



## HIGH PLAINS REGIONAL EDUCATION COOPERATIVE #3

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High Plains Regional Education Cooperative #3 is requesting quotes from qualified persons, firms and/or corporations to enhance targeted support for Early College High Schools (ECHS) and regional workforce partnerships by supporting professional development and collaboration. Contractor will facilitate and direct the work to support the goals of improving the level of ECHS implementation among identified sites; and support NMPED in reaching their outcome goals around ECHS. Requests for Quotes can be obtained at [www.hprec.com](http://www.hprec.com), picked up at HPREC located at 101 North 2<sup>nd</sup> Street, Raton, NM, or by emailing [bhightree@hprec.com](mailto:bhightree@hprec.com). Please call 575-445-7090 or email Brandon Hightree ([bhightree@hprec.com](mailto:bhightree@hprec.com)) if you have questions. Quotes must be submitted via email by October 27, 2021.

### **Early College High Schools STATEMENT OF WORK**

#### **1. Project Purpose**

NMPED desires to enhance targeted support for Early College High Schools (ECHS) and regional workforce partnerships by supporting professional development and collaboration per an Intergovernmental Agreement with the New Mexico Public Education Department (NMPED) through the College and Career Readiness Bureau (CCRB) for Fiscal Year 2021-2022.

CONTRACTOR will facilitate and direct the work, in order to support the following goals:

- Improving the level of ECHS implementation among identified sites;
- Supporting NM PED in reaching their outcome goals around ECHS;

#### **2. Communication**

NMPED shall designate a staff person ("Lead") for this initiative. The Lead shall provide support and communication with CONTRACTOR and its consulting staff, and shall be copied on all field correspondence relating to this scope of work.

#### **3. Scope of Work**

CONTRACTOR shall perform the following with regards to Early College High Schools:

1. *ECHS Resource Center*: CONTRACTOR will identify new material and provide updates to the ECHS online resource center to keep the website updated weekly so that it is current, relevant, and accurate for 2021-22. Specific updates to include:

- a. Redesign the website with a fresh look and feel while maintaining it as a hub for professional development, information, resources, and research around New Mexico's Early College High Schools.
  - b. Gather and share resources around each design principle representing best practice from designated NM ECHSs.
  - c. Identify and post new research and resources to keep material current and relevant.
  - d. Develop a space within the website that utilizes popular communication tools for ECHS leaders to connect and collaborate with each other. Weekly topics and activities will be distributed to encourage participation.
  - e. Add an events calendar, populated with PED and other events related to ECHS.
  - f. Continue to expand recognition of individual programs via a monthly Spotlight School page on the resource website with a goal of highlighting one school per month.
  
2. *Regional Meetings:* Plan and host two regional business meetings for ECHS leaders. Each regional meeting will be hosted at an ECHS on a topic selected with input from ECHS leaders and in coordination with the Lead. CONTRACTOR will secure meeting locations, contract with content consultants, provide registration mechanism, facilitate surveys, and provide lodging and mileage reimbursement to eligible workshop participants.
  - October
  - February
  
3. *Professional Development:* Work collaboratively with PED to expand professional development for ECHS leaders to advance the ECHS mission and outcomes in New Mexico. Such programs shall include:
  - a. Synchronous and asynchronous professional development based upon design principles and best practice.
  - b. Areas of need as indicated by ECHS leadership.
  - c. National associations and practices that advance and improve access to postsecondary education.
  
4. *On-Line Leadership Meetings:* Collaborative plan with Lead and host monthly business meetings for ECHS leaders September through April. Meetings shall include time for announcements related to ECHS as well as offer an opportunity for ECHS leaders to collaborate and discuss best practice. Agendas will be set with input from ECHS leaders and in coordination with the Lead.
  
5. *Technical Support:* ECHS sites are required by *NMAC 6.30.13* to apply for formal designation. CONTRACTOR shall provide support and work collaboratively with Lead to re-evaluate ECHS designee performance:
  - a. Communicate: Weekly messages with ECHS-NM leadership will include news, announcements, and resources relevant to ECHS through a subscription/push platform. PED updated items which may be communicated include PED ECHS policy manual, evaluation rubric, application, and evaluation timeline.

- b. Analyze: Technical support will include collaborating with Lead in distributing and promoting STARS data reports to determine areas of strength and/or for continuous improvement. Technical support will be provided to designees so that they understand their data.
- c. Support: Applications that do not meet the minimum criteria for recognition require a remediation plan. CONTRACTOR will provide support and guidance to Lead in developing the plan and delivering it to the ECHS, including coaching ECHS principals as necessary.

#### **4. Term**

Any Agreement resulting from the quotes obtained shall not become effective until approved by High Plains Regional Education Cooperative #3. Any resulting Agreement shall terminate on **June 30, 2022**.