



**ALAMOGORDO PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
RFP #001-2022**

**RFP TITLE: Tutoring, After school programming, summer programs
and project based learning programs**

**COMMODITY CODE:
92480, 92478, 92420**

RFP ISSUE DATE	12/17/2021
PRE-PROPOSAL MEETING VURTUAL (NON-MANDATORY)	01/06/2022 @ 11:00 AM (Link Below) RFP 001-2022 Pre-Proposal Virtual Meeting
DEADLINE FOR written QUESTIONS	01/07/2022
RFP DUE DATE AND TIME	01/26/2022 @ 3:00 PM
EVALUATION OF PROPOSALS	01/27/2022
INTERVIEW OF SHORTLIST	02/02/2022
DATE OF AWARD	02/16/2022

**PROPOSALS MUST BE RECEIVED BY THE DUE DATE AND TIME IN ORDER TO BE
CONSIDERED RESPONSIVE TO THIS SOLICITATION. NO PROPOSALS WILL BE
RECEIVED AND OR CONSIDERED AFTER THE DUE DATE AND TIME.**

District Contact Information

Name/Title	Dillon Voss, Chief Procurement Officer
Phone Number	575-812-6046
E-Mail	dillon.voss@alamogordoschools.org

Any inquiries or requests regarding this procurement should be submitted, in writing, to the Chief Procurement Officer. Offerors may contact ONLY the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do not have the authority to respond on behalf of APS. Communications directed to parties other than the Chief Procurement Officer will have no legal bearing on this RFP or the resulting contract(s). All responses from Alamogordo Public Schools will be provided in writing to all offerors by addendum.

Offerors are encouraged to submit proposals electronically via Alamogordo Public Schools vendor registry portal at the link below.

[APS Vendor Registry Portal](#)

Table of Contents

<i>Title Page</i>		<i>Page 1</i>
<i>Table of Contents</i>		<i>Page 2</i>
<i>Section I</i>	<i>General Instructions and Definitions</i>	<i>Page 3-6</i>
<i>Section II</i>	<i>Scope of Work</i>	<i>Page 7</i>
<i>Section III</i>	<i>Specifications</i>	<i>Page 8</i>
<i>Section IV</i>	<i>Insurance Requirements</i>	<i>Page 9</i>
<i>Section V</i>	<i>Proposal Format</i>	<i>Page 10</i>
<i>Section VI</i>	<i>Evaluation Criteria</i>	<i>Page 11</i>
<i>Conclusion</i>		<i>Page 12</i>

I. GENERAL INSTRUCTIONS

1. **RFP Documentation:** Offerors are expected to be familiar with all documents contained in this RFP to ensure offerors proposals are in compliance with all provisions contained in this Request for Proposal. Offerors must notify Alamogordo Public Schools of any inconsistency or error in review of the RFP Documents.
2. **SCOPE OF WORK:** The District may add to or delete from the Scope of Work set forth in this RFP.
3. **Written Questions:** Offerors may submit written questions to offer clarity to the terms of the RFP. All questions must be submitted to the Chief Procurement Officer listed no later than the date listed in this RFP. The District will respond by addendum to the submitted written questions.
4. **Submission:** The Submission of a proposal constitutes that the offeror has made all appropriate examinations, investigations and analysis and has made provision as to the cost in submitted proposal. By responding to this RFP offeror acknowledges and agrees to the terms and conditions set forth in this RFP and by addendum.
5. **Incurring Cost:** The offeror shall bear the full burden of any cost associated with the preparation, transmittal, and/or presentation of any material, equipment, system submitted in response to this RFP.
6. **Proposal Firm:** Responses to this RFP including price proposals shall be considered firm for One Hundred Twenty (120) days after the response due date.
7. **Forms and Addendums:** The offeror shall be responsible for ensuring that they are in possession of the most recent copy of this RFP including any/all addendums that have been issued. No addendum will be issued later than five calendar days prior to the due date of receipt of proposals. The only addendum that may be issued within Five (5) calendar days of the receipt of Proposals is one which withdraws the RFP or one that extends the proposal receipt due date and time. It is the responsibility of the offeror to acknowledge all addendums in their proposal.
8. **Correction and Withdrawal of Proposal:** Corrections are to be initialed in ink by the individual authorized to sign the proposal on behalf of the offeror. Offerors are permitted to withdraw their proposal any time prior to the deadline of receipt of proposals by submitting a written withdrawal request to the Chief Procurement Officer.
9. **District Discretion:** The Alamogordo Public School District reserves its right in its sole discretion to “waive technical irregularities in the form of the bid or proposal of the low bidder or offeror which do not alter the price, quality or quantity of the services, construction or items of tangible personal property bid or offered” pursuant to NMSA 1978,§13-1-132
10. **Responsive Offeror:** The Chief Procurement Officer may make investigations to determine if the offeror’s proposal meets the requirement of a responsive offer as set forth in [§13-1-85](#) the district may reject a proposal if it is does not meet the requirements set forth in [§13-1-85](#)
11. **Award:** Alamogordo Public Schools reserves the right to award all, part, or none of the scope of work detailed in this RFP. This Request for Proposals in no way obligates Alamogordo Public Schools into entering business with any potential offeror without a fully executed contract or purchase order.

12. **Preferences:** Preferences for New Mexico In-State Resident Business and Resident Veteran Business may be awarded in compliance with [NMSA 1978 §13-1-21](#). Offerors will be required to provide in their proposal a current copy of their certificate issued by the New Mexico State Taxation and Revenue to receive preference scoring. In the event that an offerors proposal is a joint venture the offeror must state what percentage of the work will be preformed by the Resident Business and/or Resident Veteran Business. Pursuant to [NMSA 1978 § 13-1-21 H](#), an offeror cannot be awarded both a Residential Preference and a Resident Verteran Preference. Pursuant to [NMSA 1978 §13-1-21 J](#), New Mexico Preference shall not apply when the expenditures for this RFP include federal funds for specific purchases. **(This Award will utilize federal funds preferences will not be awarded pursuant to [NMSA 1978 §13-1-21 J](#))**
13. **RFP Cancelation or rejection:** This Request for Proposals may be canceled and or proposals be rejected in whole or in part when deemed in the best interest of the Alamogordo Public Schools pursuant to [NMSA 1978 §13-1-131](#).
14. **Multi-Award:** The Alamogordo Public Schools District reserves the right to multi-award contracts when necessary for adequate delivery of services pursuant to [NMSA, §13-1-153](#).
15. **Board of Education Approval:** Award of resulting contract from this RFP is not considered final until approved and signed by the Alamogordo Public Schools Board of Education President or Member and the Contractor.

DEFINITIONS OF TERMINOLOGY

Award of Contract: shall mean a formal written notice by the Alamogordo Public Schools that a firm has been selected to enter into a contract for services. Any Notice of Award that has not resulted in a written signed bilateral Agreement between the successful offeror and the Alamogordo Public School District , within I month of written notice of award, shall result in the termination of negotiations and not be considered an award.

Contract: means a signed bilateral agreement between the APS District and a successful offeror/contractor for the work covered by this RFP.

Contractor: means successful Offeror awarded the contract.

Determination: means the written documentation of a decision of the Selection Committee, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

District: for purposes of this RFP, means the Alamogordo Public Schools Governing Board and is synonymous with the terms and acronym “ Owner “ and “ APS” .

Entity: means the Owner, Alamogordo Public Schools (APS).

Offeror: is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

Owner: is Alamogordo Public Schools District.

Proposal: is the Offeror’s response to this RFP.

Request for Proposals: or “RFP” means all documents, attached or incorporated by reference , used for soliciting proposals.

Resident Business, Resident Contractor, Veteran Business, Veteran Contractor means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to NMSA 1978 [§ 13-1-21](#) and [§ 13-1-22](#).

Responsible Offeror: means an Offeror who submits a responsive proposal and who has furnished, when required , information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal.

Responsive Offer or **Responsive Proposal** means an offer or proposal, which conforms to all material, respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to quality, quantity or delivery requirements.

Selection Committee: means a body constituted in accordance with NMSA 1978 [§ 13-1-121](#) to perform the evaluation of Offeror proposal submittals.

The terms “**must,**” “**shall,**” “**will,**” “**is required,**” or “**are required**” identify a necessary item or factor. Failure to comply with such an item or factor may result in the rejection of the Offeror’s proposal.

The terms “**can,**” “**may,**” “**should,**” “**preferably,**” or “**prefers**” identifies a desirable or discretionary item or factor. Failure to comply with such an item or factor may result in the rejection of the Offeror's proposal. Rejection of the proposal will be subject to review by the Selection Committee and the final decision on rejection will be made by the Committee Chairman.

II. SCOPE OF WORK

The Alamogordo Public Schools is requesting proposals for an after school and summer program provider to implement instructional support and enrichment services for our student body at all levels of achievement including the New Mexico State Standards (CCSS) in Mathematics and Reading and project based learning. The provider should be able to provide evidence based curriculum to ensure that students are able to demonstrate a mastery of grade level standards on state assessments. Services may be provided at various times during and outside of school hours such as afterschool programs, evening, Saturdays and over the summer break.

III. SPECIFICATIONS

The Alamogordo Public School District has compiled the following list as Specifications to be met by the vendor to insure the district receives the desired service and/or product.

- A. Proposer must be able to provide Qualified Certified Teachers and/or staff overseen by a Qualified Certified Teacher to administer the proposed program in the areas of Mathematics, and/or Reading, and/or Socio-Emotional Learning (to include student engagement).
- B. Proposer must have background checks and strict employment requirements conducted and guaranteed by the company on all employees that are submitted to the district for services
- C. The proposer must allow School Site and District oversight of all evidence based programs and instructional materials
- D. Proposer must be able to comply with change or removal of personnel upon request of the district
- E. Intervention reading programs must support District programs such as comprehensive literacy and must be evidence based curriculum
- F. Proposer will assess student development pre, mid and post program to gauge improvement. Vendor will supply district with all student data collected with a breakdown of student improvement based on measurable benchmarks
- G. Proposer must show what grade levels they are able to instruct and must be able to prove that they can staff the appropriate amount of team members to serve the entire district (13 school sites)
- H. Proposers must be able to support on site students while also providing a virtual model for our virtual only students
- I. Proposers must be able to demonstrate how they ensure that their staff members receive necessary professional development and/or training to properly implement their program/ curriculum
- J. Proposer must describe in detail any project based learning or experiential learning programs they implement

IV. INSURANCE REQUIREMENTS

Liability insurance shall be on a comprehensive basis and shall include the following divisions of coverage:

Comprehensive General Liability -Premises and Operations including Broad form property damage and Contractual liability[1]	\$2,000,000 each occurrence
[2]Professional Liability/Errors and Omission	\$2,000,000 Combined single limit each occurrence[3]

Other required coverage's:

Workers Compensation	Statutory-New Mexico (All employees and subcontractors as applicable)
[4][DV5][DV6] Automobile Liability Insurance for Contractors Providing Vehicles	\$500,000 Combined single limit each occurrence[7]
OR	
Automobile Liability Insurance for Sole Contractors/Subcontractors Using Personal Vehicles	\$100,000 each person \$300,000 limit each occurrence

OFFEROR WILL BE RESPONSIBLE FOR ALL REQUIRED INSURANCE COVERAGE AS PER THE APS STANDARD CONTRACT FOR PROFESSIONAL SERVICES (APPENDIX A) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS.

Coverage shall be with an insurer authorized by the State of New Mexico and shall carry a Best's rating of not less than "A" in the A.M. Best's Key Rating Guide. The Alamogordo Public Schools, its board of education, and employees must be named as Additional Insureds with respect to all of the coverages. Evidence of insurance policies and forms adequate to confirm the currency and adequacy of coverage shall be provided to the District prior to the onset of service and the contract shall be conditioned upon the approval of same by the District.

NOTE: Offerors must provide certificates of current insurance coverage.

V. PROPOSAL FORMAT

The Offeror's proposal should follow this format:

COVER LETTER

Company/Team Information

1. Brief history of the Company.
2. Type of ownership.
3. Statements as to size of professional staff.
4. Name of partner in charge, project manager, and other key team players.
5. Time/Date availability of firms to perform services.
6. Signature and contact information for the main point of contact the district should use for this RFP

TECHNICAL PROPOSAL MUST INCLUDE THE FOLLOWING:

- A. The technical proposal must be sealed and marked on the outside as follows: **TECHNICAL PROPOSAL for RFP 001-2022 After School Tutoring**
- B. Table of Contents
- C. Letter of Introduction and Expression of Interest
- D. Related Experience and Qualifications, Including Experience and Credentials of Team
 - a. List and describe previous experience with the Alamogordo Public Schools.
 - b. List and describe experience with other New Mexico government, private and public entities apart from educational settings if any.
 - c. Address the items listed in the scope of work and specifications
- E. References: Provide three references or contact information for clients with relevant contractual relationship to the entity
- F. Proof of evidence based curriculum
 - a. Please provide data that demonstrates student improvement in the areas of Math and reading
 - b. Provide curriculum that demonstrates program based learning
 - c. Please provide any feedback from former or current clients relating to the curriculum
- G. Campaign Contribution Disclosure Form completed and signed (Appendix A)
- H. Prospective Contractor Conflict of Interest Certification Form completed and signed (Appendix B)
- I. Debarment/Suspension Certification Form completed and signed (Appendix C)
- J. An electronic copy of the proposal on a flash drive (Note: Item J is only required if the offerors proposal is being delivered in physical format. If offeror uploads a proposal to Vendor Registry an electronic copy on a flash drive is not necessary.)

The Offeror can upload their submission to Vendor Registry via the link below

[APS Open Solicitations](#)

OR

The Offeror is required to submit **ONE (1)** original and **Five (5)** copies of proposal and the required supporting documentation **if the offeror's proposal is being mailed or delivered to APS District offices.**

The Offeror is required to submit an ***electronic copy*** of the proposal on a ***flash drive*** **if the offeror's proposal is being mailed or delivered to APS District offices.**

If the Offeror considers any part of its proposal material to be proprietary technical or business information, such material shall be prominently and clearly mark as “PROPRIETARY” or “TRADE SECRET.

VI. EVALUATION CRITERIA (maximum points available – 100 pts)

Criteria	Points
Provider uses Certified NM Teachers to provide services	10
Provider is able to provide staff to work during school hours, after school, and evenings as needed.	10
Provider is able to provide staff to work during Saturdays and summer as needed.	10
Proposes evidence-based curriculum, strategies and practices for Project or Experiential Based Learning	25
Proposer curriculum aligns with New Mexico State Standards (CCSS)	20
High quality/evidence based materials or programs will be used for student support/intervention (research will be provided).	25

PRICE PROPOSAL (maximum points available – 50pts)

NM Resident Preference if applicable	0 possible points*
or	
NM Resident Veteran preference if applicable	0 possible points*

TOTAL POSSIBLE POINTS: 150

***FEDERAL FUNDS TO BE UTILIZED PER [NMSA 1978 §13-1-21 J](#). preferences cannot be awarded when federal funds are used for a purchase**

- A. The Price Proposal must be submitted separate from the technical proposal. It must be marked the same as the technical proposal and include the wording “PRICE PROPOSAL”
- B. Cover page with the name, address, and phone number of the offeror

NOTE: It is the Offeror’s responsibility to provide full information in order to evaluate the criteria above

CONCLUSION

Only the District is authorized to release information about projects covered by this RFP. The Offeror must refer to the District any requests to release or inspect any information that pertains to the work or activities covered by any action or award related to this RFP.

The District reserves the right to make multiple awards pursuant to [NMSA, §13-1-153](#)

For questions regarding this Request for Proposals:

Dillon Voss, Chief Procurement Officer
1211 Hawaii Ave
Alamogordo, NM 88310
(575) 812-6046

Any inquiries or requests regarding this procurement should be submitted, ***in writing***, to the Chief Procurement Officer. Offerors may contact ONLY the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do not have the authority to respond on behalf of APS.

Appendix A

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Note: Submit with Transmittal Letter/Technical Proposal

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 Contributions” 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 on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contributions” 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 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.

DISCLOSURE OF CONTRIBUTIONS:

(Note: If you have made more than one contribution, please attach a list of the public officials you have contributed to following the format and attach the list to this document. Please write “see attached” in the blank below.)

Contribution Made By:

Relation to Prospective Contractor:

Name of Applicable Public Official on the District Board of Education:

(Note: List Board of Education Member(s) here)

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) _____

APPENDIX B

PROSPECTIVE CONTRACTOR CONFLICT OF INTEREST CERTIFICATION

No employee or Board of Education member of the Alamogordo Public School District has a direct or indirect interest in the prospective Contractor or in the proposed transaction (unless prospective Contractor is publicly traded company and the employee or Board of Education member's interest is less than one percent of the prospective Contractor).

Prospective Contractor neither employs nor is negotiating to employ any employee or Board of Education member of the Alamogordo Public School District.

Prospective Contractor did not participate directly or indirectly in the preparation of specifications upon which the quote or offer is made.

If the prospective Contractor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in prospective Contractor, please identify legislator:

List below the name and social security number of any employee of the prospective Contractor or person assisting in the proposed transaction in any way who was an Alamogordo Public School District employee within the preceding 12- month period.

_____	_____
_____	_____
_____	_____

Certification

The undersigned hereby certifies that he/she has read the Conflict of Interest requirements as set forth in § 10-16-1 NMSA 1978 et seq. and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the prospective Contractor named below.

Signature: _____ Title: _____

Name Printed: _____ Date: _____

Company: _____ City: _____

APPENDIX C

DEBARMENT/SUSPENSION CERTIFICATION FORM

The prospective Contractor certifies that it is not suspended, debarred or ineligible from entering into contracts with any Federal department or agency or with any department or agency of the State of New Mexico, or in receipt of a notice or proposed debarment from any Federal or Public State Agency. The prospective Contractor agrees to provide immediate notice to the Alamogordo Public Schools Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or federal agency, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract. If prospective Contractor is awarded a contract, prospective Contractor agrees to provide immediate notice to the Alamogordo Public Schools Purchasing Department in the event of being suspended, debarred or declared ineligible by any Federal or State Department Agency, or upon receipt of a notice of proposed debarment/suspension that is received at any time during the term or any renewal term of the contract.

The undersigned hereby certifies that prospective Contractor understands and will comply with these requirements, including the requirements of 22 CRF Part 513 and § 13-1-177 NMSA 1978 et seq. and any amendments thereto. The undersigned further certifies that he/she has the authority to certify compliance for the prospective Contractor named and that the information contained in this document is true and accurate to the best of their knowledge.

The prospective Contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

Where the prospective Contractor is unable to certify to any of the statements in this certification, the prospective Contractor shall attach an explanation to this proposal.

Signature: _____ Date: _____

Title: _____

Name Typed/Printed: _____

Company Name: _____

Address: _____