

HOBBS MUNICIPAL SCHOOLS

RFP No. 2627-12

Therapeutic Educations Services

Questions and Answers

1. Will the district accept DocuSign signatures in lieu of wet signatures? [Yes.](#)
2. What is the anticipated number of full time and part time positions for each role
[Undetermined at this time. We would like for a model where 40-50 seats are available.](#)
3. Who are the current vendors providing services? [Have no current vendor.](#)
4. Are your current vendors meeting your needs? [N/A](#)
5. How long have the incumbent suppliers held this contract? [N/A](#)
6. Will the district utilize its own contract, the vendor's contract, or the RFP as the agreement? [Negotiated](#)
7. What are the current hourly bill rates for vendors providing similar services? [N/A](#)
8. Does the district have a cap on the hourly rate for these services? [No.](#)
9. Will the district accept a rate range or a flat rate (i.e. - \$75-80/hr. versus \$75/hr.) [Details to be evaluated as part of the RFP scoring.](#)
10. Do you require resumes and license verifications of potential contracted candidates to be included in our submission? [Resumes would not be required, but included within the RFP would be helpful in evaluation.](#)
11. If so, can we provide sample resumes with personal information redacted? [N/A](#)
12. How will the vendors be notified of an award? [Following the Board's approval of the award, the CPO will notify all responding vendors by email regarding the award decision.](#)
13. Do you anticipate awarding one or multiple vendors? [Single vendor.](#)
14. Is the vendor expected to have a clinic or local office? [Local office no; vendor option is to secure their own location for programming or negotiation of existing spaces available within the district.](#)
15. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools? [Yes.](#)
16. Will assigned candidates have access to computers/laptops and printers? [To be provided by vendor; network access provided by district.](#)
17. Will the district reimburse for mileage traveled between school campuses on the same day? [No.](#)
18. Are clinicians required to directly bill Medicaid for reimbursement or do they just complete paperwork for the district to submit to Medicaid for reimbursement? [Complete paperwork for the district to submit to Medicaid for reimbursement.](#)
19. Will the district accept and consider submissions from staffing agencies? [Staffing is the vendor's responsibility.](#)
20. Would you allow supervision of RBTs from a School Psych, SW, or LCSW? [Yes, as supervision is the responsibility of the vendor.](#)

21. Would you accept a BCaBA and an RBT for the role of behavior specialist? [The RFP call for BCBA; the proposal could include an explanation of the difference.](#)
22. Would you accept a paraprofessional for the role of educational assistant? [Yes.](#)
23. Can you provide the name and contact information for the individual who will be coordinating these services at your district? [To be provided upon award of RFP.](#)
24. Would the district consider the utilization of a Managed Services Provider (MSP) to manage and stabilize your vendors and competing rates across all contracts for this opportunity? [Isn't required within the proposal. If respondent sees the value then it should be communicated with response.](#)
25. Is the district requiring bidders to submit a Certificate of Insurance with our submission. If so, should bidders submit a custom Certificate of Insurance listing the District as an Additional Insured, or is a standard COI listing our regular coverages acceptable? [A standard COI listing our regular coverages is acceptable for submission with RFP. A certificate would be required upon contract listing district.](#)
26. As you are looking to award a single vendor to fulfill the needs of this contract, does this mean we are required to bid on all of the needed behavioral and therapeutic services listed in the RFP? [Given this a proposal, the total submission will be scored in ability to deliver the services requested within the RFP.](#)
27. Are you open to any teletherapy options, where applicable? [Not preferred in that this is intended to be a therapeutic day setting.](#)
28. What specific pieces of information would you like to see provided in response to Section 6: Sample Schedules? [We are looking at what would be necessary to deliver the services successfully. Sec 6 allows us to see where the offeror and district align.](#)
29. What specific pieces of information would you like to be provided in response to Section 8: Student outcome data from comparable programs? [Offerors will be scored on each of the categories under section 8 and the ability to communicate student outcomes and evidence of effectiveness would derive 20% of total score. Given that there is no available student outcome data available from the district, the offeror would need to provide their evidence for consideration on that component of the rubric.](#)
30. Who currently provides these services to the district? How long has the vendor provided these services? [No one currently providing these services as a service provider.](#)
31. Can the District provide an estimate of the anticipated number of students to be served annually, including a breakdown by grade level (elementary, middle, and high school), if available? [Breakdown is undetermined at this point. We desire for 48 seats to be available.](#)
32. Does the District anticipate services being provided within existing District facilities, or is the selected contractor expected to provide or lease its own therapeutic educational facility? [This is negotiable. The proposal should detail the plans of the provider.](#)
33. What process will the District use to determine student eligibility and placement into the Therapeutic Educational Services program, and what role will the selected contractor play in that process? [This will be determined in partnership with the selected vendor and as a function of the IEP team placement.](#)

34. Will the District provide curriculum, instructional materials, and student information systems, or is the selected contractor expected to furnish these resources? [Yes the district will provide the district resources.](#)
35. Will the District retain responsibility for IEP case management and procedural compliance, or will those responsibilities be shared with the selected contractor? [The district will retain IEP case management and procedural compliance in conjunction with service provider](#)
36. Does the District anticipate minimum staffing ratios or maximum student-to-staff ratios for educational, behavioral, and clinical personnel? [Staffing should be reflective of student counts and needs](#)
37. The RFP references transportation coordination as needed. Will transportation be provided by the District, or is the contractor expected to arrange and/or fund transportation services? [The district will provide transportation](#)
38. Does the District have an anticipated daily program capacity or projected enrollment to assist Offerors in developing staffing models and pricing? [The district desires for up to 48 seats being available.](#)
39. What role does the District expect the contractor to assume during behavioral crises, and what on-site District resources will be available to support crisis response and emergency situations? [This is to be communicated within the RFP response.](#)
40. Should Offerors propose pricing on a per-student, per-day, annual program, or staffing basis, or is the District open to alternative pricing structures provided they are clearly explained? [This is to be determined by the offeror. District is open to pricing structure as presented by the offeror](#)
41. For clarification - Can the District clarify its intended service delivery model, including whether the selected contractor will operate an independent therapeutic educational program or provide staffing and related services within District-operated facilities? [The intent of RFP is for contractor to provide independent therapeutic educational programming. Opportunities where the contractor could provide related services within district programs would be beneficial to know and pursue at a later time.](#)
42. Thank you for that information. Given the July 4th holiday, is there any chance this due date will be extended or electronic submission accepted? [I apologize, but in order to meet the timeline for this month's Board meeting, I am unable to extend the proposal submission deadline. At this time, we are not set up to accept electronic submissions, so proposals must be submitted in accordance with the requirements outlined in the RFP. I apologize for any inconvenience this may cause and appreciate your understanding.](#)