

Developmental Disabilities Planning Council

RFP – Questions & Answers – as 2/3/2016

The following questions have been asked by contractors. Next to the questions are the answers.

1. Where is the Cover Sheet Form that is referred to (in C. Proposal Format, 1. Proposal Content and Organization) on page 23 of the RFP as being in Appendix C? It is not in Appendix C.

The Cover Sheet has been added to the RFP and it is page 61. A link was emailed to all contractors.

2. Where is the Statement of Assurances referred to on page 40 as being in Appendix D, but is not actually in Appendix D?

The Statement of Assurances has been added to the RFP and it is page 62-63. A link was emailed to all contractors.

3. On page 41, (under Factor 1, 10, b, ii) what does “(if applicable-management letter)” mean after the phrase, “Audited financial statements for the three most current years, including the independent auditors summary findings”...

This is a letter from a completed independent audit report – letter from auditor to management of agency.

4. Our NM Resident Business Certificate is good through 7/10/2016, is that acceptable?

Yes

5. There has been a change since the last RFP in regards to the referral/recommendation requirements. Previously, as far as I know, it was asking for letters of recommendations. Now it is requesting referral letters specifically from clients, is this correct?

Referral letters/recommendations is synonymous

6. For Factor I, Section 8, is it sufficient for HGS to issue a statement of compliance or should we request this from our prior compliance officer?

It is sufficient for HGS to issue a statement of compliance. Do not request from prior compliance officer.

7. What is a NM Business Preference Certificate? We are not located in Albuquerque so do we actually need it?

This is obtained from NM Tax & Revenue Department. CRS Form or registration form to prove a NM Business.

Even though not located in Albuquerque the certificate is still needed.

8. As a guardianship company, the company works with families of our protected persons on a regular basis. This reference form seems to ignore that fact. Does the RFP allow for references from one family member of the persons we serve? Or does the RFP require that only other organizations (companies) be allowed to give references?

References from family member of person(s) you serve is acceptable along with references from organizations/companies is acceptable as well.

9. And since references are required to be returned to the procurement manager by February 12 and that is the deadline for responses to written questions, will this question be responded to in time for a request to a family member from out of state to receive the request and reply?

Yes

10. Page 34, Factor 1, #8: our previous contract for many years has been with the DDPC office of Guardianship. We do not have statements of compliance from you nor do we have evidence of completed plans of corrections. What documentary evidence should we provide to comply with this section of the RFP?

A statement is sufficient acknowledging no previous or current plans of corrections and that your agency is in compliance.

11. Page 56: The Organizational Reference Questionnaire is due February 12, while the remainder of the proposal is due February 19, 2016. Is the date February 12, 2016 correct?

Yes – references submitted with proposal will be accepted.

12. Page 56-58, Organizational Reference Questionnaire: The agency provides guardianship services to people in the care of the organization. We are not known as the vendor because we do not have a contract directly with the provider agency but we do have individual orders from the Court that require us to provide guardianship services to individuals at agencies. We do not have a vendor relationship with providers. The requirement to complete a Vendor Questionnaire is awkward and confusing. We would appreciate some clarification about this question.

The term “vendor” can also be interpreted as an organization and/or company. Contracts require direct service to clients and services not provided via 3rd party unless approved by the agency.

QUESTIONS & ANSWERS AS OF 2/8/2016

1. Our Resident Veteran Business Certification and NM Resident Business Certification expires in April. Is it valid since proposal is being submitted in February?

Yes it is valid

2. In separate areas there are organization reference questionnaires that need to be submitted to OOG and not to the agency it is for. How do we verify the person actually submitted them in a timely fashion?

You may contact Procurement Manager – Kathy Coates 505-841-4580 or by email Kathleen.coates@state.nm.us to inquire if received. You may also submit to OOG with your proposal.

3. Also, we are required to include reference letters with the RFP since the organizational reference questionnaires are not allowed to be returned to us, do we then need to have three separate reference letters from agencies?

A referral letter can be in place of an organizational reference questionnaire.

4. Last, would it be appropriate for a consumer to fill out an organizational reference letter? We try to normally have a minimum of one client do references as they are the ones we actually serving, and we have many high functioning clients that feel honored when they are included in the process.

Yes

5. The cover sheet asks for –
Funding Request for State Fiscal Year 2017: Total \$ _____
(July 1, 2016 through June 30, 2018)
However, a fiscal year is on year and two years are listed. Are we supposed to provide a budget for one or two years?

One year – it should of read June 30, 2017

6. The Letter of Transmittal is asking for the name of one person to contractually obligate, negotiate offer, and clarify response. Are we only allowed one person, or can two be included?

At least one, but if need be two is acceptable.

7. On the Letter of Transmittal is the FED ID # referring to our FEIN number? If not what is it referring to?

Federal Employer ID #

8. What does HGS state for?

I do not see this in the RFP.

9. Is there a letter of intent sent from me to you that I intend to participate in the RFP? When is it due?

The Receipt of Acknowledgement is the same as letter of intent. Due date: February 5, 2016

10. When are the 6 copies of the RFP Due? I am just not clear on the times.

Copies need to be submitted with original on deadline response of February 19, 2016 @ 5:00 p.m. Please refer to Subsequent Events Timeline