



# SOUTHWEST REGIONAL EDUCATION COOPERATIVE #10

1321 E. Poplar  
Deming, NM 88030

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## **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](mailto:pcabral@swrecnm.org)  
Phone: 575.894.7589

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

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



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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](mailto:pcabral@swrecnm.org)