

Questions and Answers to the Taos Municipal Schools RFP 23-2000-1

5/15/2023

Answers to questions submitted.

1. May I submit one proposal for multiple disciplines, or they should each be emailed separately with all required documents.

You can submit one proposal for all the disciplines, Pg. 33 should be filled out for each if the cost will be different.

2. Pg. 6 #12 states proposals submitted electronically with hard copies of original signatures. Do the hard copies not apply with the amendment, or do you still want hard copies of signature pages?

A scan of the signatures attached to the submission will be fine.

3. Pg. 13 and pg. 30 reference submission of insurances if applicable. Do you want proof of professional liability insurance and worker's comp with the proposal or only after the award?

Please submit with the packet

4. Pg. 24 requires completion of all staff trainings outside of contract hours. This is very open ended and could be a substantial number of hours if all the trainings staff are required to complete. Can a complete list of trainings and times be provided?

It there are trainings that the districts host that contractors would like to attend, that is on their own. The yearly required Vector training would be a cost of doing business and would be included in the proposal.

5. Can reference letters be included with the proposal? I don't see any instructions that they should be sent to you directly by the referring person.

The letters of reference can be included in the proposal, just make sure they have contact information included. The letters of reference cannot be from anyone who would have involvement in determining the contracts that are awarded. Colleagues are acceptable.

6. Do background checks (HB128) and fingerprints need to be completed for existing contractors?

If the individual(s) in the proposal has contracted with the school district has the fingerprints/background check, it does not need to be completed again. Every two years a fingerprints/background check must be done again. If the individual(s) in the proposal has already completed the HB128 or started contracting with the district prior to July 1, 2021, a HB128 will not be required.

7. How do the 'Tabs' need to be addressed in an electronic format that is emailed.

There is one of two was:

1. Have a separate document for each section (with a Title Page) and place in one file that is emailed, or
2. Create a Title Page between each section and send as one continuous document.

8. TAB 1 -What exactly is being requested from a CPA? What kind of annual report? I also filed an extension for 2022 taxes , so they will not be done for a

Balance Sheets such as: Assets, Liabilities, Equity, Income Statement, Revenues, and Expenditures-

An asset statement is the estimate of basics assets that will demonstrate the ability to perform the services as offered in your proposal. An example would be what you would list on an application with a bank listing all your assets, etc. An accountant can prepare or you as an individual business owner can type up an asset listing showing all assets.

Tax returns are not necessary.

9. TAB 2- Cost Form

On pg. 33, if you have up to three different classifications (ex. SLP, OT, PT) and the costs will be the same, the same form can be used. More than three, complete a separate form for each.

10. What would be an example of "Other?"

If there are any other costs not listed

11. TAB 3-

It says that cannot use TMS staff for references , is that true?

The letters of reference can be included in the proposal, just make sure they have contact information included. The letters of reference cannot be from anyone who would have involvement in determining the contracts that are awarded. Colleagues are acceptable.

12. There is not a link for the references , so I am assuming that said references will be emailing letter to me?

The reference letters can be included in the packet, just make sure they have contact information on them.

13. TAB 4- In "attachments" there is not a Substitute W-9 form. Where would I find one?

Just the W-9 you can find on the IRS website.