



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 24023 Related Services

#### Addendum #A Questions & Answers

1 The RFP states there is a need for the following professionals. How many of each of those professionals are needed?

- a. Occupational Therapist
- b. Occupational Therapy Assistants
- c. Physical Therapists
- d. Physical Therapy Assistants
- e. Speech Language Pathologist
- f. Nurses
- g. Psychologist
- h. Social Workers
- i. Education Diagnostician

***At this time, Region 9 has not identified exact numbers of professionals we are needing.***

2. Are there any incumbents?

***Yes***

3. What are the specific certification requirements for each position?

***Each individual provider must hold a valid and current state license under the NM Licensing and Regulation Board (with the exception of Educational Diagnosticians), as well as a current license with the New Mexico Public Education Department, including Educational Diagnosticians. All individual providers must meet the requirements for background checks required by the NM Public Education Department.***

4. What is the anticipated start date of this assignment?

***August 1, 2024.***



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5. Due to the brief time between Q&A submission and responses to those questions prior to the response due date, can we respectfully request a two-week extension to provide a thorough response once those answers are obtained?

***There will be no extension given.***

6. Are the personnel required for this opportunity able to be subbed out at the start, pending they are equally qualified as those portrayed in the response resumes?

***This may be a consideration, as long as there are no disruptions to services for children.***

7. Does the State have an estimated number of people required to complete the requirements per the RFP?

***This RFP is on behalf of the Region 9 member school districts and is not intended to secure or seek proposals for the State.***

8. Who, if any, are the incumbent providers to date?

***We have both employees and contractors, through companies and individuals.***

9. What major stakeholders would we be working with to complete these assessments?

***Individual providers would be working with other providers to complete individualized evaluations on children in Region 9 member schools to determine whether or not the child is a child with a disability and in need of special education services in alignment with the Individuals with Disabilities Education Act. Providers must be trained in procedures and regulations regarding evaluations.***

10. Would Region 9 consider using the GSA to procure these services?

***General Services Administration is a procurement method Region 9 is able to utilize.***

11. Is Region 9 giving preference to local vendors?

***Refer to RFP 24023 section iii. General Requirements, EE. New Mexico Preferences.***

12. Will Region 9 share the evaluation scorecard each vendor receives?

***Scoring grids can be shared, upon request by the offeror after awards have been determined and awardee(s) notified.***

13. How many individuals are you looking for in each service area?

***At this time, we have not identified exact numbers of professionals we are needing.***



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14. How many extra points will be earned by including a narrative and documentation showing provider availability to begin providing services?

***Refer to RFP 24023 Section G, Evaluation, A. Evaluation Point Summary and Factors for available points.***

15. How many positions were previously filled by contingency labor?

***The number of these positions filled throughout the year with contingency labor fluctuates.***

16. What was the spend on this project last year?

***2.5 million for 22 FTEs for the entire related services project.***

17. How many vendors will be awarded?

***We are currently in the process of determining the exact number of ancillary positions we will need for the 2024-25 school year. The number of positions needed fluctuates during the year depending on the district's needs and caseloads.***

18. Are there incumbent vendors from a previous contract? If so, who and how many?

***There are vendors from previous contracts. This includes individual contractors and companies. The number of contracts fluctuates throughout the year.***

19. How many positions does the county usually fill using temporary labor each year?

***We are currently in the process of determining the exact number of ancillary positions we will need for the 2024-25 school year. The number of positions needed fluctuates during the year depending on the district's needs and caseload. This RFP is specifically for ancillary services for Region 9 member school districts.***

20. Will this contract have cooperative purchasing language so other entities can buy off it?

***Yes, RFP 24023 includes the following language: This procurement could result in contractual agreements between two parties; the procurement may be used by other parties (agency).***

21. Are there any terms for buyout included? For instance, if the county wanted to hire a temporary employee after 3 months, would their employer receive a buyout fee?

***Contract conditions and terms are negotiated upon the execution of a contract.***

22. Can companies add in additional benefits they offer even if it is not asked for?

***All information provided within the proposal will be considered. Please refer to RFP 24023 section iv. Response Format and Organization, F. Response Organization, 3. Supplemental Information.***



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23. Will awarded companies be able to speak with county employees directly when gathering information on open positions and upcoming positions?

***This RFP is not related to any county municipalities.***

24. Will all openings go to all awards vendors, or can county employees choose to work with only certain awarded vendors?

***The Notice of Intent to Award to an offeror is subject to execution of a written contract and, as a result, the Notice will not constitute the formation of a contract between Region 9 and offeror.***

25. What format would they like exceptions to be listed?

***Refer to RFP 24023 section iv. Response Format and Organization, E. Proposal Format.***

26. Are contractors able to add labor categories to this opportunity?

***This RFP is specific for ancillary positions for Region 9 member school districts. All areas in need are included in the RFP.***

27. Is this a new requirement or are there any incumbents?

***There are incumbents.***

28. Any pain points with previous incumbents?

***Reliability will be considered as part of the review process.***

29. What was spent on this for the previous year?

***Cost for ancillary services is dependent on the amounts and services being provided. This can fluctuate during the year. Region 9 spent 2.5 million on ancillary services for 22 FTEs for the entire related services project.***

30. Page 21 b. Academic Preparation - Do you require a sample resume or key personnel resume with the proposal?

***If the offeror is a firm, offerors must submit resumes of all proposed professional staff members who will be or could be performing services under the contract.***

31. Page 22 d. References - As stated in the RFP document that offerors must attach two (2) letters of professional references from former employers, or offerors, please explain from whom we need to provide these letters of professional references.

***Professional references from former employers, or offerors.***

32. What is the anticipated number of full time and part time positions?



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*We are currently in the process of determining the exact number of ancillary positions we will need for the 2024-25 school year. The number of positions needed fluctuates during the year depending on the district's needs and caseload. This RFP is specifically for ancillary services for Region 9 member school districts.*

33. Who are the current vendors providing services?

*Multiple vendors are providing services and this fluctuates throughout the school year.*

34. Will the district utilize its own contract, the vendor's contract, or the RFP as the agreement?

*Region 9 will supply the contract.*

35. What are the current hourly bill rates for vendors providing similar services?

*These vary based on ancillary provider and level of licensure. Bill rates are dependent and established by amounts on individual awarded proposals.*

36. Does the district have a cap on the hourly rate for these services?

*Not at this time.*

37. Will the district accept a rate range or a flat rate (i.e. - \$75-80/hr. versus \$75/hr.)

*All cost proposals submitted will be considered.*

38. Do you require resumes and license verifications of potential contracted candidates to be included in our submission? If so, can we provide sample resumes with personal information redacted?

*If the offeror is a firm, offerors must submit resumes of all proposed professional staff members who will be or could be performing services under the contract. Contractors must be licensed by the State of New Mexico Public Education Department. The NM PED allows for providers to work for 90 days once licensure requirements have been submitted to the licensing department. No candidates can work beyond the 90 days without a NM PED license.*

39. How will the vendors be notified of an award?

*Refer to section ii. Conditions Governing the Procurement, B. Explanation of Events, Contract Awards.*

40. Do you anticipate awarding one or multiple vendors?

*Multiple vendors could be awarded.*

41. Will the district reimburse for mileage traveled between school campuses on the same day?

*All cost proposals, including travel/mileage reimbursement and other expenses, will be considered as part of the review process.*



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42. Are clinicians required to directly bill Medicaid for reimbursement or do they just complete paperwork for the district to submit to Medicaid for reimbursement?

***Clinicians will be required to complete all necessary documentation/paperwork of services provided, but Region 9 will submit billing to Medicaid for reimbursement.***

43. Is the district open to utilizing Clinical Fellows? If so, are we required to provide supervision?

***Yes, we will consider Clinical Fellows and supervision will be dependent upon Region 9 staffing availability and the company, if awarded.***

44. Will the district accept and consider submissions from staffing agencies?

***We will accept submissions from individual providers and staffing agencies.***

45. Is the district open to using teletherapy?

***We will first be seeking in person therapists to fill open positions. Teletherapy may be considered as a last option.***

46. Can you provide the name and contact information for the individual who will be coordinating these services at your district?

***The contact for this process will be provided upon award of a contract and full execution of a contract with an ancillary provider/company.***