

405 N. Date St. Suite 8
Truth or Consequences,
New Mexico 87901
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Vicki Chavez
Executive Director

Geri Bennett
Business Manager

-NOTICE- ADDENDUM #1

Request for Proposal: 20-01

RFP TITLE: Diagnostic Services

Southwest Regional Education Cooperative hereby gives notice that the following change has been made to the Diagnostic Services RFP #20-01:

PAGE 3, Contract Length

Services will be provided for the 2019-2020 school year and will be aligned with the SWREC calendar. Contract may be renewed up to, but not more than 10 years per the New Mexico Procurement Code Section 13-1-150, Subsection A.

Changes are effective August 9, 2019.

Please direct any inquiries to:

Priscilla Cabral
Phone: 575-894-7589
pcabral@swrecnm.org

SWREC mission is to inspire and develop people who will collaborate and create the conditions for students to receive an excellent education.

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Request for Proposal: 20-01

TITLE: Diagnostic Services

PURPOSE: Southwest Regional Education Cooperative (SWREC) is requesting proposals for Diagnostic Services to service SWREC member districts. The RFP will result in a professional services contract and may be used by SWREC and its member districts. Potential participating school district/communities include Animas, Cobre, Deming, Hatch, Lordsburg, Reserve, Silver City, and T or C.

GENERAL INFORMATION: All questions about the RFP may be directed to:

Priscilla Cabral, CPO
Phone: 575-894-7589
Email: pcabral@swrecnm.org

ISSUANCE: Published August 9, 2019

PROPOSAL DUE DATE: Proposals must be electronically submitted no later than August 19, 2019 @ 10 A.M. to:

Southwest Regional Education Cooperative
ATTN: Priscilla Cabral
pcabral@swrecnm.org

PROPOSALS RECEIVED AFTER THE DUE DATE WILL NOT BE ACCEPTED

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SOUTHWEST REGIONAL EDUCATION COOPERATIVE #10

1321 E. Poplar
Deming, NM 88030

REQUEST FOR PROPOSAL: # 20-01 **DIAGNOSTIC SERVICES** **Commodity Code: 94851**

Needed Services: Provision of Diagnostic Services for Southwest Regional Education Cooperative #10 (SWREC) and local education agencies (school districts) served by SWREC.

Services will include:

1. General Requirements

- a. Services will be provided from September 3, 2019 of each year through June 24, 2020.
- b. Completed reports shall be submitted prior to billing.
- c. Must be willing to provide services onsite and in-person in participating school districts.
- d. Potential Participating School District/Communities: Animas, Cobre, Deming, Hatch, Lordsburg, Reserve, Silver City, T or C.

2. Educational Diagnostic Services

- a. Evaluations will take place during the school day at the specific school sites as requested by the participating school district.
- b. Evaluations will comply with New Mexico, IDEA, and district standards for determining eligibility for Special Education services and district expectations.
- c. Evaluators will determine valid and reliable standardized assessment tools to be used for each student based on the student's age, referral criteria and language strengths.
- d. Bilingual diagnosticians will evaluate in both Spanish and English as appropriate based on the student's language of academic instruction.
- e. Completed formal typed written reports will be delivered to the district within fourteen calendar days following the evaluation's completion for use by the Eligibility Determination Team (EDT) to determine eligibility for Special Education services and educational needs.
- f. A representative will be available to consult with the EDT as required and consult with educational staff as requested.

3. Evaluation Interpretation Services

- a. Diagnosticians will be available to assist Eligibility Determination Teams and Individualized Educational Plan (IEP) committees in interpreting diagnostic test results and reports, in determining eligibility and in developing individual



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students' IEP.

- b. Diagnosticians will consult with EDT and instructional staff upon request.
- c. Require, at the minimum, 2 weeks' notice of scheduled meetings.
- d. EDT meetings may be scheduled for the entire day or in half-day increments
- e. Diagnostic interpretations to the Team will be completed the day of the scheduled EDT. In the event the parent was unable to attend, an individual interpretation with the parent may be scheduled on the next scheduled MET day. District will be invoiced if parent does not attend the scheduled meeting.

4. Personnel Requirements

- a. All personnel must be licensed by New Mexico Public Education Department, Education Preparation and Licensure Unit.
- b. All personnel must have current background checks in compliance with NM-PED Rules and Regulations.
- c. Bilingual evaluators must be able converse fluently in English and Spanish as required for initial evaluations and reevaluations.

Sequence of Events: The procurement officer will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
Issue RFP	SWREC	August 9, 2019
Intent to Respond to RFP	Potential Offerors	August 14, 2019 4:00 PM
Deadline to Submit Questions	Potential Offerors	August 14, 2019 4:00 PM
Response to Written Questions	Procurement Officer	August 15, 2019 12:00 PM
Submission of Proposal	Potential Offerors	August 19, 2019 at 10:00 AM
Proposal Evaluation & Publish Selection of Finalists/Award	Evaluation Committee	August 19, 2019 *Protest period begins (15 calendar days)
Protest Deadline		September 2, 2019
Execute Professional Services Contract	SWREC/Finalist(s)	September 3, 2019

The Evaluation Committee reserves the right to adjust the schedule if the committee deems it necessary to provide adequate time for the evaluation of proposals.



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Contract Qualifications: Contractor must meet all licensure/certification requirements as established by the State Public Education Department and State of New Mexico and must present proof of such licensure/certification. Contractor should include current professional references.

Contract Length: Services will be provided for the 2019-2020 school year and will be aligned with SWREC calendar.

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.

Proposal Submission: Contractor must submit proposal for services and cost proposal, as separate files, via email to SWREC Certified Purchasing Officer as identified below. All proposals must be received no later than **10:00 am, Monday, August 19, 2019.**

Priscilla Cabral
pcabral@swrecnm.org
Phone: 575.894.7589

Selection Process: Proposals will be evaluated on a 100-point basis utilizing the following rating factors:

Credentials & Personnel Requirements:	45 pts
Education	20
Assurance of licenses obtained	10
Proof of Liability Insurance	10
Experience:	30 pts
Overview of services performed	20
Record of Performance:	15 pts
Three (3) references for services provided within last three (3) years	5 pts each
Price:	10 pts
MUST be attached as a separate file	
Campaign Contribution Disclosure Form:	<u>PASS/FAIL</u>
TOTAL	<u>100 pts</u>



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The evaluation of each Offeror's cost proposal will be conducted using the following formula:

$$\text{POINTS} = \frac{\text{LOWEST RESPONSIVE BID}}{\text{THIS OFFEROR'S BID}} \times \text{AVAILABLE AWARD}$$

If awarded a contract, the SWREC will require a copy or of the following:

1. PED License
2. Background check verification
3. Liability Insurance
4. W-9 only if contracted with SWREC

The individual districts you work in may request documentation or paperwork such as:

1. A copy of your current background check and fingerprinting (not over 2 years old)
2. Copies of your current Public Education Department and State Board License



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APPENDIX A: Intent to Respond to RFP

Request for Proposals Title Diagnostic Services RFP# 20-01

This acknowledgement of receipt shall be signed and submitted to the procurement officer no later than 4:00 PM MST August 14, 2019. Failure to return this form with the intention of submitting a proposal may jeopardize the Offeror's access to written questions and the SWREC's written responses to those questions as well as RFP amendments if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE #: (____) _____

EMAIL: _____ FAX #: (____) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

ALTERNATE CONTACT INFO

NAME: _____ EMAIL: _____

PHONE #: (____) _____

This name and address will be used for all correspondence related the RFP.

Place an 'X' on the appropriate statement below:

- ___ Firm **DOES INTEND** to respond to this RFP
- ___ Firm **DOES NOT INTEND** to respond to this RFP

Procurement Officer:

Name: Priscilla Cabral, CPO
 Entity: Southwest Regional Education Cooperative #10
 Phone: 575-894-7589 Fax: 575-894-7584
 Email: pcabral@swrecnm.org