



Hobbs Municipal Schools

Central Office 1515 East Sanger P.O. Box 1030 Hobbs, New Mexico 88241 575-433-0100

Q&A RFP # 2425-02

May 20, 2024

Prospective Proposers and all concerned are hereby notified of the following Q&A for RFP #2425-02 Special Education Teachers. This Q & A shall be incorporated in and shall become an integral part of the RFP documents.

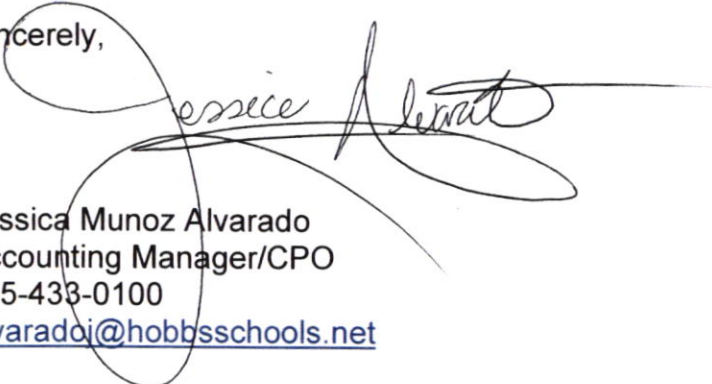
1. When mailing by UPS do we use the address 1515 E Sanger, Hobbs, NM 88240? **On pg. 3 D Proposal Delivery:** under the street address it has PO box 1030 listed; are we to include that also for UPS or is the PO box referenced for those sending by US regular postal service? **HMS suggests that you use the physical address of 1515 E Sanger for overnight and or expiated shipping and the PO Box for regular mail.**
2. What would be the estimated weekly hours of service for this RFP? **37.5 hours estimated**
3. How many SPED T are needed for 24-25? **Four**
4. How many SPED T were filled in 23-24? **Three**
5. Do you require resumes of potential contracted candidates to be included in our submission? **Yes**
6. Pg 30 Proposal items to assist with Annual bid amount: How many billable hours are in a school day? How many school days are there per year? **7.5 at 180days**
7. Pg21 b] Cost Proposals- 1 original and 1 USB. Following questions:
 - Does the district want 2 separate USB's one containing the Cost Proposal file and the other containing the Technical response file? **Yes page 20 of the RFP states that proposals must be submitted separate.**
 - Can we submit **1 USB with 2 separate files** 1 file for Technical response and 1 file for the COST Proposal? **As long as they are identified separately.**
8. Pg21 b] Cost Proposals- 1 original and 1 USB. Following questions: The technical response requires 3 hard copies does the district want the same for the Cost Proposal or only 1 original? **The RFP states that it requires 1 original and 3 hard copies of the Technical Proposal ONLY. The Cost Proposal is 1 Original hard copy and 1 electronic copy.**
9. Are there any Bid or Performance Bonds for this RFP? **See page 15 of the RFP Insurance required.**
10. Can the vendor incur any monetary penalties or be liable for any damages for not having a contracted provider available in a timely manner? **If your vendor cannot meet the requirement for a provider HMS kindly asks that you do not submit a proposal. Any**

vendor who cannot uphold their side of the signed contract will have penalties and repercussions as it will put the district and its students in a bind when the contract is not upheld to the standards and requirements agreed upon by both said Vendor and District.

11. Could you please confirm if there is a permanent conversion fee associated with this school bid? **No**
12. Will the district reimburse mileage if floating between schools? **If a school vehicle is not available for use then yes mileage reimbursement can be requested at the rate paid by the District.**
13. How many vendors is the district currently using to provide the services requested in this solicitation? **Five**
14. Can the district please provide incumbent information and current bill rates for contracts in place for similar services? **\$65 to \$70 per hours**
15. What is the current amount of full-time contracted SPED Teachers that are being utilized for the 2023-24 SY? **Three**
16. What is the expected amount of full-time, vendor supplied, SPED Teachers needed for the upcoming 2024-25 SY? **Four**
17. If a vendor supplies contractors and bills only for the true number of hours worked, will the district accept rates for hourly, but not annual? **Yes**
18. Can the district confirm if this will be a multi-award or single-award contract? **This will more than likely be a multi award unless one vendor has to capacity to service our needs in its entirety.**
19. Will the district accept pricing aligned with the tiered licensure system for special education teachers in NM? **Flat**
20. Can the district confirm oversight of special education teachers will be from the Director of Health Services? What does will that professional relationship look like? **We provide mentors as well as professional development**
21. Pg. 12 Section Termination by District C (ii)(b): Can the District clarify if they want the Contractor to supply materials and equipment? **The district equipment and materials**
22. Pg. 15 Section Insurance: Can the District specify which policies it would like to be named an additional insurer? **Certificate holder shall be: Board of Education Hobbs Municipal Schools District**

If you have any questions, please contact us.

Sincerely,



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