

Questions for PCA RFP 2024-2025-001

1. What is the estimated number of positions needed (part-time vs. full-time)? We have caseload to support 1 Full OT, 3 Full SLPs, 2 Full SWs, 1 part-time PT and any additional positions would be part-time as needed. At this time, 2 SLPs and 1 SW are on staff as employees and not anticipated to need filled. Full-time positions could be supported by multiple part-time people if necessary.
2. What services will require on-site, in-person services? We are a fully virtual school. All services, meetings, duties are online.
3. Will the district award more than 1 vendor? We will look to award to more than 1 vendor should multiple offerors be able to meet our needs, especially with plans to find support from chosen vendors for the multiple years of the RFP.
4. Is a local office required? Is there a preference for local vendors? No local office required and no preference to location.
5. Can we provide some but not all services being requested? A vendor does not need to meet all of the services to be considered as a choice. You can reply to some of the services and be considered.
6. Would the district accept certified electronic signatures? Yes, the RFP is now amended to allow for any signature
7. Do you require wet-inked original signatures, or would you accept printed color copies of the scanned original signatures? Digital signatures will be accepted. Scans of wet-inked signatures are allowed and do not have to be in color.
8. Can you re-confirm that you require hard copies of the technical and cost proposals to be bound in a binder with divider tabs? You must submit 1 hard copy of each proposal, but they do not have to be in a binder with tabs. It can be one document
9. Are resumes of potential service providers required upon proposal submission? Resumes of potential providers are not required in the proposal submission, however examples could be included.
10. Would the district accept a cover letter placed before the required proposal content listed on page 35, or can it be attached after the Letter of Transmittal form? You may include a cover letter that may follow the Letter of Transmittal form.
11. Can you verify the specific NM licenses or disciplines you prefer for mental health counselors, social workers, and behavior management specialists (e.g., LPCC, LMFT, LMHC, LBSW, LMSW, LCSW, BCBA, all types, etc.)? PCA will consider any provider with their current NMPED and NM Board licenses. Preference is given to positions who do not need an additional supervisor, but this does not exclude them from providing services.
12. Do you require the vendor's sample contract to be included under the Offeror's Additional Terms section of the proposal, or can it be provided separately upon award? A sample contract is not required in the proposal. If one was included, you would put it in section h) Offeror's Additional Terms and Conditions. It can also be submitted upon award.

13. Do you want samples resumes included under Response to Specifications or Other Supporting Material? Resumes as examples to possible service providers should be in section f) Response to Specifications.

14. Can resumes only be provided upon award? Resumes of potential providers are not required in the proposal submission, however examples could be included. Resumes would not be needed upon award. Future resumes would come following contracts with potential placement of providers.

15. The fees sections within the service specifications often mention flat rates or hourly costs. Do you prefer an all-inclusive hourly rate for each proposed service? The mention of flat rates or hourly is intentional to allow for multiple scenarios. For example, a vendor may have hourly rates for direct services but a flat rate for a specific evaluation, or a vendor may have a flat rate for so many hours of work that may have a range for student caseload numbers. These are not examples of a preference, just to give an idea of mixed rates. Vendor preferred pay rates may vary.

16. Does the district continue to prefer a direct hire for SLPs and OTs or are you looking to contract for these positions for the entire school year? We do prefer to have direct hire/employees and some of those positions are currently filled with assumption at this time that they are returning. Contract services would support increase in numbers, unfilled direct hire positions, and part-time positions.”

17. Can you please expand on what is meant by “installation, setup, maintenance, and repair” under Response to Specifications? Does this pertain to this RFP? PCA doesn’t want to assume what the process looks like on the provider’s side for therapy. If there are not setup or maintenance type tasks they would not need to be referred to in your information.

18. Does the district provide a testing platform for virtual assessments? PCA does not have its own testing platform. In areas that providers can perform evaluations, this should be noted. Public virtual meeting spaces like Zoom, Google Meet, provider platforms, or other options are all supported by PCA.

19. Are Behavior services to be provided in person or virtual or both? Group or individual settings or both? All services are expected to be provided virtually. PCA likes to promote groups when appropriate and in the best interest of the student’s progress towards goals. These sessions can be another opportunity for PCA students to interact. However, when appropriate, students may be seen in individual settings.

20. Can you please expand on what services are being requested under Behavior Management Services? What qualifications would this individual need? BCBA, School Psych, etc? Under Scope of Services for a Behavior Management Specialist, A. Screening, evaluation, educational program, and transition planning could contain reference to FBAs, BIPs, Behavior tally systems, Daily schedules, reward systems, etc. Qualifications in clarification to those listed in the RFP would be licenses specific to behavior, for example, School Behavioral Health Counselor, Board Certified Behavior Analysts, Registered Behavior Technician

(supervised). A school Psychologist would not be found in this section of the proposal, but could be seen to complete similar tasks.

21. Section indemnification: As it reads, this clause is one sided in regards to indemnification. Would the client be willing to have this clause include mutual indemnification? [We recommend you include this request in your section h in your proposal for Offeror's additional terms and conditions.](#)

22. Section support Services requirements: the text states "The Contractor must be able to provide training services online or on or off-site as required". What off site services will they like the Contractor to provide? [This is intended to be for training or staff development to the providers led by PCA or PCA requested to be led by the vendor/contractor. We do not want to limit your potential staff development to online only. There is no on-site training led by a provider for PCA.](#)

23. Can we get clarification as to if Contractor personnel will be expected to supervise charter school personnel or if Contractor's personnel is expected to be in any supervisor role? [There could be a situation that an employee is hired in the future as an apprentice or need to be supervised, and if PCA could not perform their own supervision, we would ask our supporting vendors if they have a supervisor to support. This is not a situation at this time or in the foreseeable future. No other supervision of PCA personnel would take place. Without specific assignment as a supervisor by the vendor, no contractor staff would be in a supervisory role.](#)