-150, for the purpose of response to written questions.

ACKNOWLEDGE ADDENDUM WITH RFP Proposal:

Company/Firm/Independent Contractor Name

Signature

Date:

QUESTIONS:

1. Will Central Consolidated School District consider teletherapy as a solution? Is Central Consolidated focused only on in-person/on-the-ground OT providers?
Answer: We will be considering teletherapy as an option, but in-person is our first choice

2. The following was stated on Pg 24 of 39, section titled Technical Specifications, subsection A. Personnel – Vendor to provide curriculum vita, resume or information regarding qualification of individuals) proposed to fulfill the requested services. Since this RFP is for the 24/25 school year, would you require resumes to be submitted with our proposal response, or can we provide resumes upon award?
Answer: Yes, we would still like to see if you have candidates available.

3. How many candidates/resumes will you need per discipline?
Answer: As many as you can provide as this helps us to identify if you are able to provide candidates for us.
4. What is expected award date/ award notice date?
Answer: Please refer to pg. 6, Sequence of Events
5. What is the projected timeline for notifying the vendor of needs, interviewing candidates and scheduling of services?
Answer: Contract commences July 2024, refer to pg. 2. Normal contact month is July when Department will contact vendors with needs of the district, for 2024-2025 SY.
6. How many students will the OT provide services to per day?
Answer: Depends on needs of CCSD and FTE
7. For each requested shift/day, how many hours of service are anticipated ?
Answer: 7.5 hours daily
8. Will the needed OTs be providing services to multiple schools within the District?
Answer: The OT/COTA will serve more than one school.
9. If multiple schools, how many OTs will be needed per school?
Answer: Depends on needs and FTE of CCSD
10. Please outline the basic qualifications for the OT? Eg. license, certifications, etc..
Answer: Board License, NMPED license, Cleared background check by CCSDs HR and NMPED
11. Is there a required number of OTs to be presented in our proposal?
Answer: No.
12. Would the District consider waiving the Umbrella Insurance requirement if a firm currently meets or exceeds the other insurance coverage requirements?
Answer: No. We require Professional Liability and General Liability and all requirements for services under the RFP.
13. How long does the average temporary engagement last?
Answer: For each School Year with the contract only until the end of the last school day of the school for budget reasons. Renewal option of additional 3 years, pending availability of funds and with a yearly approval pending satisfactory services.
14. What was the past annual spend or anticipated annual spend for this contract?
Answer: Depends on needs of students.
15. Are offerors expected to attach COIs to our responses?
Answer: Yes.

16. . If awarded, how long is the term of award?
Answer: Please refer to pg. 2, under Scope of Procurement.
17. What is the anticipated number of full time and part time positions?
Answer: 2 or 3 OTs, 2 or 3 COTAs- dependent on need.
18. Who are the current vendors providing services? Are your current vendors meeting your needs?
Answer: We have several vendors. They are meeting our needs.
19. How long have the incumbent suppliers held this contract?
Answer: 1 year with each FY approval based on performance of contractor. Total of 4 years.
20. What are the current hourly bill rates for vendors providing similar services?
Answer: The rates vary.
21. Does the district have a cap on the hourly rate for these services?
Answer: 37.5 hours a week, 7.5 hours a day
22. Will the district accept a rate range or a flat rate (i.e. - \$75-80/hr. versus \$75/hr.)?
Answer: No. See Pg. 39 Requests flat rate with a breakdown to identify what is included in the rate.
23. Do you require resumes and license verifications of potential contracted candidates to be included in our submission?
Answer: Yes
a. If so, can we provide sample resumes with personal information redacted?
Answer: Yes
24. How will the vendors be notified of an award? Do you anticipate awarding one or multiple vendors?
Answer: Award letter and multi award.
25. Is the vendor expected to have a clinic or local office?
Answer: No
26. Will the district reimburse for mileage traveled between school campuses on the same day?
Answer: Refer to pg. 23 Mileage.
27. Are clinicians required to directly bill Medicaid for reimbursement or do they just complete paperwork for the district to submit to Medicaid for reimbursement?
Answer: Complete paperwork and we submit to Medicaid, but need NPI numbers and they will have to supply the information

28. Will the district accept and consider submissions from staffing agencies?
Answer: Proposals accepted from Responsible offeror and please refer to Pg. 23 Scope of work
29. Is the district open to the using teletherapy?
Answer: Yes, but prefer in-person
30. Can you provide the name and contact information for the individual who will be coordinating these services at your district?
Answer: Christie Brown
31. Under Number of copies, does the original have to be wet ink.
Answer: Yes.
32. Can you provide the name and contact information for the individual who will be coordinating the services for the disciplines of the RFP at the district?
Answer: See Question 30
33. Can you please provide a current average rates of service list?
Answer: See Question 20.
34. The following was listed under the Proposal Organization and Indexing section: The proposal must be organized, tabbed and pages numbered... Would you like both Technical Response and Cost Response included in binders?
Answer: F: Response to Technical Specifications (except cost information which shall be included in Cost Proposal in a sealed Envelope)
A-O refers to indexing/tabs. F is specific for Response to Technical Specifications and should be included in binder.
Cost Proposal (Must be in a sealed Envelope labeled Cost Proposal)
35. Who is the point of contact that will oversee the contract services and notify the awarded vendor(s) of the district's needs?
Answer: See Pg. 1 Contact of the RFP.
36. Can you provide the current hourly rate(s) by vendor(s) for the required services?
Answer: We have a variety of rates.
37. Do you require service provider resume(s) at the time of submission? If so, does the district accept sample resumes?
Answer: Yes