



SOUTHWEST REGIONAL EDUCATION COOPERATIVE #10

1321 E. Poplar
Deming, NM 88030

-NOTICE-

Request for Proposal: 21-01

TITLE: Speech & Language Therapy Services

PURPOSE: Southwest Regional Education Cooperative (SWREC) is requesting proposals for Speech & Language Therapy Services to service Hatch Valley Public Schools. The RFP will result in a professional services contract and may be used by the HVPS district.

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

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

ISSUANCE: Published July 17, 2020

PROPOSAL DUE DATE: Proposals must be electronically submitted no later than July 28, 2020 @ 3:00 P.M. to:

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

***Cost Proposal must be submitted as its own document. Failure to send proposals as separate attachments may be grounds for disqualification and proposal not being scored.**

PROPOSALS RECEIVED AFTER THE DUE DATE WILL NOT BE ACCEPTED



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REQUEST FOR PROPOSAL: # 21-01 **SPEECH & LANGUAGE THERAPY SERVICES** **Commodity Code: 94886**

Provision of Speech & Language Therapy Services for Hatch Valley Public Schools

Scope of Work:

1. General Requirements

- a. Will adhere to the New Mexico Technical Evaluation and Assessment Manual (NM TEAM) – Speech and Language Impairment guidelines.
- b. Speech & Language Therapy Services will be provided from August 17, 2020 of each year through May 21, 2021.
- c. Complete Speech Screenings/Review of Existing Evaluation Data (REED)/Initial Speech Evaluations/Eligibility Determination Team (EDT) paperwork/3 Year Re-Evaluations and all required reports and documentation shall be submitted prior to billing.
- d. Must be willing to provide services onsite and in-person and potentially through virtual therapy in all HVPS school sites.
- e. Bilingual/Multicultural Speech & Language Therapy Services (English/Spanish).
- f. Medicaid Billing (plus Speech Therapy Progress Notes)
- g. IEPs (all required documentation/components of IEPs)
- h. 8 days per week (i.e. one (1) person five (5) days a week, plus one (1) person three (3) days per week for a total of 36 Weeks.
- i. Monday through Friday work week from 8:00 AM to 3:00 PM.
- j. Possible Speech and/or Language Therapy Compensatory time and/or services (dependent upon contract start date).

2. Speech & Language Therapy Services

- a. Speech Screenings, Initial Speech Evaluations, REED, and 3 Year Re-Evaluations will take place during the school day at the specific school sites as requested by the HVPS Special Education Department.
- b. Speech Screenings, Initial Evaluations, REED, and 3 Year Re-Evaluations will comply with New Mexico, IDEA, and district standards for determining eligibility for Speech and/or Language Services and district expectations.
- c. When conducting evaluations, the Speech Language Therapist(s) 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 Speech Language Therapist(s) will evaluate in both Spanish and English as appropriate based on the student's language of academic instruction.



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- e. Completed formal typed written reports will be delivered to the Special Education Department within fourteen calendar days following the evaluation's completion for use by the Eligibility Determination Team (EDT) to determine eligibility for Speech and/or Language Therapy services based on educational needs.
- f. A Speech Language Therapist will be available to consult with the EDT as required and consult with educational staff as requested.

3. Evaluation Services

- a. Speech Language Therapist(s) will be available to assist Eligibility Determination Teams (EDT) and Individualized Education Plan (IEP) committees in interpreting evaluation results and reports, in determining eligibility and in developing individual students' IEP.
- b. Speech Language Therapist(s) will consult with educational staff upon request.
- c. Require, at the minimum, 2 weeks' notice of scheduled meetings.
- d. Will adhere to the NM TEAM guidelines.

4. Personnel Requirements

- a. All personnel must be licensed by the 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 Speech Language Therapists must be able to converse fluently in English and Spanish as required for Speech Screenings, Initial Evaluations and Re-Evaluations.



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

Action	Responsible Party	Due Dates
Issue RFP	SWREC for HVPS	July 17, 2020
Intent to Respond to RFP	Potential Offerors	July 21, 2020 4:00 PM
Deadline to Submit Questions	Potential Offerors	July 22, 2020 4:00 PM
Response to Written Questions	Procurement Officer	July 24, 2020 12:00 PM
Submission of Proposal	Potential Offerors	July 28, 2020 by 3 P.M.
Proposal Evaluation	Evaluation Committee	July 29, 2020
Selection of Finalists/Award		July 30, 2020
Award Contract	HVPS	August 12, 2020 *Presentation to HVPS Board
Protest Deadline	Offeror(s)	August 27, 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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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. If chosen, contractor must provide copies of all licenses at the request of the District.

Contract Length: Services will be provided for the 2020-2021 school year and will be aligned with the Hatch Valley Public Schools calendar. Contract may be renewed annually but cannot exceed four (4) years.

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 RFP pages 7-11 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 **3:00 p.m., Tuesday July 28, 2020.**

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 of staff		
Assurance of licenses obtained		
Expertise and Reliability of the firm:	30	pts
Overview of services performed		
Record of Performance:	15	pts
Three (3) references for services provided within last three (3) years		
Price:	10	pts
	MUST be attached and marked as a separate file	
Campaign Contribution Disclosure Form:	<u>PASS/FAIL</u>	
TOTAL	<u>100</u>	pts



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

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

If awarded a contract, Hatch Valley Public Schools/SWREC will require a copy of the following within 3 business days of contract award:

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

The district 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 Speech & Language Therapy Services RFP# 21-01

This acknowledgement of receipt shall be signed and submitted to the procurement officer no later than **4:00 PM MST July 21, 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: _____

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 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 Fax: 575-894-7584
 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—



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candidate or political committee, 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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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

Item #	Description	Unit	Offeror Price Response
1	SLP – English	Hourly Rate	
2	SLP – Bilingual (Spanish)	Hourly Rate	

The vendor must complete this form to submit with their proposal. Any item left blank will be interpreted by the District as the offeror not bidding on that particular item. This form will be attached as a separate file when submitting the proposal to the CPO and will be clearly named ‘COST RESPONSE FORM’ so as to separate it from the rest of the proposal submission.