

**DULCE INDEPENDENT SCHOOLS
PO BOX 547
DULCE, NM 87528
PHONE (575)759-2903**

REQUEST FOR PROPOSALS

Ancillary Services

RFP#2022-01

RFP Release Date: June 14, 2022

RFP Due Date: July 11, 2022 4:00 pm Mountain Standard Time

REQUEST FOR PROPOSAL NUMBER: RFP #2022-01

TITLE: ANCILLARY SERVICES

SUBMITTAL DUE DATE AND TIME: Monday, July 11, 2022 at 4:00 P.M.

PURPOSE OF THE REQUEST FOR PROPOSALS

Dulce Independent Schools wishes to establish price agreements to provide on-call, as needed, professional Ancillary Service for Dulce Independent Schools at the direction of the Special Education Coordinator/Director.

The services include educational diagnostic services, speech and language services and diagnostic services, occupational therapy services, physical therapy services, psychological services and psychological evaluation services, and Master's level social work services within public educational settings to children suspected of or identified as having an educational disability. Offerors submitting a Proposal for all listed services, or a combination of one or more, should clarify the base pay rate for each ancillary service offered.

We invite all interested service providers to submit a proposal to provide the professional services as described and identified within this Request For Proposals (RFP). Please carefully read all instructions, specifications, terms, and conditions. Failure to comply with the instructions, specifications, terms and conditions of this RFP may result in your offer submittal being classified as unresponsive and disqualified.

This RFP is issued under, and all proposals submitted in response to this solicitation shall be subject to, the State of New Mexico Procurement Code, Section 13-1-21 through 13-1-199, NMSA 1978. It is anticipated that the initial term of any resultant agreement for stated services shall be a period of one (1) year, with the option to renew for three (3) additional one (1) year terms, for a maximum term of four (4) years (ref: 13-1-150, NMSA 1978).

PROPOSAL SUBMITTALS

Proposal submittals must be submitted to the submittal address. Proposal submittals must be in a sealed envelope and must be clearly marked with the RFP Number and Opening Date (see Submittal Due Date above) in the lower left-hand corner. Failure to mark the sealed envelope may result in the offer submittal being opened early or being declared non-responsive.

Proposal must include a current resume, copy of appropriate and current New Mexico Licenses/certificates, Social Security #, and Gross Receipt Tax #. Mileage and basic travel expenses may be considered for in-person service delivery.

SUBMITTAL LOCATION:

Dulce Independent Schools
Attention: Bart Owen, Purchasing Department
125 Hawks Drive
PO Box 547
Dulce, NM 87528

CONTACT INFORMATION: Any inquiries or requests regarding this procurement should be submitted to the Chief Procurement Officer in writing. Please be advised that other DISD employees do not have the authority to respond on behalf of DISD.

Bart Owen, Chief Procurement Officer
Dulce Independent Schools
125 Hawks Drive.
PO Box 547
Dulce, NM 87528
Telephone: 575-759-2903
Email: bowen@dulceschools.com

PROPOSAL ACCEPTANCE

The Proposal acceptance will take place at 4:00 PM on Monday, July 11, 2022 at the Dulce Independent Schools Administrative Office, 125 Hawks Drive, Dulce NM 87528. Any Proposals received after that time will be returned unopened.

The general conditions and terms of this proposal have been read and by signing this form, the Offeror's (business entity) authorized individual have concurred with these conditions.

Dulce Independent Schools reserves the right to reject any/or all proposals and waive all formalities.

Date: _____

Name of Offeror: _____

Address: _____

Telephone: _____

Tax ID # (Social Security# or Federal ID#) _____

Gross Receipts Tax # (Social Security# or Federal ID#) _____

Base Hourly Bid: _____

Name of authorized individual (please print or type name)

Offeror's Signature

A. MANDATORY BUSINESS REQUIREMENTS

1. Offeror must be licensed or incorporated to do business in the State of New Mexico via the New Mexico Regulation and Licensing Department. Offeror must provide a copy of license at the time of proposal submittal.
2. Providers must demonstrate the following:
 - a. Proof of independent contractor status;
 - b. Personnel directly involved in providing services are appropriately endorsed/licensed by the State Department of Education under the Public School Code, Section 22-13-8, NMSA 1978.
 - c. Copies of current NMPED licensure submitted with their proposal.
 - d. Providers must be certified in accordance with Medicaid regulations and will complete ALL necessary documentation assigned by the Special Education Coordinator/Director.
 - e. The Offeror will ensure that providers maintain and submit to Special Education Coordinator/Director current licenses, fingerprinting and background clearance checks as they are in need of renewal per current New Mexico Public Education Department Licensure Bureau requirements (minimum of every 24 months).
 - f. Contractors with expired licenses, fingerprints and/or clearance checks will be suspended from campus entry until updated documentation is provided.

B. SCOPE OF WORK

1. Services and Duties of the Provider. The services include diagnostic services, speech and language therapy and diagnostic services, occupational therapy services and evaluation services, physical therapy services and evaluation services, psychological services and psychological evaluation services, and Master's level (or higher) social work services. The successful Offerors will be required to:
 - a. Provide evaluations/re-evaluations for those students referred and provide appropriate written reports which include student background information, test(s) given, score reports with results/findings (i.e. deficit areas and strengths);
 - b. Participate in multidisciplinary evaluation and special education eligibility determination processes as assigned, in alignment with most-current NMPED *Technical Evaluation and Assessment Manual* guidance.
 - c. Attend Individual Education Plan (IEP) Team meetings for those students evaluated to determine eligibility and need for services, as necessary;
 - d. Attend annual Individual Education Plan (IEP) Team meetings as assigned;
 - e. Provide appropriate ancillary services as prescribed in the IEP;
 - f. Implement and assess the goals and objectives of the IEP for those students placed by the IEP Team into the program, including progress reporting and annual goal reporting within district IEP software;
 - g. Submit to the Special Education Coordinator timely Medicaid documentation, therapy notes and activity logs per District procedures;
 - h. Provide appropriate ancillary services as identified in the IEP to eligible students;
 - i. Work in coordination with the District's Special Education Coordinator/Director and school site staff in developing programs for eligible students.

C. PROJECT PERIOD

It is anticipated that the initial term of any resultant agreement for stated services shall be a period of one (1) year, with the option to renew for three (3) additional one (1) year terms, for a maximum term of four (4) years (ref: 13-1-150, NMSA 1978).

D. TERMINATION OF CONTRACT

Dulce Independent Schools retains all rights to terminate this agreement/contract at district discretion upon providing the contractor/provider written notice of termination.

E. OPENING OF PROPOSALS:

Proposals will not be opened publicly but will be opened in the presence of two or more school officials. Proposals and modifications shall be time stamped upon receipt and held in a secure place until the established due date. Proposals and modifications are shown only to Dulce Independent Schools personnel having legitimate interest until selection of successful offeror is made.

F. EVALUATION CRITERIA

The following is a summary of evaluation criteria with point values assigned to each. These weighted criteria will be used in the evaluation of individual proposal offers.

1. Proposer Profile & Experience (35 points):

- a. Please describe your company's operation and its capabilities as a potential contractor to Dulce Independent Schools.
- b. Please demonstrate how you/your company proposes to meet Dulce Independent Schools' stated needs.
- c. Describe your background/history and years in business.
- d. Describe your company's operation in working with similar entities.

2. Proposer Qualifications & Reliability (35 points):

- a. Dulce Independent Schools would like information submitted that would document that the Provider has provided these kinds of services in the past, can be reasonably expected to reliably provide them in the future, and has demonstrated competence, credibility, and responsiveness in meeting the needs of school districts in New Mexico.
- b. List prior professional experiences in providing this service as either an individual or as a firm.
- c. Detail the staff and establish the level of expertise.

3. Professional Affiliations (10 points):

- a. List any professional affiliations.

4. References (10 points):

- a. The Proposer must be able to demonstrate a successful record of accomplishment of past performance providing products/services closely related to those specified in this RFP. Provide contact names and telephone numbers of at least three (3) institutions that have utilized your services.

5. Price (10 points):

- a. Proposers are to submit hourly billing rates for all work or services to be performed. Note, **rates submitted are to include all equipment, supplies, insurance, administrative support, overhead, profit, payroll and business taxes** (not including NM Gross Receipts Tax), etc. Please list and include any additional costs that may be required in the performance of the services identified within the scope of work.

TOTAL POSSIBLE POINTS: 100 Points

G. EVALUATION PROCESS

An Evaluation Committee will perform the evaluation of Proposals. During this time, the Chief Procurement Officer may at his/her option initiate discussions with offerors who submit responsive or potentially responsive Proposals for the purpose of clarifying aspects of the Proposal, but Proposals may be accepted and evaluated without such discussion.

Dulce Independent Schools may make such investigations as necessary to determine the ability of the proposer to perform. Dulce Independent Schools reserves the right to reject any proposal if the evidence submitted by or investigation of such proposer fails to satisfy Dulce Independent Schools that the proposer is qualified to carry out the obligations of the contract and complete the work described.

H. CONTRACT AWARD

After review and recommendation of the Evaluation Committee Report to the Dulce Independent Schools Board, the Board will formally authorize the award of the contract. The contract shall be awarded to the offeror whose Proposal is most advantageous to Dulce Independent Schools, taking into consideration the evaluation factors set forth in the RFP.

**Dulce Independent Schools
Scoring Matrix**

	Possible points	Amount	Comments
Proposer Profile & Experience	35 points		
Proposer Qualifications & Reliability	35 points		
Professional Affiliations	10 points		
Price	10 points		
References	10 points		
Total Points	100 points		

Special Education Coordinator

Date

Chief Procurement Officer

Date

Superintendent

Date