



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 25010
Related Services

Addendum #A
Questions & Answers

1. Is this a newly initiated project, or is it a continuation of an existing one?

This is a continuation of regular on-going services.

2. If it is ongoing, kindly provide the names of the current service providers/incumbent vendors?

For more specific information, you may submit an inquiry for information of public records to our office.

3. Could you provide details on the previous expenditure associated with this contract?

It has been dependent on the specific service, FTE required to complete the service, and the length of the contract. For more specific information, you may submit an inquiry for information of public records to our office.

4. Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?

For more specific information, you may submit an inquiry for information of public records to our office.

5. Are there any specific challenges or issues currently being faced with the existing vendors?

Shortages in the field and finding NM licensed individuals.

6. Can you clarify the expected number of awards for this solicitation?

That is not known at this time.



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

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

7. Is there any preference or priority given to local vendors for this contract?

Preferences can be found in RFP 25010 on page 20, under section Z, EE. New Mexico Preferences.

8. Would Region 9 consider proposals for virtual (teletherapy) services for Activity I (OT, SLP, School Psychologist, Mental Health Counseling, etc.)?

Yes, all submitted proposals will be considered.

9. Would Region 9 accept electronic signatures as part of this electronic submission?

Yes, electronic or wet signatures are accepted on the required forms. All forms must be submitted electronically in accordance with RFP 25010.

10. Does Region 9 anticipate awarding more than one vendor for this RFP?

It depends on the needs of our member school districts that we provide ancillary services to.

11. What are the current vendor names and rates for OT, SLP, School Psychologist, Social Worker, and Educational Diagnosticians?

For more specific information, you may submit an inquiry for information of public records to our office.

12. Would the vendor be disqualified if its proposal outlines its requested exceptions and/or additional terms to add to the awarded contract for the district's review and consideration?

No, identifying exceptions and/or additional terms do not disqualify a potential offeror's proposal.

13. Can you confirm that the vendor's list of exceptions should be listed under the "Supplementation Information" section of the proposal format listed on page 22 of the RFP?

Yes, per this section offeror's additional terms and conditions can be listed here.



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

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

14. Would Region 9 consider any alternative rate structures, such as rates per assessment or per services?

This is an open request for proposals. All rates are considered during the review process.

15. If the vendor has additional fees that are charged separately from the hourly rate, can the vendor outline the details as attached pages to the Cost Proposal forms?

This is an open request for proposals. All rates are considered during the review process.

16. Can you confirm the vendor should use the Gross Receipt Tax rate for Ruidoso, NM on the Cost Proposal forms, although services may be provided to different member district locations?

For all questions related to Taxes or Gross Receipt Taxes, please refer to a Tax professional.

17. If the vendor is offering virtual services, should the vendor answer "No" to the question if mileage is included in the hourly rate since the provider would not travel to the district locations to perform services?

If the provider is not traveling to provide the services, mileage costs would not be considered a viable charge.

18. If the vendor is submitting as an agency, would you consider blind resumes with the potential service provider full names and license number withheld to protect their privacy?

During the submission process in the portal found in RFP 25010, offeror may also choose to submit a redacted proposal in addition to an original proposal. The review of proposals is kept confidential during the RFP process.

19. Would you consider resumes and reference information marked as "Confidential" as this information is not readily and publicly available?

During the submission process in the portal found in RFP 25010, offeror may also choose to submit a redacted proposal in addition to an original proposal. The review of proposals is kept confidential during the RFP process.



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

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

20. Would the district provide its students the hardware (e.g., computer, webcam, headsets, etc.), test kits, supplies, and other materials needed for services?

Test kits, supplies and materials can be provided by Region 9 to contractors for a fee.

21. When costs differ after the initial 2025-26 school year, can the vendor's cost proposal state that it will negotiate any mutually approved price increase on an annual basis for each renewal year option?

This is an open request for proposals. All rates are considered during the review process. Contracts are issued on an annual basis even for vendors awarded for multiple years.

22. Regarding this project, in addition to the services requested, are you also interested in behavioral health support? BIIs, RBTs, BCBA's, Paraprofessionals?

Not at this time.

23. Are you interested in Special Education support? SPED Teachers, SPED paraprofessionals?

Not at this time.

24. Can you provide historical volume of how these services have been used? And if possible, the potential volume of this contract?

It depends on the needs of our member school districts that we provide ancillary services to. The volume changes from year to year depending on the need.

25. Can we submit one pricing sheet with different amounts for each service? Can it be different from the one provided?

This is an open request for proposals. All rates are considered during the review process.

26. Can we bid on other related services not mentioned in the scope of work (such as RBTs and paraprofessionals)?

Not at this time.

27. If we want to bid on both activities, do we need to bid on each position of Activity 1?



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

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

Not every position listed in Activity 1 requires a bid within the proposal. Only activities for which the individual or agency is able to provide.

28. In Activity 2, which is Nursing services, which position do we need to provide?

A nurse who meets the qualifications listed.

29. Are we required to provide actual resumes?

All items listed under the Technical Proposal section of RFP 25010 are required.

30. In the Technical proposal volume, do you require experience, academic preparation, letter of references from the candidate?

If an individual is submitting a proposal, all aspects in the Technical Proposal section in the RFP are required based on the individual. If any Agency is submitting, all aspects in the Technical Proposal section in the RFP are required based on the Agency.

31. Is it possible that we can provide a substitute candidate if that is not available after the award?

Awards will be based on the information submitted in a proposal only. Please reference answer to question #30 above.

32. In the references section, are you asking for the references from a candidate or from a firm?

If an individual is submitting a proposal, references are required based on the individual. If any Agency is submitting, references are required based on the Agency.

33. Who are the current vendors?

For more specific information, you may submit an inquiry for information of public records to our office.

34. What are the current vendor rates?

For more specific information, you may submit an inquiry for information of public records to our office.



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

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

35. Have the current vendors met your needs?

Yes.

36. Will the positions be full-time or part-time?

It depends on the needs of our member school districts that we provide ancillary services to. The volume changes from year to year depending on the need. We have not yet made those final determinations for the 25-26 school year.

37. How many vendors do you anticipate awarding?

It depends on the needs of our member school districts that we provide ancillary services to. The volume changes from year to year depending on the need. We have not yet made those final determinations for the 25-26 school year. However, multiple vendors may be awarded.

38. What was the annual expenditure for these services during the 2023 - 2024 school year?

For more specific information, you may submit an inquiry for information of public records to our office.

39. Is it acceptable to bid a bill range?

This is an open request for proposals. All rates are considered during the review process.

40. Do we need to submit resumes with our proposal?

Please refer to F. RESPONSE ORGANIZATION 1.b. Academic Preparation. *Resume is required. Ensure that it is sufficiently detailed to include applicable employment or expertise in required areas, professional affiliations, academic credentials, continuing education experiences, and any other pertinent information. 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. Experience narratives shall be attached that describe the specific relevant experience of the staff members in relation to the role that member will perform for this contract. The narrative(s) must include the name of the individual(s) proposed and should include a thorough description of the education, knowledge, and relevant experience as well as certifications.*



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

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

41. On Page 41 (Cost Proposal) the hourly rate does not include gross receipts tax and under #7 on this page it has a place to put the NM Gross Receipt Rate. Currently I have employees working with different districts and the gross receipt tax rate for each is different. Since I do not know each year where employees will be needed, how should this be completed to cover the varying gross receipts tax rate of all districts covered by Region 9? Should a cost proposal sheet be completed for each district served by Region 9?

For all questions related to Taxes or Gross Receipt Taxes, please refer to a Tax professional.

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

It depends on the needs of our member school districts that we provide ancillary services to. The volume changes from year to year depending on the need. We have not yet made those final determinations for the 25-26 school year. However, multiple vendors may be awarded.

43. Who are the current vendors providing services?

For more specific information, you may submit an inquiry for information of public records to our office.

44. Are your current vendors meeting your needs?

Yes

45. How long have the incumbent suppliers held this contract?

Contracts are issued annually from July 1st to June 30th.

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

Region 9 Education Cooperative will issue a contract to the vendor. In some cases, a contract is required through an agency and Region 9's contract department will negotiate the terms in the contract.

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



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

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

For more specific information, you may submit an inquiry for information of public records to our office.

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

This is an open request for proposals. All rates are considered during the review process.

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

This is an open request for proposals. All rates are considered during the review process.

50. 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?

Please refer to F. RESPONSE ORGANIZATION 1.b. Academic Preparation. *Resume is required. Ensure that it is sufficiently detailed to include applicable employment or expertise in required areas, professional affiliations, academic credentials, continuing education experiences, and any other pertinent information. 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. Experience narratives shall be attached that describe the specific relevant experience of the staff members in relation to the role that member will perform for this contract. The narrative(s) must include the name of the individual(s) proposed and should include a thorough description of the education, knowledge, and relevant experience as well as certifications.*

During the submission process in the portal found in RFP 25010, offeror may also choose to submit a redacted proposal in addition to an original proposal. The review of proposals is kept confidential during the RFP process.

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

Vendors will be notified via email from the Region 9 contractor of awards and non-awards per the posted Sequence of Events in the RFP.

52. Do you anticipate awarding one or multiple vendors?

It depends on the needs of our member school districts that we provide ancillary services to. The volume changes from year to year depending on the need. We have not yet made



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

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

those final determinations for the 25-26 school year. However, multiple vendors may be awarded.

53. Is the vendor expected to have a clinic or local office?

Contractors may choose to have a local office or utilize supplies and space at Region 9 for a fee.

54. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Test kits, supplies and materials can be provided by Region 9 to contractors for a fee.

55. Will assigned candidates have access to computers/laptops and printers?

Test kits, supplies and materials can be provided by Region 9 to contractors for a fee.

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

This is an open request for proposals. All rates are considered during the review process.

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

Region 9 bills Medicaid.

58. Is the district open to utilizing Clinical Fellows? If so, are we required to provide supervision? Yes. It depends on whether we have a provider at the time who may be able to provide supervision.

If Region 9 does not have the appropriately licensed provider to furnish the supervision available, we would need the vendor to provide the supervision.

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

Yes.

60. Is the district open to using teletherapy?



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

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

Yes, all submitted proposals will be considered.

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

This information will be provided upon award.

62. What positions is the client referring to in Nursing Services?

School nursing services

63. Does the Experience section of the Technical Proposal require detailed information of a candidate from an Actual/Live resume?

Please refer to F. RESPONSE ORGANIZATION 1.b. Academic Preparation. *Resume is required. Ensure that it is sufficiently detailed to include applicable employment or expertise in required areas, professional affiliations, academic credentials, continuing education experiences, and any other pertinent information. 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. Experience narratives shall be attached that describe the specific relevant experience of the staff members in relation to the role that member will perform for this contract. The narrative(s) must include the name of the individual(s) proposed and should include a thorough description of the education, knowledge, and relevant experience as well as certifications.*

During the submission process in the portal found in RFP 25010, offeror may also choose to submit a redacted proposal in addition to an original proposal. The review of proposals is kept confidential during the RFP process.

64. What are the primary goals of this RFP and the challenges you hope to address?

To hire ancillary services for the 25-26 school year and combat any staffing shortages.

65. Is this a rebid or a new contract? If a rebid, what prompted the search for a new vendor?

Region 9 conducts a request for proposals for ancillary services on an annual basis.

66. What are the key success factors for this partnership?



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

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

Good communication, compliance with NM requirements and meeting all the contractual requirements.

67. What is the anticipated volume of hires (per week/month/quarter)?

It depends on the needs of our member school districts that we provide ancillary services to. The volume changes from year to year depending on the need. We have not yet made those final determinations for the 25-26 school year.

68. What is the expected project duration and contract length?

Approximately, July 30, 2025 through May 30, 2025.

69. Are there any unique compliance or certification requirements for candidates?

Candidates must be licensed in New Mexico through the New Mexico Regulation and Licensing Department under their specific licensure. Candidates must also obtain licensure through the New Mexico Public Education Department. Candidates must also have completed the appropriate background check for licensing through the NM Public Education Department. These must be in place in order for the candidate to begin work.

70. Do you have an existing applicant tracking system (ATS) or scheduling system?

No

71. Would an online scheduling or workforce management platform be beneficial?

Not at this time.

72. What level of reporting and analytics do you expect from your staffing provider?

The provider will be required to submit service notes, no later than 2 weeks after services have been rendered, progress notes in alignment with the reporting system of school grades at the district assigned, management of master schedule, management of student attendance forms, and daily activity tracker.

73. Is there a predefined budget for this contract? **The budget has not yet been determined, but will be based on anticipated needs of member school districts.**

74. What is the spend or hourly rates for these positions?



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

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

This is an open request for proposals. All rates are considered during the review process.

75. How should pricing be structured (fixed rates, markups, volume discounts, etc.)?

This is an open request for proposals. All rates are considered during the review process.

76. What are your expectations for candidate screening, assessments, and background check?

Candidates must be licensed in New Mexico through the New Mexico Regulation and Licensing Department under their specific licensure. Candidates must also obtain licensure through the New Mexico Public Education Department. Candidates must also have completed the appropriate background check for licensing through the NM Public Education Department. These must be in place in order for the candidate to begin work.

77. What are the key compliance requirements (e.g., background checks, drug testing, licensing)?

Candidates must be licensed in New Mexico through the New Mexico Regulation and Licensing Department under their specific licensure. Candidates must also obtain licensure through the New Mexico Public Education Department. Candidates must also have completed the appropriate background check for licensing through the NM Public Education Department. These must be in place in order for the candidate to begin work.

78. Are there specific risk management policies vendors must adhere to?

Please refer to Appendix F in RFP 25010 for the Region 9 Sample Contract with all terms and conditions.

79. What are your policies regarding worker misclassification?

Region 9 has set practices in place to avoid worker misclassification. Contractors have set contracts with Region 9 that outlined their specific scope of work, contract terms and conditions, the start and end date of their contract, and specified budget for work being provided.

80. What are policies regarding Indemnification?

As per the sample contract in the RFP, Region 9 contracts have the following statement included as part of the terms and conditions:



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

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

The Contractor shall defend, indemnify and hold harmless the Agency and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act(s) or failure to act(s) of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor of the Contractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the Agency by certified mail.

Any liability incurred by the Agency in connection with this Agreement shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1 et. seq. NMSA 1978, as amended. The Agency and its "public employees," as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense, and do not waive any limitation of liability pursuant to law. No provision in this Agreement shall modify or waive any provision of the New Mexico Tort Claims Act.

81. What onboarding and orientation processes should we align with?

Once officially onboard with Region 9, Contractors will be required to complete an online FERPA training, assigned by Region 9. Additionally, the Related Services Manager and Special Education Manager from Region 9 will meet with the contractor to review a "New Contractor Checklist" to ensure they have all of the tools necessary to complete their job duties. They are also required to attend a new staff orientation training. The Educational Services Assistant will also send out a test kit/protocol user agreement, facility fees agreement, and meet with the contractor to review submission requirements for hours/mileage, etc. Once the contractor has started their job with Region 9, they will be required to attend monthly Related Services meetings. Particular disciplines may also be a required to attend a monthly discipline specific meeting.

82. Do you require training for candidates before placement?

Once officially onboard with Region 9, Contractors will be required to complete an online FERPA training, assigned by Region 9. Additionally, the Related Services Manager and Special Education Manager from Region 9 will meet with the contractor to review a "New Contractor Checklist" to ensure they have all of the tools necessary to complete their job duties. They are also required to attend a new staff orientation training.



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

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

83. What performance metrics or SLAs (Service Level Agreements) will be used to measure success?

If awarded, this will be outlined in the service contract.

84. How many positions do you need?

It depends on the needs of our member school districts that we provide ancillary services to. The volume changes from year to year depending on the need. We have not yet made those final determinations for the 25-26 school year. However, multiple vendors may be awarded.

85. Do we need to submit the live resumes having the experience which they mentioned, then how many?

Please refer to F. RESPONSE ORGANIZATION 1.b. Academic Preparation. Resume is required. Ensure that it is sufficiently detailed to include applicable employment or expertise in required areas, professional affiliations, academic credentials, continuing education experiences, and any other pertinent information. 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. Experience narratives shall be attached that describe the specific relevant experience of the staff members in relation to the role that member will perform for this contract. The narrative(s) must include the name of the individual(s) proposed and should include a thorough description of the education, knowledge, and relevant experience as well as certifications.

During the submission process in the portal found in RFP 25010, offeror may also choose to submit a redacted proposal in addition to an original proposal. The review of proposals is kept confidential during the RFP process.

86. On Page 41 of 41 #2 there is a place to put the proposed hourly rate for administrative time. What services would be considered administrative? Would this include evaluations?

This would include prepping for therapy services, prepping for evaluations, set up/clean up after therapy or evaluations, prepping for EDT/IEP meetings, entering progress notes/present levels for IEPs, entering Medicaid notes, report scoring, writing evaluation reports, consultation, collaboration, attending related services meetings, and providing input on REEDs. Administrative time would be other duties outside of direct services (therapy, evaluations, EDT/IEP meetings).

87. On page 41 of 41 #4 can you give me an example of what would be included under "Other Costs"?

This is an open request for proposals. All rates are considered during the review process.