



HIGH PLAINS REGIONAL EDUCATION COOPERATIVE #3

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Request for Proposal # 991-21-004 Level II Home Visiting Questions and Answers

1. The RFP's are from the High Plains Regional Education Cooperative. However, the information provided in the RFP's states that the contractor will provide home visiting services statewide. I just wanted to clarify if services are truly statewide or are they specific to counties served by HPREC (Colfax, Harding, Mora, Union).
High Plains Regional Education Cooperative will be serving as the fiscal agent on behalf of New Mexico's Early Childhood Education and Care Department. Therefore, services are statewide, and are not exclusive to HPREC's counties served.
2. Does "statewide" refer to within the counties we serve? i.e. we serve Doña Ana and Otero County (a), and if so, are visits required in person or may visits be done virtually due to the current pandemic (b)?
 - a) **Yes, Home Visiting programs will select the NM counties they will serve.**
 - b) **Yes, due to the pandemic, Home Visiting programs will continue to offer services through tele-health for the foreseeable future unless things drastically change for the better.**
3. I have a specific question on the Pricing/Cost Proposal Form (Appendix B).
 - a) I am uncertain if the amounts you want on this form are to be left as monthly amounts, or if we are to annualize the cost of the proposal when breaking down the specific line item categories?
 - b) On the last line of the form, I am also uncertain what goes in that line.
 - a) **Please keep the specific line item categories as monthly rates for consistency.**
 - b) **The last line is the place for your final monthly rate per family (total monthly billable services divided by families served). We included this in case an Offeror missed the first line, or left it blank, as it is a key element for scoring the cost during the proposal evaluation.**
4. On the procurement website page there is a bold statement that reads "an Administrative Fee of 2% is the responsibility of the awarded contractors." Does this 2% fee apply to this RFP award and if so, can we build it in as an expense item?
The 2% Administrative Fee does not apply to this RFP. It is strictly tied to those contracts on the left side of the website page.
5. On [the RFP, Section] B. Evaluation Factors, #3, Cost, it references "lowest Offeror's hourly rate." However, on the Pricing/Cost Proposal Worksheet (Appendix B) it only asks for a monthly rate. Are we expected to come up with an hourly rate? If so, what is the process where we would come up with an hourly rate?
You do not have to come up with an hourly rate. Page 25 should read as the monthly rate as well.
6. The reference questionnaire states that the questionnaire should be returned directly to HPREC by 8/17/2020 and must not be returned to the company requesting the reference. Can you clarify how we should be returning the reference questionnaire?
The three Reference Questionnaires should be returned directly to HPREC by way of email or fax no later than October 7, 2020. Sorry for the misdated form.
7. We would like to ask if the slots we should be writing this proposal for are limited to the 25 Level II Home Visiting slots in [the] counties we were previously contracted with [RECs] for, or if it should be for ALL of our Level II Home Visiting slots, including the 10 we currently are contracted for through ECECD.
The proposal is not limited to 25 home visiting slots; that's the minimum requirement, programs can choose to increase slots and provide programs in other counties, yet that should be done based on their

capacity. Programs that have a separate contract with the state should not include those slot numbers into proposals unless they can meet both contract sets with distinctive families. Programs should see this proposal separate from their state contract.

8. If we have a current contract with ECECD, formally CYFD, and we apply for this RFP will it take the place of our current contract or will this be in addition to?
This is in addition to the current contract with ECECD.
9. What is the rate per family? Are these rates current:
 - Level II Base Rate: \$4,500 per family
 - Level II “PLUS” Base Rate: \$5,000 per family
 - Level II-S Base Rate: \$6,000 per family**Yes, the above listed rates are current per family, per fiscal year.**
10. Pertaining to: IV. SPECIFICATIONS. B. MANDATORY SPECIFICATIONS Organizational References. Question - Can this be from a Home Visit Level I client or an individual who has contracted with [our program] for anything in the past, such as an OT or SLP or does it have to be a company?
References should be from a company, client, or individual that has contracted or has received your Home Visiting Level II or similar services.
11. Please confirm that we are to provide (4) four Identical copies of our proposal. Each copy should have a Binder 1 and Binder 2. Total of (8) eight binders.
This is correct/confirmed.
12. Response to Agency Terms and Conditions (Binder 2)
Proposal Organization Requires a Response to Agency Terms and Conditions- Is there a form that needs to be completed for this or is a Typed Statement Accepting Terms and Conditions sufficient?
There is not a specific form; a typed statement accepting the Terms and Conditions will be sufficient.
13. Letter of Transmittal (Binder 1)
Proposal Organization Requires Signed Letter of Transmittal- Is there a specific form that needs to be completed or is an Agency Letter of Transmittal addressing the required components sufficient?
There is not a specific form; a Letter of Transmittal addressing the required components will be sufficient.
14. Can we deliver this RFP in person?
Yes, proposals may be hand delivered.
15. Do we need to send 1 original and 4 copies equaling 5 total copies, or is it 4 total copies of the proposal? (2 binders each)
Please provide four (4) total copies.
16. Is there a page limit?
There is not a page limit.
17. Section IV, Part B indicates that we should complete the line item 'pricing/costs' in Appendix B [and] additionally, states that Gross Receipts Taxes must be shown separately on the invoice. Is that for information purposes, indicating that Gross Receipts Taxes should be incorporated under one of the line item costs in Appendix B? If so, under what line item do you prefer the gross receipts to fall under?
This is for informational purposes, not to be included in your budget line items.
18. “The Home Visiting Program must have on staff, or under subcontract, a master’s level clinically licensed professional with infant mental health training and experience to oversee and consult with the home visiting staff. Within a year of hiring/contracting the individual must obtain their Infant Mental Health Endorsement Level II or higher depending on their clinical level within two years of hiring/contracted.”

- a) in reference to the above rule, can we utilize a current employee that is a LMSW with clinical experience?
b) Can you share a sample, or template, for a Level II Home Visiting Family Service Plan?

a) Yes, programs are able to utilize current employees who meet the set requirements and credentials.
b) Family Service Plans (FSP) must be developed in the multidisciplinary team comprised, at a minimum, of the following members: level I home visitor, program supervisor, clinical supervisor, and the level II home visitor (when applicable), reference source (as applicable), if necessary, the ECECD Manager-Monitor may also be involved.

Please reference the home visiting program standards, https://www.nmececd.org/wp-content/uploads/2020/07/Home_Visiting_Level_I_and_Level_II_Program_Standards_Updated_10-2016.pdf.

19. Must home visiting programs identify their numbers by a break down per county or city?

Yes, programs must identify the number of families served by county.

20. Is there a maximum for numbers?

No, there is not a maximum number. The proposal is limited to a minimum requirement of 30 home visiting slots; programs can choose to increase slots, yet that should be done based on their capacity.

21. What are the maximum number of families that can be served per home visitor?

Please reference the home visiting program standards located https://www.nmececd.org/wp-content/uploads/2020/07/Home_Visiting_Level_I_and_Level_II_Program_Standards_Updated_10-2016.pdf. All programs need to follow the standards along with the requirements from their evidence-based models.

6.8 Caseload Size

6.8.a. The Caseload size may vary from 15 – 28 depending on the intensity of need and frequency of visits. In addition, for Level II programs: The caseload for a Level II Home Visitor shall not exceed 15 of Level II cases. In the event a home visitor is providing both Level I and Level II service, the case load distributions shall not exceed the following parameters: cases shall not exceed 10 for Level II for a maximum combined (Level I and Level II) caseload of 20.