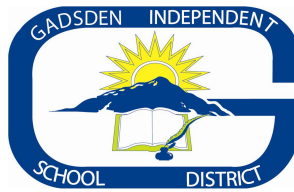


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Superintendent

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ADDENDUM #1

RFP NO.: 21-22-69 OCCUPATIONAL THERAPY SERVICES

November 1, 2021

Questions and Answers:

Q1: *Will the District award to a single or multiple vendor for this proposal?*

A1: The District typically awards to a single vendor but has awarded to multiple vendors when needed.

Q2: *How many occupational therapists does the District foresee needed?*

A2: The District requires one (1) OT FTE at this time but may need additional OT FTEs in the future.

Q3: *If known, what are the anticipated or average weekly hours that the occupational therapist will work during the school year?*

A3: The weekly hours for an OT in Gadsden ISD is 40 hours per week.

Q4: *While services may be performed on-site, does the District require or prefer the awarded vendor to have a physical office in New Mexico?*

A4: The District does not require/prefer the awarded vendor have a physical space in New Mexico. However, the District does prefer contracting an in-person therapist over a virtual therapist.

Q5: *Will the District consider FedEx or UPS packages to deliver the proposals by mail, or are mailed proposals required to be submitted only by UPS to the District's P.O. Drawer?*

A5: You can either send packages through FedEx or UPS to Gadsden ISD, Gadsden Administration Complex-Office of the Purchasing Agent at 4950 McNutt Road, Sunland Park, NM 88063 before 2:00 p.m. or you can mail your proposal via US mail and/or UPS to the District P.O. Drawer 70, Anthony, NM 88021 one day before the proposal is due. We do not receive US mail at Gadsden Administration Complex physical address.

Q6: *If FedEx and UPS packages are accepted by mail, can you provide the appropriate mailing address for the shipment labels? For example, Attn: Georgina Galvan Purchasing Office, 4950 McNutt Road, Sunland Park, NM 88063.*

A6: FedEx and UPS packages are accepted by mail the shipping labels address; Gadsden ISD, Attn: Georgina Galvan, Purchasing Office, P.O. Drawer 70, Anthony, NM 88021

Q7: *Who are the current vendors providing services?*

A7: There are currently no vendors providing OT services in Gadsden ISD.

Q8: *Are your current vendors meeting your needs?*

A8: N/A-Currently no vendors providing OT services.

Q9: *How will vendors be notified of award?*

A9: The District will notify the vendor of award via email and an award notice sent via US mail.

Q10: *Do you anticipate awarding one or multiple vendors?*

A10: The District typically awards to a single vendor but has awarded to multiple vendors when needed.

Q11: *What are the currently hourly bill rates by vendor?*

A11: N/A-Currently no vendors providing OT services.

Q12: *How many billable hours are in a school day?*

A12: The District will approve 40 billable hours per week.

Q13: *What is the anticipated # of full-time or # of part-time positions?*

A13: The District requires one (1) OT FTE at this time but may need additional OT FTEs in the future.

Q14: *Is the vendor expected to have a clinic or local office?*

A14: The District does not expect the awarded vendor have a clinic/office in New Mexico. However, the District does prefer contracting an in-person therapist over a virtual therapist.

Q15: *Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?*

A15: The District provides therapy materials, supplies, equipment, evaluation kits, and protocols to contracted therapists.

Q16: *Will assigned therapists have access to computers/laptops and printers provided by your schools?*

A16: The District provides computers/laptops and access to printers to contracted therapists.

Q17: *Can pricing increase during the term of the contract?*

A17: No, pricing does not change during the term of the contract.

Q18: *Do you require resumes of potential contracted therapists to be included in our submission?*

A18: Yes, the Request for Proposal (RFP) states that copies of resumes must be included with the submission.

Q19: *Do you require the candidate license verification to be included in our submission?*

A19: Yes, the Request for Proposal (RFP states that copies of licenses must be included with the submission

Q20: *How many candidates/resumes will you need per discipline?*

A20: At least one (1) candidate is required for OT at this time.

Q21 *What is the length of the contract term?*

A21: The term of the RFP is four (4) years. The amount of services FTEs/hours required of the vendor will vary depending on the District's current needs.

Q22: *Does the District reimburse for mileage from travel between schools?*

A22: No, the District does not reimburse for mileage for travel between schools.

Q23: *Will services be provided on site or virtually or a hybrid of both for the 21/22 SY?*

A23: OT Services are generally provided on-site but all District personnel must be prepared to switch to virtual or a hybrid model if needed.

Q24: *Does the District plan to issue RFPs for other related services?*

A24: The District issues RFPs, for other related services on an as-needed basis.

Q25: *Do you have a preference for how we bind our bids, i.e. 3- ring, binder clip, stapled, etc.?*

A25: The District has no preference on how proposals are bound.

All vendors interested in responding to this RFP must return an acknowledgement of having received this addendum. Please sign and return this document to the Gadsden ISD Purchasing Department via e-mail to ggalvan@gisd.k12.nm.us or fax to (575) 882-6298.

Acknowledgement of receipt of addendum:

Firm

Signature

Date