

OFFICE OF GUARDIANSHIP – PROFESSIONAL GUARDIANSHIP SERVICES  
RFP # 647-P737-07-01-20-FY 21  
AND  
LETTER OF INTEREST

QUESTIONS AND ANSWERS – 2-3-20 / **Additional Question(s) 2-13-20**

**2/13/20-  
QUESTION -**

We cannot find the Pay Equity Reporting Form PE10-249, or PE-250, or certificate of exemption. Where do you get this? (Factor 1., 10.g. p 47

**ANSWER -**

This form can be accessible on the Internet by doing a simple google search for the form numbers.

**2/13/20 - CLARIFICATION/UPDATED - QUESTION –  
IS COST \$325 OR \$385**

**ANSWER –**

**Page 43 – Factor IV. Cost Proposal Budget and Justification –**

Under contracts awarded pursuant to this RFP, the DDPC Office of Guardianship will pay \$325 per month per protected person, or more if the budget allows. Using your proposed service load from IV.28, and the per month amount, determine the total annual contract amount you are applying for, and enter that amount in the “amount requested” line on the cover sheet to this proposal

**The amount of \$325 IS CORRECT. PLEASE USE THIS AMOUNT WHEN DOING YOUR COST PROPOSAL.**

**Page 70 – Appendix C (SAMPLE CONTRACT) -**

2. Compensation – This paragraph has the amount of \$325 and the amount of \$385 – the \$385 is a TYPO. CORRECT AMOUNT IS \$325. The FY 21 Contract amount will be \$325 and this amount will be in the contract.

**Page 80 – Appendix D Cost Response Form SAMPLE –**

The amount in the sample is \$385 – this is a SAMPLE FORM – the amount will be \$325 – this includes the BASE PERIOD information – cost is \$325/per client NOT \$385.

**QUESTION -**

Regarding Certified Guardians – does the certified guardian certificate have to be under the name of the owner? Or does it have to be under the business name?

**ANSWER –**

Certifications are only awarded to an individual (guardian coordinators). Certifications are not awarded to businesses. Thus, the certification would be for the business owner and its coordinators. In instances where the owner is not certified and employs or has approved subcontractors, the owner would need to provide this information

QUESTION-

**(a)** Surety Bond – what is expected?

ANSWER –

A Surety Bond means the same as “Fidelity/Dishonesty Bond” in paragraph P of the contract. DDPC requires that Contractor obtain and maintain a fidelity/dishonesty bond covering each person who administers or authorizes payment of Protected Person funds or those monies receive pursuant their Professional Services contract. However in the event Contractor cannot obtain a third-party fidelity bond, DDPC reserves the right to require a financial guarantee surety bond naming DDPC as Obligee.

QUESTION –

**(b)** Who is named on the bond, DDPC?

ANSWER –

It is required that the State of New Mexico Developmental Disabilities Planning Council be named as Loss Payee.

QUESTION –

**(c)** What details need to be in the bond?

ANSWER –

Refer to attached sample contract; P. Fidelity/Dishonesty Bond for the details that need to be included within the bond.

QUESTION –

Statement of Concurrence (page 44) – what is this – please explain?

ANSWER –

It is a declaration that ensures that the contractor has the ability and maintains the fidelity/dishonesty bond referenced in paragraph P of the contract.

QUESTION –

Background checks – How current do they need to be (example -2019-2020)?

ANSWER –

So long as the Notification of Clearance names Contractor as the entity who referred the application, we are not concerned with dates.

QUESTION –

Cost Response Form – Do we project the number of clients?

ANSWER –

DDPC does not project the number of Protected Persons. It is the responsibility of the Contractor to project the number of Protected Persons.

QUESTION –

Are owners considered employees of the company or is the owners plus employees?

ANSWER –

Owners are generally not considered employees. If the question here is whether owners count themselves as an employee when responding to questions relating to employees, the answer is generally no. However, if a company has somehow incorporated itself in such a way that, for example, its articles of incorporation specifically make the owner an employee, then it is possible the owner would need to be counted as an employee. But see the exception below –

Please note an exception to the above answer: Paragraph P(3), pages 32 and 65, specifies that if a “Contractor is a sole proprietorship or partnership, *the proprietor or partners shall be considered employees or agents under the term of the fidelity bond*”. Emphasis added.

QUESTION –

When working out budget proposal do we use \$325 or \$385 to figure?

ANSWER –

\$325

QUESTION –

Page 41, Letter b, is this the CRS Certificate?

ANSWER –

Evidence of a Combined Reporting System (CRS) Identification Number issued by the New Mexico Taxation and Revenue Department (TRD) is considered proof of the required registration under (b)(iv) on page 41. If TRD issues certificates as such evidence, then the certificate is acceptable.

QUESTION –

Appendix E, Letter of Transmittal Form; what would be an example of a relationship with ‘any entity’?

ANSWER –

We cannot think of an example of an ‘any entity’. As a reminder, Appendix E is a template drafted by General Services Department, State Purchasing.

Question –

The last RFP Appendix D, (p.80) had two additional columns with monthly and yearly costs. I am assuming that the Option year lines with full yearly cost are why the two columns were eliminated? It seems this would leave an opportunity for the offeror to add more than the existing quantity if there was intent to grow the existing program.

ANSWER –

As General Services Department, State Purchasing is the creator of the template, DDPC has no insight into why, or if, there are variations in the appendix versus previous versions.

QUESTION –

On page 80 the listed amount is 385.00 per client. Has the Guardianship amount increased for the next fiscal year?

ANSWER –

The amount listed of \$385 is correct. The amount has increased for next fiscal year.

QUESTION –

We are unable to find the Cover Sheet. It is supposed to be under Appendix C?

ANSWER –

Appendix C page 57 begins the sample contract. There is no Cover Sheet.

QUESTION -

At the very beginning of the DDPC documentation requirements, the qualifications are specifically cited for Small-Purchase Guardianship Service Contracts under \$60,000. We are over that amount; do we still need to send the Letter of Interest?

ANSWER –

The Request for Proposal (RFP) and the Small-Purchase Guardianship Service Contracts are two (2) separate documents. The RFP will be for service contract amounts above \$60,000. The Letter of Interest is considered Small-Purchase contracts and cannot exceed \$60,000.

QUESTION –

The Letter of Interest includes 3 references; are these same references which are required on p.84? (Organization Reference Questionnaire).

ANSWER –

If responding to the RFP please use the Organization Reference Questionnaire on page 84 of the RFP when obtaining references.

If responding to the Letter of Interest please provide 3 references with contact information.

QUESTION –

On the Organizational Reference Questionnaire, what exactly is a) Project Description; b) Project dates; c) Technical environment for the project your providing a reference ie; software applications, Internet capabilities, Data communications, Network Hardware: How do we answer this?

ANSWER –

- A) Project Description – Describe the project and/or service you completed whichever applies
- B) Project Dates – list dates of the project and/or service that was provided
- C) Technical Environment for Project – was any software, specific applications, data communications, network hardware used for the project and/or service - if this does not apply N/A can be used

QUESTION –

It wasn't clear whether or not this RFP applied to attorneys. Professional Guardianship services seemed to indicate guardians. Is that the case?

ANSWER –

The Scope of Work is for professional guardianship services. This RFP is open to all interested parties that wish to provide guardianship services.

QUESTION –

Will you be sending the RFP information to current contractors?

ANSWER –

RFP and all information can be accessed through DDPC's website <https://www.nmddpc.com>

QUESTION –

I would like some clarification on how current contractors are required to reapply?

ANSWER –

The RFP and the Letter of Interest are located on DDPC's website <https://www.nmddpc.com>. The website provides the full RFP details and the Letter of Interest details along with all timeline deadlines and all requirements. The RFP and the Letter of Interest applies to all current contractors and/or new interested parties.