



## HIGH PLAINS REGIONAL EDUCATION COOPERATIVE #3

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### Request for Proposal # 991-21-003 MIECHV 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 page 25 of the RFP, 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 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 are Model Certified for Parents as Teachers Prenatal - 3 and are waiting for the training to open up for 3-5 years, are we still able to apply for this RFP? We have additional Curriculums I.e. Nurturing Parenting, Partners for a Healthy Baby.  
**Yes, your program can apply for the MIECHV RFP.**

8. 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.**
9. 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 no specific form; typed statement accepting the Terms and Conditions will be sufficient.**
10. 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 no specific form; a Letter of Transmittal addressing the required components will be sufficient.**
11. Can we deliver this RFP in person?  
**Yes, proposals may be hand delivered.**
12. 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.**
13. Is there a page limit?  
**There is not a page limit.**
14. In the past, the State of NM has allocated \$6,500 of MIECHV funding per family. Is this no longer the case?  
**This is no longer the case.**
15. What formula will be used to calculate the Offeror's hourly rate (p. 25, B3)?  
**You do not have to calculate an hourly rate. Page 25 should read as the monthly rate as well.**
16. Can you help us define billable services?  
**Allowable billable services are limited to the line items as provided in Appendix B. Other services and items not listed on this appendix will not be accepted as billable.**
17. On page 24, Organizational References refers to clients who have received services. Appendix G is written for a company and not an individual to complete. Will this be revised to be applicable to a client who has received services to avoid confusion, and is it available in Spanish?  
**Individuals filling out the Organizational References will be accepted, even though it is designed more toward organizations. There is not a Spanish version available at this time.**
18. In what order of the materials should "What Differentiates Us" go?  
**Please place this in Binder 1, within the Response to Mandatory Specifications section.**
19. On page 20 Section C 1 h, The RFP states the items below should be included in Binder 2. Is the "Response to Agency Terms and Conditions (Binder 2)" The same as Section 3 E on page 21 to be included in the letter of transmittal?  
**Please include a separate document in Binder 2 for the Response to Agency Terms and Conditions.**
20. Should we include a page that states none if we do not have "Offeror's Additional Terms and Conditions (Binder 2)" page 20 Section C 1 i?  
**Yes, please place a document stating None in this section.**
21. 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.**

22. 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.**
23. What are the maximum number of families that can be served per home visitor?  
**Please reference the home visiting program standards located [https://www.nmeccd.org/wp-content/uploads/2020/07/Home\\_Visiting\\_Level\\_I\\_and\\_Level\\_II\\_Program\\_Standards\\_Updated\\_10-2016.pdf](https://www.nmeccd.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.**
24. Are educational qualifications or degree specifications for home visitor?  
**Yes, please reference the home visiting program standards, 7.1 Program Staff and Qualifications [https://www.nmeccd.org/wp-content/uploads/2020/07/Home\\_Visiting\\_Level\\_I\\_and\\_Level\\_II\\_Program\\_Standards\\_Updated\\_10-2016.pdf](https://www.nmeccd.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. Reference page 31-32 of RFP.**
25. Are there structural expectations - program manager, supervisor, reflective supervisor, etc.?  
**Yes, please reference the home visiting program standards, [https://www.nmeccd.org/wp-content/uploads/2020/07/Home\\_Visiting\\_Level\\_I\\_and\\_Level\\_II\\_Program\\_Standards\\_Updated\\_10-2016.pdf](https://www.nmeccd.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.**