

REGIONAL EDUCATION COOPERATIVE #VII

REQUEST FOR PROPOSAL #1920-1

Provide One to One Friendships with Students with or  
without Disabilities

Ending Date – June 30, 2020

Issued on January 7, 2020

A. Purpose of Request for Proposal

Regional Education Cooperative #VII (Agency) is requesting proposals from independent organizations for the One-to-One Friendships With Students With or Without Intellectual and Developmental Disabilities (IDD).

B. Scope of Work

The organization will be tasked with subcontracting for Regional Education Cooperative #VII (REC7) to meet the goals of the Junior House Bill 548 Section 25 A8 with the following:

- Deliverable: Create public awareness in communities and to educate throughout New Mexico about the talents, needs, and abilities of people with IDD.
- Impact the lives of people in New Mexico by involving families, friends, teachers, and schoolmates of people with IDD.
- Measurable Outcome:
  1. Documentation showing the total number of students involved.
  2. Documentation showing the total number of activities completed statewide.
  3. Documentation showing the total number of site visits conducted.
  4. Documentation showing how people with IDD and the families, friends, teachers and schoolmates were involved in creating public awareness.

C. Scope of Procurement

In no case will the contract exceed June 30, 2020, but may be renewed for an additional year, pending availability of funds.

D. Executive Director

The Agency has designated the Executive Director to be the contact of this procurement whose name, address, and telephone numbers are listed below.

**Cliff Burch**  
**Regional Education Cooperative #7**  
**315 E. Clinton**  
**Hobbs, New Mexico 88240**  
**Email address: [burchc@hobbsschools.net](mailto:burchc@hobbsschools.net)**  
**Phone: (575) 393-0755**

Any inquiries or requests regarding this procurement should be submitted to the Executive Director in writing. Vendors may contact the Executive Director regarding the procurement.

Vendor Contact and Proposal Confidentiality:

Except as part of any interview that may be conducted during the evaluation process, until the award is made and notice given to all vendors, no employee, agent or representative of an Offeror shall discuss the RFP or make available or discuss a vendor's proposal with any officer, member, employee or agent, other than the Executive Director.

E. Background information:

The Agency's 2019-2020 budget is \$142,653.00.

Questions about the Agency's operations can be addressed to the Executive Director named in this request for proposal.

## F. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events.

### 1. Issue the RFP

This RFP is being issued by the Agency.

### 2. Submission of Proposal

ALL VENDORS MUST SUBMIT ONE COPY OF THE VENDOR'S PROPOSALS. ALL VENDOR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE EXECUTIVE DIRECTOR OR DESIGNEE NO LATER THAN **2:00 PM** MOUNTAIN STANDARD TIME ON **THURSDAY, JANUARY 23, 2020**. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to the Executive Director at the address listed in Section I, Paragraph D. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the RFP:

### **ONE TO ONE FRIENDSHIPS WITH STUDENTS WITH OR WITHOUT DISABILITIES (IDD)**

A public log will be kept of the names of all vendors that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing vendors prior to contract award.

3. Proposal Evaluation

The evaluation of proposals will be performed by Agency Management. This process will take place on **Thursday, January 23, 2020**. During this time, the Executive Director may initiate discussions with vendors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT Be initiated by the vendors.

The original signature of the vendor or any employee or officer who has the authority to bind the vendor. The signature shall be executed and dated as follows:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Name of Vendor: \_\_\_\_\_

By: \_\_\_\_\_

The person whose signature appears above is authorized to contractually bind this company.

## G. Contract Award

After the recommendation of the agency's management, the Agency will award the contract.

Award of the contract shall be made to the vendor whose proposal is most advantageous to the agency. Award will be based on the evaluation criteria listed below. Please note, that regardless of the overall score, a serious deficiency in any one criterion may be grounds for rejection.

1. Capability of Firm 25 points
  - a.) Resources available for comment to the Agency's policy and practice assessment
  - b.) Independence
  - c.) Quality
  - d.) Quality Control Review
2. Work Requirements & Assessment Approach 25 points
  - a.) Knowledge of Agency's needs and objectives
  - b.) Assessment plan
  - c.) Use of Agency resources
  - d.) Subsequent year assessment plan
3. Technical Experience 25 points
  - a.) Governmental assessment experience
  - b.) Assessment team experience to include specialization
  - c.) Continuing professional education
4. Firm Strengths or Weaknesses 25 points  
Provide detailed narrative in your response.

H. Date Assessment May Commence

The selected vendor may commence work any time after the contract has been signed.