



SOUTHWEST REGIONAL EDUCATION COOPERATIVE #10

1321 E. Poplar
Deming, NM 88030

-NOTICE-

Request for Proposal: 21-004

TITLE: Youth Engagement in Sports (YES Initiative) External Grant Evaluator

PURPOSE: Southwest Regional Education Cooperative (SWREC) is requesting proposals for an External Evaluator on behalf of Native American Community Academy (NACA) to establish a contract and/or contracts for the purchase of professional services to provide oversight, analyze data, and other roles defined in the scope of work for this RFP to be utilized by the Southwest Regional Education Cooperative (SWREC) and public entities in New Mexico.

GENERAL INFO: All questions about the RFP must be sent by email and may be directed to:

Priscilla Cabral, CPO
Email: pcabral@swrecnm.org

ISSUANCE: Published November 13, 2020, SWREC website
Published November 20, 2020, Sierra County Sentinel Newspaper

PROPOSAL DUE DATE: Proposals must be submitted electronically by email no later than November 23, 2020 by 4:00 P.M. MST to:

Entity: Southwest Regional Education Cooperative
Subject Line: **RFP 21-004 YES Initiative External Grant Evaluator Proposal Submission**
Email: pcabral@swrecnm.org

*Services proposal and cost proposal must be attached to the email submission separately as two (2) documents for the proposal to be deemed responsive and considered for award

PROPOSALS RECEIVED AFTER THE DUE DATE WILL NOT BE ACCEPTED

SWREC is a New Mexico State Agency, administratively attached to the NM Public Education Department, providing educational services to school districts and charter schools. One of those services includes governmental cooperative purchasing for public agencies to comply with NM Procurement Laws and take advantage of existing contracts to purchase goods and services needed from local and national vendors. Eligible entities include school districts, charter schools, universities, colleges, cities, town, municipalities, counties, states, local governments, federal governments, Native American communities, fire districts, and another political subdivision.

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: # 21-004 **YES Initiative External Grant Evaluator** **Commodity Code: 95013** **SCOPE OF WORK**

Description of duties and responsibilities

The External Evaluator is a contract position responsible for analyzing the exercise and nutrition behaviors of the Native American Community Academy (NACA) grade 6, 7, and 8 student population, evaluating the outcomes of the program NACA is implementing through the U.S. Department of Health and Human Services Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition (YES Initiative) grant.

Roles include:

- Oversee assessment of NACA students in grades 6, 7, and 8 using approved measurement tools, aligned with the YES Initiative outcome goals.
- Work with the Program Director to form partnerships and data sharing agreements with Comparison group school(s) based on factors that indicate a high degree of similarity to NACA students in grades 6, 7, and 8.
- Conduct baseline prior to intervention, and then subsequent assessments at 3 months, 6 months, thereafter for the term of the grant.
- Analyze data according to the Evaluation Plan
- Report findings
- Work closely with NACA staff and community in the strategic planning process to support data collection planning and program implementation
- Assist in writing programmatic reports for progress on goals and objectives

Qualifications for position: Evaluation and research expertise working with diverse, cross-cultural communities to address indicators of wellness. Experience working with federally funded research programs and Native American communities a plus.

Supervisory relationships: under the supervision of the Executive Director of NACA & YES Initiative Project Director

Skills and knowledge required

- Ability to demonstrate NACA Core Values in all aspects of employee work
- Ability to develop effective and positive working relationships with the NACA community
- Knowledge of evaluation planning and implementation, and using data to inform the development of strengths-based prevention programming
- Ability to multi-task and complete assignments in a stressful setting
- Excellent verbal, written and interpersonal communication skills
- Computer and technology proficiency

Amount of travel and any other special conditions or requirements

Only local travel anticipated; travel costs included in project contract sum.

Salary range/time commitment: This is an annual contract position, anticipated to renew for a second year, pending award renewal.



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

Action	Responsible Party	Date
Issue RFP	SWREC	November 13, 2020
Intent to Respond to RFP, Submit Written Questions	Potential Offerors	November 17, 2020 4:00 PM MST
Response to Written Questions	Procurement Officer	November 18, 2020 12:00 PM MST
Submission of Proposal	Potential Offerors	November 23, 2020 4:00 PM MST
Proposal Evaluation	Evaluation Committee	December 1, 2020
Selection of Finalists/Publish Recommendation of Award	Evaluation Committee	December 2, 2020
Finalize Award	SWREC/NACA	By December 4, 2020
Award Protest Deadline	Offeror(s)	December 18, 2020

*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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GENERAL REQUIREMENTS

1. Acceptance of Conditions Governing the Procurement

Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

2. Incurring Cost

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstrate proposed equipment and/or system shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any SPA that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of any contract with a state agency that may derive from this RFP. The state agency hiring a *vendor* from the SPA will make payments only to the prime contractor.

4. Subcontractors

The use of subcontractors is allowed. The prime contractor shall be wholly responsible for the entire performance of the SPA whether or not subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the state agency hiring from the SPA before any subcontractor is used during the term of this agreement.

5. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be identified clearly as such in the transmittal letter. The State agency personnel will not merge, collate, or assemble proposal materials.

6. Offerors Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

8. Disclosure of Proposal Contents

The proposals will be kept confidential until negotiations are completed by SWREC. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978, §57-3A-1 through §57-3A-7. The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, SPD shall examine the Offeror's request and make a written determination that specifies which portions of the



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proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

This procurement in no manner obligates the Southwest Regional Education Cooperative to the use of Offeror services until a valid written contract is awarded and approved by appropriate authorities.

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when Southwest Regional Education Cooperative determines such action to be in the best interest of the Agency.

11. Sufficient Appropriation

Any SPA or contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be affected by sending written notice to the contractor. The State agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The State agency requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be provided promptly in writing to the attention of the Procurement Manager.

13. Governing Law

This procurement and any agreement with an Offeror that may result from this procurement shall be governed by the laws of the State.

14. Basis for Proposal

Only information supplied, in writing, by the Southwest Regional Education Cooperative through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals. Current and updated information regarding this procurement is available on the SWREC website at www.swrecnm.org.

15. Contract Terms and Conditions

Should an Offeror object to any of the terms and conditions in this RFP, Statewide Price Agreement Terms and Conditions, the Offeror must propose specific alternative language. The Southwest Regional Education Cooperative may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable and will result in disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

16. Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the State agency.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the State agency and the Offeror selected and shall not be deemed an opportunity to amend the Offeror's proposal.

18. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, §§13-1-83 and 13-1-85.

19. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities as well as mandatory requirements, provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and that



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the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

20. Change in Contractor Representatives

The State agency reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the State agency, meeting its needs adequately.

21. Notice

The Procurement Code, NMSA 1978, §13-1-28 through §13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

22. State Agency Rights

The State agency in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Offeror's proposal.

23. Right to Publish

Throughout the duration of this procurement process and contract term, Offerors and contractors must secure written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or state agency contracts deriving from this procurement from SWREC and the Contract Lead. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the SPA.

24. Ownership of Proposals

All documents submitted in response to the RFP shall become property of the State.

25. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of SWREC.

The Contractor(s) shall agree to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without first procuring SWREC's written permission.

26. Electronic mail address required

A large part of the communications regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have and provide a valid e-mail address to receive this correspondence. (See also, Section II.B.5, Response to Written Questions).

27. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the Offeror acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the SWREC, the version maintained by the SWREC shall govern. Refer to: <http://www.swrecnm.org>.

- i. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it), these requirements shall apply the first day of the second month after the Offeror reports combined sales (from State and, if applicable, from LPBs if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000.

29. Campaign Contribution Disclosure Form

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form (See APPENDIX A) as a part of its proposal. This requirement applies regardless of whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor. Failure to complete and return the signed, unaltered form will result in disqualification.

30. Pay Equity Reporting Requirements

If the Offeror has ten (10) or more employees OR eight (8) or more employees in the same job classification, Offeror must complete and submit the required reporting form (PE10-249) if they are awarded a contract.



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For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, Offeror must also agree to complete and submit the required form annually within thirty (30) calendar days of the annual bid or proposal submittal anniversary date and, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract.

Should Offeror not meet the size requirement for reporting at contract award but subsequently grows so that they meet or exceed the size requirement for reporting, Offeror must agree to provide the required report within ninety (90) calendar days of meeting or exceeding the size requirement.

Offeror must also agree to levy these reporting requirements on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee-size thresholds during the term of the contract. Offeror must further agree that, should one or more subcontractors not meet the size requirement for reporting at contract award but subsequently grow such that they meet or exceed the size requirement for reporting, Offeror will submit the required report, for each such subcontractor, within ninety (90) calendar days of that subcontractor's meeting or exceeding the size requirement.

31. Disclosure Regarding Responsibility

Any prospective Responsible Bidder/Offeror (hereafter Offeror) and/or any of its Principals who seek to enter into a contract greater than twenty thousand dollars (\$20,000.00) with any State agency or Local Public Body (LPB) for professional services, tangible personal property, services, or construction agrees to disclose whether they, or any principal of their company:

- i. are presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, State agency or LPB;
- ii. have, within a three-year period preceding this offer, been convicted of or had civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes related to the submission of offers; or commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of federal criminal tax law, or receiving stolen property;
- iii. are presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with, commission of any of the offenses enumerated in paragraph 2 of this disclosure.
- iv. have, preceding this offer, been notified of any delinquent federal or state taxes in an amount that exceeds \$3,000.00, of which the liability remains unsatisfied
 - a. Taxes are considered delinquent if both of the following criteria apply:
 - i. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge.
 - ii. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted

The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

- v. Have, within a three-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities. The Offeror shall provide immediate written notice to the Procurement Manager or Buyer if, at any time prior to contract award, the Offeror learns that its disclosure was erroneous when submitting or became erroneous by reason of changed circumstances. A disclosure that any of the items in this requirement exist will not necessarily result in withholding an award under this solicitation. However, the disclosure will be considered in the determination of the Offeror's responsibility. Failure of the Offeror to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.



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- vi. Nothing contained in the foregoing shall be construed to require establishing a system of records in order to render in good faith the disclosure required by this document. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts. If, during the performance of the contract, the contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state, or local) with commission of any offenses named in this document the contractor must provide immediate written notice to the Procurement Manager. If it is later determined that the Offeror knowingly rendered an erroneous disclosure, in addition to other remedies available to the government, the Procurement Manager may terminate the involved contract for cause. Still further, the Procurement may suspend or debar the contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the Procurement Manager.

32. Conflict of Interest

The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Act, NMSA 1978, §10-16-1 through §10-16-18, regarding contracting with a public officer or state employee or former state employee have been followed.



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EVALUATION FACTORS

Offerors should respond in the form of a thorough narrative to the specifications in this RFP for consideration of award including:

Capacity/organizational background

- a. Experience, expertise and qualification of key personnel in providing required services
- b. Descriptions of the organizational qualifications and capacity to deliver the services described in the scope of work
- c. Descriptions of similar projects, including any experience evaluating intermediaries and/or their programs
- d. Identification of key personnel for the project, including short biographies along with resumé. The primary point of contact for the project should be identified.

Proposed research design

- a. Description of the proposed evaluation / research methodology
- b. Rationale for using that methodology
- c. Projected timeline/work plan

Projected budget with narrative

References

- a. List of at least two (2) relevant projects and associated references, including name, physical address, email address, and phone number of a person familiar with the project and available to respond to a phone call.

Mandatory Specifications

- a. Points awarded based on the evaluation of responses to specifications. Responses must be thorough and complete as to how the Offeror will provide these services and must demonstrate understanding of the scope and work required and the ability of the Offeror to deliver quality services in a timely and professional manner. This includes the method of approach, implementation plan, quality control, sustainability and reporting system.

Proposal Submission

- b. Contractor must submit RFP pages 11-21 completed in order for the proposal to be deemed responsive. 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 **4:00 p.m., Monday November 23, 2020** by:

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



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EVALUATION POINT SUMMARY

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

Factor

A. Capacity/Organizational Background: 45 pts

Relevant project experience
Capacity to deliver services

B. Expertise and Reliability: 30 pts

Expertise & qualification of key personnel
Description of proposed service
Projected timeline/work plan

C. Record of Performance: 15 pts

Two (2) references for services
provided within last three (3) years

D. Price: 10 pts

MUST be attached and marked as a separate file

TOTAL 100 pts

Campaign Contribution Disclosure Form: PASS/FAIL no points assigned

Letter of Transmittal: PASS/FAIL no points assigned

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

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



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APPENDIX A: Intent to Respond to RFP #21-004

Request for Proposals Title: Youth Engagement in Sports (YES Initiative) External Grant Evaluator

This acknowledgement of receipt shall be signed and submitted to the procurement officer no later than **4:00 PM MST November 23, 2020**. Failure to return this form with the intention of submitting a proposal may jeopardize the Offeror's access to written questions and the District's written responses to those questions as well as RFP amendments if any are issued.

FIRM: _____

PERSON AUTHORIZED TO NEGOTIATE/CONTRACTUALLY OBLIGATE THE ORGANIZATION:

TITLE: _____ PHONE #: (____) _____

EMAIL: _____ FAX #: (____) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

PERSON TO CONTACT FOR CLARIFICATIONS

NAME: _____

EMAIL: _____ PHONE#: (____) _____

This name and address will be used for all correspondence related to 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
Email:	pcabral@swrecnm.org



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APPENDIX B: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee,



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APPENDIX B: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.



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APPENDIX B: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (position)



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APPENDIX C: Cost Response Form

Please include cost responses for services outlined in the Scope of Work in this RFP as a separate document from the services proposal. The cost response file must be labeled RFP 21-004 Cost Response so as to distinguish it from the rest of the proposal submission.



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APPENDIX D: Letter of Transmittal

Offeror Name:

Items #1 - #7 MUST BE COMPLETED IN FULL. Failure to response to all seven items will result in disqualification of the proposal received.

1. Name and Mailing Address of the submitting organization:

2. For the person authorized by the organization to contractually obligate the organization:

Name: _____
Title: _____
E-mail Address: _____
Telephone Number: _____

3. For the person authorized to negotiate the contract on behalf of the organization:

Name: _____
Title: _____
E-mail Address: _____
Telephone Number: _____

4. For the person to be contacted for clarifications:

Name: _____
Title: _____
E-mail Address: _____
Telephone Number: _____

5. Use of Sub-Contractors: (Select One)

No Sub-Contractors will be used in the performance of this contract
 The following sub-contractors will be used in the performance of this contract: (Attach extra sheets as needed)

6. Please describe any relationship with any entity with which will be used in the performance of this contract.

(Attach extra sheets as needed)



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APPENDIX D: PAGE 2

7. ___ On behalf of the submitting organization named in item #1 above, I accept the Conditions Governing the Procurement as required in Section II, Paragraph C.

___ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

___ I acknowledge receipt of any and all amendments to this RFP.

_____, 2020
(Authorized Signature and Date)

*Must be signed by person identified in item #2



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APPENDIX E: REFERENCE QUESTIONNAIRE

As a part of the RFP process, the Southwest Regional Education Cooperative requires proposing vendors to submit a minimum of two (2) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing vendor is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to the Procurement Manager by the RFP submission deadline for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal.



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APPENDIX E: PAGE 2

RFP #21-004 REFERENCE QUESTIONNAIRE

Name of Company Requesting Reference: _____

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the Southwest Regional Education Cooperative via facsimile or e-mail at:

Name: Priscilla Cabral, CPO
Telephone: 575-546-5951
E-mail: pcabral@swrecnm.org

No later than **November 23, 2020 by 4:00 p.m. MST** and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the Southwest Regional Education Cooperative Procurement Officer listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

CONFIDENTIAL INFORMATION WHEN COMPLETED

Company Providing Reference:	
Contact Name/Title/Position:	
Contact Phone Number:	
Contact E-mail Address:	



SOUTHWEST REGIONAL EDUCATION COOPERATIVE #10

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- 1. In what capacity have you worked with this vendor in the past? Comments:**
- 2. How would you rate this firm's knowledge and expertise?
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)**
- 3. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)**
- 4. What is your level of satisfaction with hard-copy materials produced by the vendor?
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)**
- 5. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?**

Name:	Rating
Name:	Rating
Name:	Rating

- 6. How would you rate the dynamics/interaction between the vendor and your staff? (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)**
- 7. How satisfied are you with the service developed and delivered by the vendor? (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)**
- 8. With which aspect(s) of this vendor's services are you most satisfied? Comments:**



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9. With which aspect(s) of this vendor's services are you least satisfied?

Comments:

10. Would you recommend this vendor's services to your organization again?

Comments: