



REQUEST FOR PROPOSALS
OCCUPATIONAL THERAPY SERVICES

Ruidoso Municipal Schools

RFP NO: 2022-2023 SY #2, Occupational Therapy Services
Commodity Code: 94886

Contact Person: Dr. Melvina Torres, SPED Director or
Clint Taylor, Chief Procurement Officer

Address: 200 Horton Circle

City/State/Zip: Ruidoso, New Mexico 88345

Telephone: (575)630-7015 or (575)630-7012 **Fax:** (575)257-4150

E-Mail: torresm@ruidososchools.org or taylorc@ruidososchools.org

Request for Proposals (RFP) may be obtained by emailing Veronica Prieto at prietov@ruidososchools.org or via online download at <http://www.ruidososchools.org/RFPS.aspx>

Proposals will be received no later than **Friday, April 1, 2022 at 2:00 PM (MDT)**. Proposals received after the specified date and time will not be accepted. Sealed proposals must be addressed as detailed in the RFP document and delivered to:

Ruidoso Municipal School District
200 Horton Circle
Ruidoso, NM 88345

Proposals may be submitted via email as detailed in the RFP.

PUBLISH DATES:

Las Cruces Sun News 3/9/2022

El Paso Times 3/9/2022

Albuquerque Journal 3/9/2022

Ruidoso News 3/9/2022

**RUIDOSO MUNICIPAL SCHOOL DISTRICT (RMSD)
OCCUPATIONAL THERAPY SERVICES
REQUEST FOR PROPOSAL
BID FILE #2 - 2022-2023 SY**

Needed Services: The Ruidoso Municipal School District is requesting proposals from qualified individuals or agencies for Occupational Therapy Services – Therapist(s)/Teletherapist(s) to provide face to face and online direct and evaluation services to students with occupational therapy needs in accordance with the specifications contained in this Request for Proposal (RFP). These services will be provided through the Ruidoso Municipal School District Special Education Department. The Special Education Department ensures the provisions of special education and related services to students with special needs including evaluation of students with suspected disability – child find.

SCOPE OF SERVICES

RMSD desires to establish professional service agreements with individuals or agencies for qualified Occupational Therapist(s)/Teletherapist(s) to perform the Scope of Work as specified in the Proposal and should have an established capability to provide direct/indirect and evaluation services to students with occupational therapy needs in the District.

Services shall include:

1. Direct Therapy(ies) as specified by student's IEP
 - A. Schedule and frequency of services will be arranged by Contractor consistent with student's IEP and RMSD calendars
2. Educational evaluations as specified by LEA's administration following requests by Student Assistance Terms or specified by Developmental Services Program
3. Consultation, training, and supervision as specified by RMSD
4. Participation in evaluation/diagnosis as requested by the appropriate administrative staff of RMSD and will include:
 - A. Instrument administration/interpretation
 - B. Comprehensive written report including evaluation/diagnosis summary, interpretation, parent input, collaboration with other service providers, and recommendations
 - C. All evaluations/Diagnosis for an Early Childhood will be in compliance with DOH Policy and Procedures and RMSD
5. Collaboration/coordination of all personnel providing services to those children determined in need of services by IEP committee and/or Student Assistance Team
6. Conferencing with staff and parents of students receiving services
7. Participation in students' IEP committee meetings
8. Other services deemed necessary by the IEP committee or appropriate administrative staff of LEA
9. Contractor will determine the appropriate manner of providing such services so long as services are performed in accordance with the professional and ethical standards of the profession, are consistent with state and federal regulations, and meet the scheduling constraints of the participating school districts or agency
10. Maintain up to date accountability reporting system including case notes and hours of service
11. Therapist(s)/teletherapist(s) must be proficient in the usage of computer, telephonic, printing, scanning, and web-based communication technology in providing services.
12. Technical specifications for bandwidth and internet needs must conform or acceptable to the RMSD technology infrastructure.

In addition, the offeror shall:

1. Provide a detailed statement of relevant experience in providing occupational therapy and teletherapy services to students in a school setting. The offer must specifically identify and describe how they have supplied expertise for similar contracts and projects. Offers may include any supporting documentation they feel will support their descriptive narrative.
2. Submit in detail relevant work experience, education, and knowledge that clearly shows qualifications of providing occupational therapy/teletherapy services.
3. Be able to deliver service with the support of an educational assistant and/or paraprofessional and be responsible for training the assistant.
4. Be able to deliver service through a computer terminal, broadband internet connection that supports uploads and downloads, ability to support headset with microphone, and phone with speakerphone capability in the immediate vicinity of the computer where service is delivered, to be used as a backup means of communication.

Contract Qualifications: Contractor must meet all licensure/certification requirements as established by the Public Education Department and State of New Mexico and must present proof of such licensure/certification. Contractor shall provide proof of insurance and references. Contractor must provide their own testing kits and materials or pay a fee to RMSD for the use of testing kits and materials

Contract Length: Services will be provided for the RMSD July 1, 2022 - June 30, 2023 school year. There is an option for a one year renewal upon the agreement of the School District and Contractor.

Contract Amount: Contractor must submit complete compensation requirements in proposal, gross receipts tax, other taxes and fees, and will list hourly rates and reimbursable expenses separately. Contractor will agree to execute the form of *professional services agreement appended hereto*.

Submission of Proposal: The date and time that has been set for the submission of Proposals. Late Proposals will not be accepted. It is the Offeror's responsibility to ensure that Proposals arrive at the appointed date and time. Proposals may be delivered early to avoid any possible delay of the submission via mail at the address below or via electronic mail as a single pdf attachment to bid@ruidososchools.org; place **RFP NO: 2022-2023 SY #2**, in the email subject line.

Mailed, unfolded, documents shall be in a sealed envelope with the RFP number and opening date indicated on the bottom left hand side of the envelop. The length of the proposal shall be limited to a maximum of ten (10) pages (printed sheet faces) of text and/or graphic material. References and standard forms required for submission will not count toward the 10-page minimum. All proposals must be received no later than 2:00 p.m., Friday, April 1, 2022.

Addressed to:

Ruidoso Municipal School District
200 Horton Circle
Ruidoso, NM 88345
Bid File #2 2022-2023 SY
Attn: Dr. Melvina Torres, SPED Director or Clint Taylor, CPO

Multiple Awards - The District reserves the right to make multiple awards based on this RFP if it is deemed to be in the best interest of the District.

Late proposals and proposals over ten (10) pages will be deemed unresponsive. The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA, 1978 imposes civil and criminal penalties for violations. In addition, the New Mexico criminal statutes impose penalties for illegal bribes, gratuities, and kickbacks.

PROPOSAL SUBMISSION FORM
RUIDOSO MUNICIPAL SCHOOL DISTRICT

RELATED SERVICES/DIAGNOSTIC/CONSULTANT

Contractor must submit complete compensation requirements on this form. Contractor shall agree to execute the form of professional services agreement appended here to, if selected.

1. _____ Proposed Hourly Rate (Do not include Gross Receipts compensation.
2. _____ Gross Receipts Tax Amount of Line 1 (Example: 47 x 7.125%)
_____ NM tax receipt rate
3. _____ Total Hourly Rate (Line 1 plus line 2)
4. _____ Other: _____ Specify (travel, etc.)
5. _____ Total Proposed Hourly Rate (The sum of lines 3 and 4)

I have reviewed the professional services agreement and understand the provisions contained therein.

Contractor's Signature

Date

Complete proposal submission must include in this order:

- 1 Completed/Signed Proposal Submission Form
- 2 Documentation of Specified Licensure/Certificates (both PED and/or State of New Mexico, as appropriate)
- 3 Proof of Insurance
- 4 Personnel Information Sheet
- 5 References, if requested in RFP
- 6 Statement of Confidentiality
- 7 Conflict of Interest Form
- 8 Campaign Contribution Form

RUIDOSO MUNICIPAL SCHOOL DISTRICT
PERSONNEL INFORMATION SHEET
RELATED SERVICES/DIAGNOSTIC/CONSULTANT

Name: _____ Social Security #: _____
 First Middle Last

DOB: _____ Contracted Service Provider: _____

Mailing Address: _____

Home Phone: _____ Cell: _____ Work: _____

Email Address: _____ Total Years Experience in Field: _____

PED License #: _____ NM State License #: _____

NPI #: _____ Liability Insurance #: _____

Bachelor's Degree Earned/Institution/
Date/Location: _____

Highest Degree Earned/Institution/
Date/Location: _____

RMSD will require a copy of the following before a contract will be issued:

1. Medicaid Provider number
2. PED License
3. NM State License
4. Liability Insurance
5. W-9 Form Completed
6. Driver's License and social security card
7. Current background check and finger printing (not over 2 years old)

You will be required to pay a \$50.00 fee to each district you work in. This fee will cover your costs to use the district's facilities, phones, copy machines, etcetera. This fee will be collected for the district by the Finance Department when you turn in your signed contract.

RUIDOSO MUNICIPAL SCHOOLS

TERMS AND CONDITIONS

STATEMENT OF CONFIDENTIALITY

The undersigned employee of/subcontractor to _____, hereinafter referred to as "Offeror" and/or "Contractor", agrees, during the RFP process, and during the term of the Contract between Contractor and the Ruidoso Municipal Schools (RMS) and forever thereafter, to keep confidential all information and material provided by RMS or otherwise acquired by the Employee/Subcontractor, excepting only such information as is already known to the public, and including any such information and material relating to Attachments of this RFP, and relating to any client, vendor, or other party transacting business with RMS, and not to release, use or disclose the same except with the prior written permission of RMS. This obligation shall survive the termination or cancellation of the Contract between Contractor and RMS or of the undersigned's employment or affiliation with Contractor, even if occasioned by Contractor's breach or wrongful termination. The undersigned recognizes that the disclosure of information may give rise to irreparable injury to RMS, a client or customer of RMS, or to the owner of such information, inadequately compensable in damages and that, accordingly, RMS or such other party may seek and obtain injunctive relief against the breach or threatened breach of the within undertakings, in addition to any other legal remedies which may be available. The undersigned acknowledges that he or she may be personally subject to civil and/or criminal proceedings for such breach or threatened breach.

Signature

Title

Offeror Business Name

Date

CONFLICT OF INTEREST, NON-COLLUSION AND DEBARMENT/SUSPENSION CERTIFICATION FORM

CONFLICT OF INTEREST

As utilized herein, the term "Vendor" shall mean that entity submitting a proposal to Ruidoso Municipal Schools in response to the above referenced bids/request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and

knowledge: No employee or board member of Ruidoso Municipal Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Ruidoso Municipal Schools employee, board member or close relative, with the exception of the person(s) identified below.

Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: _____
List below the name(s) of any Ruidoso Municipal Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

CERTIFICATION OF NON-COLLUSION STATEMENT

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity. Does vendor agree? YES Initials of Authorized Representative of vendor: _____

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Ruidoso Municipal School's Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST, NON-COLLUSION and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named and that the information contained in this document is true and accurate to the best of their knowledge.

Signature: _____ Date: _____

Name of Person Signing (typed or printed): _____

Title: _____

Email: _____

Name of Company (typed or printed): _____

Address: _____ City/ State: _____

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The Prospective Contractor must disclose whether they, a family member or a representative of the Prospective Contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the Contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the Prospective Contractor, a family member or a representative of the Prospective Contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a Prospective Contractor, a family member of the prospective Contractor, or a representative of the Prospective Contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a Prospective Contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the Prospective Contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to federal, statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Person**” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“**Prospective Contractor**” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“**Representative of a Prospective Contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the Prospective Contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

Signature

Date

Title (position)

– OR –

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY

DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (position)

Offeror Business Name