

Agency Response to Offerors Questions

QUESTION NUMBER	ORIGINAL QUESTION	RESPONSE TO ORIGINAL QUESTION	RFP REFERENCING INFORMATION	
			RFP Section	RFP Page #
1	If an agency is a provider for socialization and sexuality are we qualified to receive this grant?	This DDSD Professional Services Request for Proposal is NOT a grant program, it is a process of competitive negotiations to establish professional services contracts for people with or at risk for I/DD. Agencies that currently provide Socialization and Sexuality Education services through the Developmental Disabilities Waiver are qualified to be Potential Offerors for this RFP and may elect to submit proposals to provide one or more services within the RFP.	I. A. and I. B. Purpose of this Request for Proposal	1
2	If an agency had received the grant for the RFP four years ago are, they more likely to be rewarded the grant again?	The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish professional services contracts through competitive negotiations for the procurement of Development Disabilities Supports Division (DDSD) for people with	I. A. Purpose of this Request for Proposal	1

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		or at risk for intellectual and developmental disabilities.		
3	This section of the RFP which reads in total: "Offerors shall submit only one proposal in response to this RFP." Offeror intends to submit proposals for two different areas—may we do this?	Agencies and individuals may submit proposals to provide one or more services within the RFP, hereby resulting in multiple source awards.	I. INTRODUCTION B. BACKGROUND INFORMATION	1
4	Can a prospective agency make a proposal for parts of a service area and will these proposals be seriously considered? In other words, if an agency has expertise in one area such as curriculum development but not as much in policy writing is DDSD willing to split the tasks if the offer meets other criterion and scores well?	No	N/A	N/A
5	Section I. C states “All Offerors are required to provide copies of a current resume (within the past 6 months) and a copy of education/professional credentials and licensing as warranted for staff anticipated to participate in the professional services or projects, they are providing a proposal for. Are Offerors required to provide an official copy of education transcripts? Current state licensure and national board credentials are contingent upon having met the educational requirements and having the pertinent transcripts on record.	All Offerors are required to provide copies of a current resume (within the past 6 months) and a copy of education/professional credentials and licensing as warranted for staff anticipated to participate in the professional services or projects, they are providing a proposal for. Current state licensure and unofficial copies of education transcripts will be accepted.	Section I.C. Scope of Procurement N/A	2 N/A

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6	<p>If Potential Offeror intends to respond to more than one scope of work area of the RFP (e.g., areas 1 and 2) must they submit two separate acknowledgement forms, or will one suffice?</p>	<p>Potential Offerors should email the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned to the Procurement Manager by email cheryl.frazine@state.nm.us by 3:00 pm MDT on May 13, 2020.</p> <p>Provide one form per scope of work</p>	<p>II.B.2 Acknowledgement of Receipt</p> <p>N/A</p>	10

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7	Can I have different rates for different categories of subcontractors and can I bill for their time separately or does it need to be rolled into the primary contractor's time?	See Sections II.C. 3. And 4. Prime Contractor Responsibility Subcontractors/ Consent	II.C. 3. And 4. Prime Contractor Responsibility Subcontractors/ Consent	12,13
8	If allowed to submit for two areas, does the offeror submit two (2) TECHNICAL proposals (one for each area) AND two (2) COST proposals; that is, 4 separate documents? Is this the correct way to respond OR should they be submitted as a 'combined' proposal that encompasses both areas?	See III.B.1. Hard Copy Responses	III.B.1. Hard Copy Responses	21
9	Does Cost proposal section need to address each section of section F and contain all information from section F?	No. Response to Specifications (except cost information which shall be included in Cost Proposal)	III. RESPONSE FORMAT AND ORGANIZATION C. PROPOSAL FORMAT 1. F,	22
10	What travel will be expected for the Socialization and Sexuality Education?	Offeror may propose amount of travel thought to be necessary to complete deliverables for this scope of work.	N/A	25-26
11	Who will cover expenses for digital services?	Contractor	IV. A.3.1. b.	25

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12	Are the manuals going to be expected to be delivered in a printed copy, and if so, who incurs that cost?	Student manuals may be delivered electronically. Contractor incurs cost.	N/A	
13	<p>This item in the Detailed Scope of Work for the STATEWIDE OCCUPATIONAL THERAPY CONSULTATION states: “Support the delivery of DD Waiver therapy services in New Mexico by providing safety net services for individuals living in hard-to-serve areas of New Mexico including therapy evaluation and/or short-term intervention services during periods when no speech language pathology services are available locally.”</p> <p>Can you clarify if the scope of work pertains to the Contractor providing safety net services when no occupational therapy services are available locally?</p>	The scope of work does include the delivery of short term, Safety Net services as indicated in Number 17.	IV.A.4. 17 Statewide Occupational Therapy Consultant	27
14	In order to prepare a realistic cost proposal what might you suggest for the number of hours and or salary? Is 20 hours a week realistic? Or will more time be involved? This is hard to estimate.	The deliverables include a range of tasks that are completed by the contractor.	IV.A.4. Statewide Occupational Therapy Consultant Appendix D Cost Response Form	26-27 64
15	Regarding professional references - May one person be named as a reference for both areas of proposal? i.e., if we submit proposals for two areas we could have a total of 4 or 5 separate people/organizations named as references across the areas?	<u>Offerors</u> are required to submit APPENDIX F, Organization Reference Questionnaire, to the business references they list. The business references must submit the Reference Form directly to the designee described in Sec I Paragraph D.	IV. Specifications A. B. Technical Specifications 2.	28

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16	<p>If none of the listed documents exist (independently audited financial statements, current 10K, D & B report), what is considered sufficient information to enable the Evaluation Committee to assess the financial stability of the Offeror?</p>	<p>If Independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g. D & B report) to enable the Evaluation Committee to assess the financial stability of the Offeror.</p>	<p>Section IV. C. 1. Financial Stability</p>	30
17	<p>The turn-around time for the auditor/CPA form is more than 2 weeks due to Covid -19. Are copies of what was sent with the certification as NM Business from the CPA (i.e., the most recent CPA report related to certification as NM Business) be acceptable?</p>	<p>The submission of the most recent CPA report related to certification as NM Business will be acceptable until you are able to forward your current CPA report.</p>	<p>IV.C. BUSINESS SPECIFICATIONS 1. Financial Stability</p>	30-31
18	<p>How many hours are expected for the Socialization and Sexuality Education?</p> <p>Is there any resources or advice on how best to break down the cost proposal? How much detail is needed in the cost proposal?</p>	<p>The deliverables include a range of tasks that are completed by the contractor. Offerors must complete the Cost Response Form in APPENDIX D. Cost will be measured by fees for services rendered in completing deliverables required by the DOH. Services are paid on a fee basis for specialized services that supplement the expertise of the DOH and assist the department in improving</p>	<p>B. Technical 4. Mandatory Specifications; C. BUSINESS SPECIFICATIONS</p> <p>5. Cost Appendix D Cost Response Form</p>	31, 64

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		performance through analysis of existing problems and development of future service planning.		
19	Current State/DOH employees may not be submitted as organizational/professional references, correct?	No state employee can provide a reference for a potential Offeror.	N/A	N/A
20	<p>While the Detailed Scope of Work section of the RFP for is comprehensive, there appears to be some ambiguity as to the extent of some of the services and specific deliverables expected. The need to be flexible in the execution of these services is recognized, however, ultimately the budget will dictate time allocation and prioritization of resources.</p> <p>Can you provide additional guidance about deliverables expected and/or what the Evaluation Committee is requesting be included in this section?</p>	Offerors should respond in the form of a thorough narrative to each specification, unless otherwise instructed. The narratives, including required supporting materials will be evaluated and awarded points accordingly.	<p>IV. SPECIFICATIONS</p> <p>4. Mandatory Specifications and 5. Desirable Specifications</p>	<p>33</p> <p>64</p>
21	If the agency develops materials who owns the materials? After the term of the contract is the agency able to use the curriculum or any of the materials developed?	See Appendix Sample Contract C.11.A. Product of Service-Copyright	Appendix Sample Contract C.11.A. Product of Service-Copyright	46
22	Do most requestors hire an accountant to help with the cost proposal?	Unknown. Unable to answer this question.	N/A	N/A