



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

Region 9 Education Cooperative
REQUEST FOR PROPOSAL 23018
Related Services

Addendum #A
Question & Answer

1. Regarding Section EE: New Mexico Preferences: To ensure adequate consideration and application of §13-1-21, NMSA 1978 (as amended), Offerors must include a copy of their preference certificate with their proposal. If we are not eligible for any of the preferences, do we need to return a signed, blank form?
If you are not eligible for a New Mexico Preference, there is no documentation that needs to be submitted.
2. Regarding Appendices A-G: Are electronic signatures, such as DocuSign, acceptable?
Electronic signatures are acceptable for Appendices A-G.
3. Referring to pgs. 4-6, Section I.B. Scope of Work:
 1. How many OT, COTA, PT, PTA, SLP, Educational Diagnosticians, and School Nurses (FTEs) does REC9 anticipate needing? **That exact number is not known at this time.**
 2. Will REC9 and district members provide access to the necessary materials, equipment, computers, protocols, evaluation kits, and/or tools required to perform ON-SITE services? **Region 9 provides protocols and materials. Contractors are generally required to provide their own electronic needs. Test kits are available for a deposit at the beginning of the school year which is returned upon return of all items. A minimal fee is withheld to offset protocol costs.**
 3. Will REC9 and district members provide access to the necessary materials, equipment, computers, protocols, evaluation kits, and/or tools required to perform VIRTUAL services? **Test kits and electronic equipment would not be available to therapists providing services virtually. Equipment required on-site would be provided.**
 4. Is the vendor required to provide the video conference platform to perform teletherapy/virtual services? **Yes.**

4. Per pg. 22, Section IV.F.1.b Academic Preparation, would the REC9 consider candidate resumes whose NM licenses are pending upon submission? We guarantee all providers will have active licenses before work commences. **Yes**

5. Per pg. 22, Section IV.F.1.c Reliability, how much lead time would REC9 give the vendor to have a provider placed for services after the award or job notice (e.g., 4 weeks, 2 weeks, 48 hours, or less)? **We will work with each contracting agency to determine that on an individual basis.**

6. Per pg. 23, Section IV.F.1.d References:

1. Will REC9 accept three (3) letters or recommendations from current or past clients as the required professional references? **Yes**
2. Does REC9 require the three (3) required reference contacts to match the signers of the letters of recommendation? **No**

7. Per pg. 23, Section IV.F.1.e Cost Proposal and Appendix G:

1. Can vendors submit hourly rate ranges based on the candidate's qualifications (e.g., \$65-75), or does REC9 require flat hourly rates per profession (e.g., \$70)? **Yes, that is acceptable.**
2. Can vendors submit separate hourly rates for bilingual providers? **Yes**
3. Can vendors submit separate hourly rates per social worker license (e.g., LBSW, LMSW, and LCSW)? **Yes**
4. Would REC9 accept rates for other related services, including Speech Clinical Fellows, SLPA, and LPN? **Yes**
5. Can you verify REC9's accepted mileage reimbursement rate (e.g., \$0.47 to \$0.655 p/mile)? **Region 9 follows state DFA rates for mileage reimbursement.**

8. Per pg. 23, Section IV.F.2 Mandatory Requirements, would REC9 accept certified electronic signatures (e.g., Adobe Sign) for the required proposal forms? **Yes**

9. Cost/Billing/Invoicing

1. Can you please provide a list of incumbent vendors and their bill rates. **All information not included in the RFP may be requested via an IPRA request.**



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2. Where can we find previous bid award information for the requested services? **All information not included in the RFP may be requested via an IPRA request.**
3. What is the total budget/expenditure allotted for this RFP? **That has not been determined at this time. It will be dependent on the final determination of the amount of services and awards.**
4. Can we provide pricing ranges on select disciplines? **Yes**
5. Please clarify Medicare/Medicaid Billing: Will the vendor be required to bill Medicaid with direct reimbursement going to the vendor through the vendors Medicaid billing number? Or will the vendor be required to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid? **Region 9 is the Medicaid billing agent.**
6. Are orientation and meetings billable? **Yes**
7. Can the vendor bill separately for Clinical supervision if required? **Yes**
8. How many billable hours are in a typical school day? **Approximately 8, but may change depending on the week**
9. How is billing time for contract FTE vs. substitutes captured today? Is the principal signature validation the clinician worked the hours? or is this by special education director? **Region 9's related services coordinator validates hours worked.**

10. Prior Vendors
 1. How long have the incumbent suppliers held this contract? **It varies among contractors.**
 2. Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with? **Yes**

11. Shifts/Scheduling
 1. Does the district fingerprint and badge? How long once confirmed does the process take for the clinician to start? **Region 9 provides a badge. The vendor is responsible for obtaining fingerprints and background checks. Once a background check is cleared, the vendor can begin immediately.**



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12. Current Program Synopsis

1. Do you anticipate your current staffing volume to change in the next year or next 2 years? For example, do you have any significant projects coming up (vaccination, screening, new programs, grants, ESSRIII positions, etc.)? **It is unknown at this time.**
2. Please clarify the reporting structure for Supervision of contract staff within the district? Who at the district serves as Supervisor for clinicians onboarding to district policies, guiding to district requirements and answering daily operations questions/concerns? **Region 9 Related Services Coordinator and Discipline specific managers.**
3. Are IEP and 504 documents, plan documents, and students records kept in an online system or hard copy at the district? What system? **Online. Currently Powerschool, but subject to change.**
4. Does the district provide student logs, documentation forms, etc? **Region 9 does.**
5. Please explain further the bilingual capability required. How many bilingual clinicians are expected? **Unknown at this time.**
6. Are the medical personnel's license, CPR card, resume and proof of references/background checks required upon submission of bid or upon award? If required on bid is an excel document acceptable? **Please refer to the technical requirements listed in the RFP.**

13. Additional Questions

1. Please clarify if the district or vendor provides materials (i.e. assessments, testing kits, protocols/scoring sheets, computers, printers, PPE, etc.). In unexpected situations, would this differ for teletherapy/remote services? **Region 9 provides protocols and materials. Contractors are generally required to provide their own electronic needs. Test kits are available for a deposit at the beginning of the school year which is returned upon return of all items. A minimal fee is withheld to offset protocol costs. This is different for teletherapy services.**
2. Do you accept new graduates if the vendor provides mentorship? **New graduates will be considered.**