



**LOS LUNAS SCHOOLS  
RFP 2022-007-HR  
PROFESSIONAL & INSTRUCTIONAL INFRASTRUCTURE DEVELOPMENT  
AMENDMENT NO. 1  
DATE: MARCH 11, 2022**

RFP No.: 2022-007-HR

RFP Due: Tuesday, April 5, 2022

Time: 2:00 PM Local Time

Where: Los Lunas Schools  
Administration Offices  
P.O. Drawer 1300 (if mailed)  
119 Luna Avenue (if delivered)  
Los Lunas, NM 87031

For Additional Information Please Contact:

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**PROFESSIONAL & INSTRUCTIONAL INFRASTRUCTURE DEVELOPMENT  
FOR  
LOS LUNAS SCHOOL DISTRICT  
RFP NO. 2022-007-HR  
RFP Amendment No. 1  
March 11, 2022**

The above referenced RFP #2022-007-HR has been amended as follows:

**I. II. Conditions Governing the Procurement**

**B. Explanation of Events**

**5. Response to written questions/RFP Amendments**

Now Reads:

Written responses to written questions and any RFP amendments will be posted to the Los Lunas School District website

[http://www.llschools.net/district/departments/purchasing\\_warehouse/purchasing\\_services\\_rfp\\_sitbs\\_and\\_contracts](http://www.llschools.net/district/departments/purchasing_warehouse/purchasing_services_rfp_sitbs_and_contracts), via the “Bid Opportunities” link. Notification of such posting shall be provided to all potential Offerors that have returned the “Acknowledgement of Receipt” Form found at Appendix A. A new “Acknowledgement of Receipt Amendment” Form will accompany the posted distribution package. The form should be signed by the Offeror's representative, dated, and **submitted with the Offeror’s proposal by the date indicated in Section II.A (Sequence of Events)**. ~~hand-delivered or returned by facsimile or e-mail or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process.~~

**II. Pre-Proposal Conference Questions & Answers**

1. Primarily, we offer a multi-year school transformation program that helps schools to take on Learning Outcomes, teach with project based learning, support leadership, and systematically attend to classroom and school culture. Secondly, for districts who want to try NTN services, but are not yet ready for whole-school transformation, we also offer a series of small workshops that help teachers create lessons around deeper learning and culture, and that help support leadership around those lesson structures. Should we identify both programs in our application?

**A workshop series would be the logical starting place and point of emphasis in the application. Identifying the full range of services, including a transformation model, in the application keeps the possibilities open for the duration of an awarded contract.**

2. In our work, we often write contracts for 3-4 years for school transformation. If your district takes on school transformation, will contracts only last for one year at a time?

**As per the RFP, I.C.1 Scope of Procurement:**

**“Contract period will be for one (1) year to begin with Fiscal Year 2022-2023, and to be renewed upon Board of Education approval one (1) year at a time for subsequent fiscal years to include 2023-2024, 2024-2025 and 2025-2026.”**

3. If our proposal to this RFP is approved, how long would we be considered an approved vendor?

Any vendor that is awarded this contract will remain an approved vendor as long as the vendor remains in compliance with State and Federal requirements.

4. In Appendix C, it calls for hourly rate, but we do not bill according to hourly rate. Our pricing is according to service. Can we propose pricing according to service rather than hourly rate?

Yes, a vendor can submit a price list that is according to service, however, the vendor must submit the average hourly rate that the price list is based on. As per Appendix C:

**\*\*A Vendor's price list can be provided; however, the following must be submitted\*\***

**\*\*\*If Vendor provides a price list, this is the hourly rate that the price list is based on. If there are different hourly rates, please provide the average hourly rate that prices are based on.\*\*\***

5. Could we submit our professional development pricing at per day/per session rates?

Please see the answer to #4

6. On page 9 item 4 Subcontractors, the district is requesting all subcontractors to be identified by name. My business model subcontracts out consulting services from a broad spectrum of talent. These may or may not be known at the time of this proposal. My company would direct and ensure quality services are delivered to the district. Can you please give me guidance on what would be expected for this requirement?

Please provide a list of current consultants with brief biographies along with the criteria for selection of consultants and process for matching consultants with district needs.

7. Within Appendix B on page 33 item 36 Professional Liability Insurance, the district is requesting Professional Liability Insurance and Comprehensive General Insurance.

a. With regards to the Comprehensive General Insurance, I do not have any employees so would I have to obtain "workers' compensation insurance"? **No**

b. If the answer above is no would the only insurance needed in this area be automobile insurance?

**No. As per the RFP Appendix B. 36, you must pay for and maintain Professional Liability Insurance AND Comprehensive General Liability Insurance, which includes automobile insurance.**

8. In Appendix C Cost Proposal Form, in each table calculating Subtotal (A), Subtotal (B), and Subtotal (C) are each of these averages or sums? It would appear if these Subtotals are sums then the total proposed cost would be an alarmingly high amount. Can you please clarify if this is for evaluating competitiveness rather the actual hourly cost for each subcategory?

The subtotals are based on average hourly rates in order to evaluate for competitiveness. Please see revised cost proposal form included in this Amendment.

9. Is the district interested in Work Based Learning capabilities in a college & career readiness platform? **Yes**

10. Is the district seeking to incorporate any alumni functionality? (for use or tracking purposes) **Yes**

11. Regarding college applications, are you seeking integration with any specific tools? (Common App, Parchment, etc.)

Common App

12. Is it a requirement that events such as college rep visits be able to be facilitated inside of this platform?

This is not a requirement.

13. Does the district seek a tool to assist with course planning as well? It isn't listed in the RFP and can be a standard ask for a College and Career Readiness platform?

An embedded course planning tool isn't necessary. New Mexico uses a standard Next Step plan for this function.

14. Does the district require the platform to be in multiple languages? This is not required, but encouraged.

15. Does the district need parental access to the solutions? (College & Career details)

This is not required, but encouraged.

16. Should vendors submit Appendix G in the proposal or is this simply to guide our writing?

You may use the form provided at Appendix G, or utilize your own document, however, you must answer all areas of the form. See Appendix G.

17. If Appendix G is required, can we edit it such that it aligns more closely with our proposal content and design?

Please see answer to #16.

18. How should we address appendices and links? Hard copies of proposals with hotlinks in the print will not be accessible to readers unless they have a digital copy.

The digital copy is to be submitted via the USB flash drive. The digital links will then be able to be disseminated to the evaluation committee. The links notated on hard copies of the proposals can also be typed into an internet browser. You must make it very clear as to which evaluation criteria the link corresponds to.

19. Please confirm: We are to submit 1 original signature hard copy, 5 hard copies, 1 cost proposal hard copy, 1 flash drive with the proposal, but NOT the costs. Correct

20. Would LLS like a separate flash drive with just the cost proposal? No. Only submit a sealed hard copy of the cost proposal.

21. May our cost proposal be submitted in a different format than what is contained in Appendix C? If the appendix is required, can we submit an additional spreadsheet that provides costs for licenses, professional development, training, and materials?

No, you must submit the cost proposal contained in Appendix C, however, you may also submit an additional price list. Please see answer to #4.

22. On page 7 it states that we will need to resubmit our Appendix A form after questions are answered. Is that correct? Failure to re-send the "Acknowledgement of receipt form will constitute a presumption of receipt and withdrawal from the procurement process."

A new Acknowledgement of Receipt Form will be included with each Amendment which must be signed and submitted with the proposal.

23. On page 44, the cost proposal appears to have us account for our personnel time to conduct face to face, offsite or hybrid training, but then it asks us to total those for our total hourly rate. This total rate would appear three times larger than our actual hourly rates for any type of training. Essentially, it would tell you our costs for 3 hours of training in all three forms. Is that the number you want? The same situation applies for coaching/consulting and train the trainer.

Please see answer to #8

24. When we total those costs on page 45, essentially we are reflecting our hourly rate if we are doing all the various types of interactions at the same time with all different personnel. Is that the cost you are looking for?

Please see answer to #8

25. Do you have CTE programs at both high schools? **Yes**

- a. What are they? See  
[https://www.llschools.net/students/high\\_school\\_course\\_description\\_guide\\_2021-2022/11hs\\_career\\_pathways](https://www.llschools.net/students/high_school_course_description_guide_2021-2022/11hs_career_pathways)  
AND  
[https://www.llschools.net/students/high\\_school\\_course\\_description\\_guide\\_2021-2022/vhs\\_career\\_pathways](https://www.llschools.net/students/high_school_course_description_guide_2021-2022/vhs_career_pathways)
- b. How many CTE teachers do you employ? **15 positions**
- c. How many CTE teachers do you expect to hire? **4**
- d. Do you have issues around teacher retention? **Yes**

26. Will the district accept a proposal for a curriculum program that provides professional development to support implementation in response to this RFP?

Yes, a comprehensive program in the area of K-12 career awareness and planning. The district follows the NM PED adoption cycle for core materials. Supplemental and extension materials for specific purposes, such as integrating multi-modal text, are included in our ESSER application.

27. Is the program(s) that will result from this procurement already funded or will funds follow a grant application, i.e., ESSER?

Funding from ESSER 3 and other federal grants will be braided.

28. Will LLS be awarding single or multiple contracts per this procurement?

Please refer to the RFP I.C. Scope of Procurement:  
"This procurement may result in a multiple source award."

29. Is implementation intended for the academic year, summer school, after school, or other model for delivery?

All of the above

30. How many buildings will receive services as a result of this award? 15

31. What grades will this procurement be for? K-12

32. What is the student enrollment count by grade level? Based on 120 Day Count

K-568	7-660
1-526	8-683
2-545	9-864
3-549	10-656
4-550	11-533
5-603	12-528
6-661	

33. How many teachers are expected to receive services as a result of this procurement?

It will depend on the specific service LL Schools is requesting.

34. Is there a program addressing the requirements of this RFP already in place? Please tell us which vendor(s) are currently delivering these services.

There is not a program addressing the specific requirements of the RFP.

35. Given the 20 page limit for the Desired Requirements section, can vendor submit appendices that provide more in-depth information?

Please see answer to #18.

36. Please confirm: delivery is hard copy only or will you be accepting digital copies?

Please refer to the RFP III. Response Format and Organization.

37. Will the district prefer to have options of both online and face to face PD and coaching? Do they prefer mostly in person or are they open to either?

Face to face is preferred for introductory work with digital coaching follow-up. The ability to pivot from Face to face to digital is critical to maintain program momentum.

38. Please clarify: On RFP page 19, there is reference to “accessibility,” but the sentence underneath references proximity to the Los Lunas offices. Does accessibility here refer to physical location or accessibility by students including special populations?

Please see RFP V.C. Evaluation Factors: Desirable Requirements #5. Accessibility. This is in relation to district administrative staff.

**APPENDIX C**

**\*REVISED COST PROPOSAL FORM-SUBMIT THIS FORM WITH YOUR PROPOSAL\***

Los Lunas Schools RFP #2022-007-HR  
Professional and Instructional Infrastructure Development

State gross receipts tax shall not be included in the Total Proposed Cost

OFFEROR NAME: \_\_\_\_\_

This “Summary of Proposed Rates” is to be executed and returned with your proposal. Cost Proposal MUST be sealed in an envelope marked “PRICE PROPOSAL” and must be submitted with the original written proposal. Profit and overhead shall be incorporated into the **average** hourly rates. Other costs not mentioned in this RFP will be usual and customary or otherwise negotiated by LLS Procurement Department and the Offeror.

**\*\*A Vendor’s price list can be provided; however, the following must be submitted\*\***

**\*\*\*If Vendor provides a price list, this is the hourly rate that the price list is based on. If there are different hourly rates, please provide the average hourly rate that prices are based on. \*\*\***

<b>PROFESSIONAL DEVELOPMENT/SPECIALIZED TRAINING</b>	<b>AVERAGE HOURLY RATE</b>
1. ON-SITE; FACE-TO-FACE; (to cover the total number of vendor’s representatives to deliver the professional development)	\$ _____ <b>AVG HOURLY RATE</b>
2. OFF-SITE (telecommunication/online)	\$ _____ <b>AVG HOURLY RATE</b>
3. HYBRID (combination of on-site/digital services)	\$ _____ <b>AVG HOURLY RATE</b>
<b>SUBTOTAL (A)</b>	<b>\$ _____ TOTAL <b>AVG HOURLY RATE</b></b>

**(COST PROPOSAL FORM CONTINUED)**

<b>CONSULTING/COACHING</b>	<b>AVERAGE HOURLY RATE</b>
1. ON-SITE; FACE-TO-FACE; ; (to cover the total number of vendor's representatives to deliver the consulting/coaching services)	\$ _____ <b>AVG HOURLY RATE</b>
2. OFF-SITE (telecommunication/online)	\$ _____ <b>AVG HOURLY RATE</b>
3. HYBRID (combination of on-site/digital services)	\$ _____ <b>AVG HOURLY RATE</b>
<b>SUBTOTAL (B)</b>	\$ _____ <b>TOTAL AVG HOURLY RATE</b>

<b>TRAIN THE TRAINER</b>	<b>AVERAGE HOURLY RATE</b>
1. ON-SITE; FACE-TO-FACE; (to cover the total number of vendor's representatives to deliver the training)	\$ _____ <b>AVG HOURLY RATE</b>
2. OFF-SITE (telecommunication/online)	\$ _____ <b>AVG HOURLY RATE</b>
3. HYBRID (combination of on-site/digital services)	\$ _____ <b>AVG HOURLY RATE</b>
<b>SUBTOTAL (C)</b>	\$ _____ <b>TOTAL AVG HOURLY RATE</b>

$$\underline{\hspace{2cm}} \text{ SUBTOTAL (A)} + \underline{\hspace{2cm}} \text{ SUBTOTAL (B)} + \underline{\hspace{2cm}} \text{ SUBTOTAL (C)} = \underline{\hspace{2cm}} \text{ TOTAL PROPOSED COST}$$

Materials:

Provide a percentage discount off manufacturers suggested price list that will be extended to LLS. This is only for materials that are used for the professional development/specialized training, consulting/coaching, and Train the Trainer.

\_\_\_\_\_ % Discount Off Manufacturers Suggested Retail Price (MSRP) List

\_\_\_\_\_ % Discount Off MSRP for Digital Subscription Licensing Fees

**(COST PROPOSAL FORM CONTINUED)**





**ACKNOWLEDGEMENT OF AMENDMENT NO. 1**

**PROFESSIONAL & INSTRUCTIONAL INFRASTRUCTURE DEVELOPMENT**

**Los Lunas Schools RFP 2022-007-HR**

In acknowledgment of receipt of this Request for Proposal (RFP) the undersigned agrees that he/she has received a complete copy of the RFP and Amendment No.1 dated 3/11/22

**This Acknowledgment of Amendment should be signed and returned with your Proposal on or before April 5, 2022, 2:00 PM Local Time**

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please return to:

Heather Rindels  
Los Lunas Schools Buyer  
P.O. Drawer 1300 (if mailed)  
119 Luna Avenue (if delivered)  
Los Lunas, NM 87031  
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