



ALBUQUERQUE PUBLIC SCHOOLS REQUEST FOR PROPOSAL

RFP # 19-047 RR

RFP TITLE: Out of School Time Activities

RFP Schedule

Action	Date & Time
RFP Issued	03/01/2019
Pre-proposal Meeting	03/12/2019 @ 10:00am (local time)
Pre-proposal Location	City Center, 6400 Uptown Blvd, Rio Bonito Room Albuquerque, NM 87110
Deadline for Questions	03/15/2019 @ 5:00pm (local time)
RFP Due Date and Time	04/02/2019 @ 3:00pm (local time)
Proposals must be received by the due date and time. No late proposals will be accepted. The only acceptable evidence to establish the time of receipt is the date/time stamp imprint from the APS Procurement bid clock.	
Evaluation of Proposals	TBD
Contract Negotiations	TBD

RFP Buyer Contact Information

Name	Robert Russell
Phone Number	(505) 878-6123
E-Mail	Russell_r@aps.edu
<i>Any inquiries or requests regarding clarification of this RFP document shall be submitted to the buyer in writing. Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents.</i>	

RFP Submittal Location

Physical Address (No USPS Mail*) For Walk-in Delivery or Carrier Service (UPS, FedEx, etc.)	USPS Mailing Address Allow 5 additional business days for APS internal delivery
Albuquerque Public Schools ATTN: Procurement Department 6400 Uptown Blvd. NE, Suite 500E Albuquerque, NM 87110	Albuquerque Public Schools ATTN: Procurement Department, City Center, Suite 500E P.O. Box 25704 Albuquerque, NM 87124-0704

Ensure that the following RFP information is clearly labeled on the **sealed package** containing the RFP submission. **Please note: if the sealed proposal is placed inside a carrier envelope or package for shipping, all of this information must be re-written and clearly visible on the outermost envelope or package containing the sealed bid:**

- Offeror's **Business Name** (not an individual's name)
- RFP Number & Title
- RFP Due Date & Time

***APS does not have a mailbox on site. US Postal Service Mail is accepted only at the PO Box address. If a letter or parcel is mailed via the USPS to the APS physical address, it will NOT reach our office.**

RFP Term

Albuquerque Public Schools reserves the right to enter into an eight (8) year contract with the awarded Offeror(s).

TABLE OF CONTENTS

TABLE OF CONTENTS	PAGE #
OFFERORS' GENERAL INSTRUCTIONS	3
TERMS AND CONDITIONS	8
PROTESTS	12
OVERVIEW	14
RFP SCHEDULE	14
SCOPE OF WORK	14
EVALUATION CRITERIA	22
SUBMITTAL REQUIREMENTS	24
FORMS AND ATTACHMENTS	25
PROPOSAL CHECKLIST	32

OFFEROR'S GENERAL INSTRUCTIONS

1. **READ ALL DOCUMENTS:** Offerors must familiarize themselves with all documents contained herein; it is mandatory that all submitted offers be in compliance with all the provisions contained in the Request for Proposal. Offerors should promptly notify the Buyer of any ambiguity, inconsistency, error, or missing attachments which they may discover upon examination of the RFP.
2. **OFFICIAL CONTACT:** Offerors may contact **ONLY** the Buyer regarding the terminology stated in the procurement documents. Other APS employees do not have the authority to respond on behalf of APS.

Offerors **MAY NOT** contact other APS departments, employees or the evaluation committee. Any contact with an APS department, employee or evaluation committee may result in rejection of any proposal.

Any other verbal communication will be deemed unofficial and non-binding. Communication directed to parties other than the Buyer will have no legal bearing on this RFP or the resulting contract(s). Any response made by APS will be provided in writing to all Offerors by addendum, no verbal responses shall be authoritative.
3. **WRITTEN QUESTIONS:** Potential Offerors may submit written questions to the Buyer as to the intent or clarity of this RFP. All written questions must be addressed and submitted to the Buyer **NO LATER** than the date and time specified in this RFP. All times are subject to the local Mountain Standard Time zone. The Buyer will respond in a timely manner subject to the complexity of the questions. Buyer will **ONLY** respond to the written questions submitted and receive on or prior to the deadline in this RFP.
4. **SUBMISSION:** The submission of a proposal constitutes a representation by the Offeror that the Offeror has made all appropriate examinations, investigations, and analysis and has made provision as to the cost thereof in submitted proposal. By responding to this RFP, Offerors acknowledge and agree to the terms and conditions set form in this RFP.
5. **ELECTRONIC RFP DOCUMENTS:** This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by APS, the Offeror acknowledges that the version maintained by APS shall govern.
6. **INCURRING COSTS:** Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. If applicable, any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.
7. **PROPOSAL OFFER FIRM:** Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after due date. If a best and final offer is requested, the offer is good for ninety (90) days after receipt of best and final offer.
8. **FORMS AND ATTACHMENTS:** It is the responsibility of every Offeror to ensure they have downloaded the latest version of each RFP, including any addendum(s) which may have been issued and posted on the APS Procurement Department Website.
9. **ADDENDUM(S):** No Addendum will be issued later than **FIVE (5)** days prior to the date for receipt of proposals, except an Addendum withdrawing the RFP or one which extends the date for receipt of proposals.

Offerors should revisit the website (<http://www.aps.edu/procurement>), then select, "See Current Bids and RFPs") prior to the due date before submitting their proposal to Albuquerque Public Schools. All addendums must be acknowledged in the submitted proposal.
10. **CORRECTIONS:** Corrections shall be initialed in ink by the Offeror signing the proposal. Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request to withdraw their proposal. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

11. **EXCEPTIONS:** Any exceptions to the scope of work and/or specifications shall be listed separately in the submitted proposal and unless otherwise stated, specifications and/or scope of work attached are the minimum requirements. Minor deviations to the specifications as listed, may be considered.

The Buyer, after review of the proposals may request clarifications on information submitted by any and all Offerors in a written format, with a specified deadline for response. Pursuant

12. **DISTRICT DISCRETION:** The District hereafter referred to as APS reserves the right, pursuant NMSA 1978, §13-1-132, in its sole discretion to waive minor informalities in proposals submitted provided that such informalities have no effect on price, quality, quantity or any matter to be evaluated in making a selection and confer no material advantage on the Offeror whose nonconformity is waived. APS reserves the right to add to or delete from the Scope of Work set forth in this RFP.

13. **BRAND NAMES:** Where a brand-name or equal specification is used in a solicitation, the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. If a vendor proposes an “equal” to scope of work/specifications, APS is the sole interpreter of the scope of work/specifications and sole judge as to whether the “equal” proposed complies with the scope of work/specifications

14. **OFFEROR QUALIFICATIONS:** The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirement specified within this RFP. The Evaluation Committee may reject the proposal of any potential Offeror who is deemed not to be a responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, §13-1-83 and §13-1-85.

15. **AWARD:** APS reserves the right to award all, part or none of the Scope of Work set forth in this RFP. This procurement in no manner obligates Albuquerque Public Schools until a valid signed contract and/or valid Purchase Order is executed.

16. **PREFERENCES:** RFPs may be awarded preference in compliance with NMSA 1978, §13-1-21 for New Mexico In-State Resident Business and Resident Veteran Business. Offerors shall include in their proposal a copy of the certificate issued by State of New Mexico Taxation & Revenue. If Proposal is Joint Venture, Offeror shall state in submitted offer the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. **PLEASE NOTE: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.**

17. **TIMELY SUBMISSIONS:** All Offeror proposals must be received for review and evaluation no later than the time and date specified in this RFP. Time is subject to Mountain Standard Time. Albuquerque Public Schools does not accept proposals electronically, by fax, or email. **A hardcopy with an original signature MUST be submitted.**

It is the Offeror’s responsibility to ensure the proposal arrives before the due date and time. Offerors are cautioned that “late is late”. It is the responsibility of the Offerors to allow sufficient time for the hazards such as, traffic, weather, parking, locating the proper office, third party delivery, US Postal Service mail delivery, etc. Any and all proposals not received by the proposal submission due date and time shall be rejected. No late bids will be accepted under any circumstances, not even if the delivery service is late or at fault. It is recommended to send your proposal early.

APS may in its sole discretion extend the time for the submission of bids upon a finding that it is in the interest of APS to do so. Such extensions shall be by addendum(s), which may be issued before the submission due date.

18. **RFP CANCELLATION OR REJECTION:** In accordance with NMSA 1978, §13-1-131, this RFP may be canceled or proposals may be rejected in whole or in part when it is in the best interest of Albuquerque Public Schools.

19. **RFP OPENING:** Submitted proposals shall not be publicly opened. The contents of the proposals shall not be disclosed during any negotiations that may occur. A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to NMSA 1978, §13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required APS signature on the contract(s) resulting from the procurement has been obtained.
20. **RESPONSIBLE AND RESPONSIVE OFFER:** APS may reject the proposal of any potential Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, §13-1-83 and §13-1-85.
21. **SOLE RESPONSE:** Any sole response that is received may be rejected by APS depending on available competition and timely needs of APS. APS reserves the right to award the contract to the responsible Offeror submitted responsive proposals most advantageous and in the best interest of APS.
22. **NEGOTIATIONS:** APS reserves the right to discontinue negotiations with any Offeror.
23. **MULTI-AWARD:** APS reserves the right to multi-award contracts as necessary for adequate delivery or service in accordance with NMSA 1978, §13-1-153.
24. **AFTER AWARD:** After final contract is negotiated, approved and awarded, all proposal documents pertaining to this procurement will be open to the public, except for the material, which is proprietary or confidential. The Procurement Department will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted “**Proprietary**” or “**Confidential**” subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror’s organization and data that qualifies as trade secret in accordance with the Uniform Trade Act, NMSA 1978, §57-3A-7. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.
25. **ASSIGNMENT:** It is mutually understood and agreed that the successful Offeror(s) shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order, contract, or his/her right, title of interest therein, or power to execute such purchase order or contract to any other person, company or corporation without the previous written consent of APS.
26. **APS SCHOOL BOARD APPROVAL:** The award of this contract is not final until approved by the APS School Board (if applicable) and/or contract is signed by both parties.
27. **DEFINITIONS:** Definition of Terminology: This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

“**Agency**” shall mean Albuquerque Public Schools (APS)

“**Award of Contract**” shall mean a formal written notice by APS that a firm(s) has/have been selected to enter into a contract for services.

“**Contract**” shall mean an agreement for the procurement of items of tangible personal property or services.

“**Contractor**” shall mean the successful Offeror.

“**Determination**” shall mean the written documentation of a decision of a procurement manager including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“**Desirable**” the terms “**may**”, “**can**”, “**should**”, or “**prefers**” identify a desirable or discretionary item or factor.

“Evaluation Committee” shall mean a body constituted to evaluate proposals and make selection recommendation.

“Finalist” is defined as an Offeror who meets all the mandatory specifications of the RFP and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.

“Mandatory” the terms **“must”**, **“shall”**, **“will”**, **“is required”**, or **“are required”**, identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Bidder’s bid.

“Offer” – the term means “proposal”, “solution”, means all documents submitted to APS responding to RFP.

“Offeror”, **“Bidder”**, or **“Proposer”** is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

“Owner” shall be Albuquerque Public Schools.

“Purchase Order” shall mean the document, which directs a Contractor to deliver items of tangible personal property or services pursuant to an existing contract.

“Request for Proposal” or **“RFP”** means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” shall mean an Offeror who submits a responsive bid and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible property described in the RFP.

“Responsive Offer” or **“Responsive Proposal”** shall mean a bid, which conforms in all material respects to the requirements set forth in the RFP.

TERMS AND CONDITIONS

1. **TERM:** APS reserves to right to procure the services/goods as described in this RFP and enter into a contract as described on RFP front cover.
2. **REQUEST(S) NOT DEFINED IN SCOPE OF WORK:** Contractor shall be held responsible to **NOT** fill requests which are clearly beyond the defined scope of this contract. Should such requests occur, Contractor has the responsibility of calling such violations to the attention of the APS Procurement Officer.
3. **MINIMUM AMOUNT:** Albuquerque Public Schools does not guarantee a minimum amount of purchases in conjunction with award of this request for proposals.
4. **PRICING ESCALATION (if applicable):** Price escalation may be considered only at yearly observance of award (anniversary date) and only upon receipt of written request from Contractor stating reason(s) for escalation and the amount being requested. Justifying documentation **MUST** accompany price escalation request.
5. **TAXES:** APS holds a Class 9 Nontaxable Transaction Certificate and is exempt from payment of taxes on tangible personal property. A NTTC will be issued upon request.
6. **NON-APPROPRIATION:** APS's obligation to make payment under the terms of this RFP is contingent upon its appropriation of sufficient funds to make those payments. If APS does not appropriate funds for the continuation of this procurement, this procurement will terminate upon written notice of that effect to the Contractor. APS determination that sufficient funds have not been appropriated is firm, binding and not subject to review.
7. **PROCUREMENT CODE:** The Procurement Code, NMSA 1978, §13-1-28 through §13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for bribes, gratuities, and kickbacks.
8. **PROCUREMENT UNDER EXISTING CONTRACTS:** In accordance with NMSA 1978, §13-1-129, Offerors are hereby notified that other governmental entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for services with the awarded Offeror. Contractual engagements accomplished under this provision shall be solely between the awarded Offeror and the contracting entity with no obligation by Albuquerque Public Schools
9. **TERMINATION:** Either party may terminate this contract as follows:
 - A. Termination by the Contractor
 1. The Contractor may terminate this contract **only** if Albuquerque Public School District fails to comply with any provisions of this contract and after receiving notice of the noncompliance APS fails to cure the noncompliance within ten (10) days, or
 2. By written mutual agreement between the Contractor and APS.
 - B. Termination by APS
 1. For Cause
 - a. The occurrence of either one of the following events will justify termination for cause:
 - i. Contractor's persistent failure to perform the work in accordance with the contract documents (including but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment).
 - ii. Contractor's violation in any substantial way of any provisions of this contract.
 - b. If either one of the events identified above occur, APS may, after giving Contractor (and the surety, if any) ten (10) days written notice, terminate the service of Contractor, exclude Contractor from site, and take possession of the work. Contractor shall be paid for project costs incurred up to the date of termination but shall not be paid for loss of profits resulting from such termination.

c. Where Contractor's services have been so terminated by APS, the termination will not affect any rights or remedies of APS against Contractor then existing or which may thereafter accrue. Any retention or payment of moneys due the Contractor by APS will not release the Contractor from liability.

2. For Convenience

- a. Upon ten (10) days written notice to Contractor, APS may without cause and without prejudice to any other right or remedy of APS, elect to terminate the contract.
- b. In such case, Contractor shall be paid (without duplication of any items):
 - i. For completed and acceptable work executed in accordance with the contract documents prior to the effective date of termination.
 - ii. For expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the contract document in connection with uncompleted work.
- c. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

10. **INDEMNIFICATION:** The Offeror shall be responsible for damage to persons or property that occurs as a result of Offeror's fault or negligence, or that of any of his/her employees, agents or subcontractors. Offeror shall save and hold harmless Albuquerque Public Schools against any and all losses, cost, damage, claims, expenses or liability in connection with the performance of the contract. Any equipment or facilities damaged by the Offeror's operation shall be repaired and/or restored to their original condition at the Offeror's expense.

11. **INSURANCE (If Applicable):** The successful Offeror shall purchase and maintain statutory limits of Worker's Compensation, Public Liability and Automobile Liability Insurance approved by APS at the time of contract award. Albuquerque Public Schools shall be included as a loss payee and/or additional insured. Public Liability and Automobile Liability insurance shall include at least the following coverage:

General Liability Insurance – per occurrence General Aggregate - \$2,000,000 Product/completed operations aggregate \$1,000,000	\$1,000,000
Bodily injury, per occurrence	\$1,000,000
Medical and medically-related expenses	\$5,000
Vehicle bodily injury, each occurrence, excluding medical and medically related expenses	\$750,000
Property Damage, per occurrence	\$1,000,000

Contractor shall furnish Owner with certificates of insurance with the contract documents and prior to the commencement of work.

NOTE: Certificate holder shall be: Board of Education
Albuquerque Public Schools

Certificate of Insurance forwarded to: Albuquerque Public Schools- Procurement Department
P.O. Box 25704
Albuquerque, New Mexico 87125

12. **AUDIT:** APS reserves the right to audit the Contractor's records associated with this contract at any time during the contract period and for a period of up to three years following the expiration or termination of the agreement. Such audit may be conducted by APS personnel or a third party under contract with APS. APS shall give the Contractor reasonable notice prior to the conduct of any audit and upon receiving the notice

from APS the Contractor agrees to fully cooperate with the auditors. If Contractor subcontracts any portion of its obligation to another party, Contractor shall guarantee APS's access to books and records of such party.

13. **GOVERNING LAW:** This RFP and any contract with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.
14. **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor performing services for APS. The Contractor shall not accrue leave, retirement, insurance, or any other benefits afforded to employees of APS as a result of this procurement.
15. **DEBARMENT OR SUSPENSION:** A business (Contractor, Subcontractor or Supplier) that has either been debarred or suspended pursuant to the requirements of NMSA 1978, §13-1-177 through §13-1-180, and §13-4-11 through §13-4-17 as amended, shall not be permitted to do business with APS and shall not be considered for award of the contract during the period for which it is debarred or suspended with APS.
16. **CONFLICT OF INTEREST:** By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and APS that interferes with fair competition or is a conflict of interest; and no relationship exists between such propose and another person or firm that constitutes a conflict of interest that is adverse to APS.
17. **NON-DISCLOSURE:** The Offeror shall not disclose any information relating to students, and employees of APS other than such information that may be authorized by the individual student or employee. Vendor agrees to indemnify and hold harmless APS from any damages, claims, liabilities, and costs including reasonable attorney fees in the event any unauthorized release of such information occurs.
18. **DELIVERY:** The goods shall be delivered free of the rightful claim of any third person, any security interest or other lien. Unless otherwise agreed all goods called for in this Bid shall be tendered in a single delivery and payment is due only upon such delivery (NET 30).
19. **FOB:** Unless stated otherwise, the price for goods is FOB: Destination (APS's designated address).
20. **DELAYS IN DELIVERY:** Time is of the essence and this purchase may be subject to termination for failure to deliver on time, unless delay was caused by APS. If delay in delivery is foreseen, Seller must notify the APS Requesting Department of late delivery, cause of late delivery and remedy for late delivery.
21. **INSPECTION:** Final inspection will be made at the destination upon completion of delivery of goods/services. Final inspection shall include any testing or inspection procedures required by the specifications.
22. **ACCEPTANCE:** Acceptance of delivery of goods/services shall not be considered acceptance of the goods/services furnished. Acceptance occurs when the Requesting Department, after a reasonable opportunity to inspect the goods/services, signifies to the seller that are goods/services are conforming and fails to make an effective rejection.
23. **BUYERS REVOCATION OF ACCEPTANCE:** Requesting Department can revoke acceptance of goods when it is discovered, in a reasonable time, that the Sellers nonconforming goods substantially impair the value of the goods.

25. **SELLERS RIGHT TO CURE A NONCONFORMING DELIVERY OF GOODS:** The Seller, upon notice of revocation of acceptance, shall correct without charge and deliver conforming goods in a reasonable time
26. **PAYMENT:** Any invoice received and payment made shall be subject to APS's terms and conditions (NET 30) unless specifically waived by APS in a separate written document and not this RFP or any response.

PROTESTS

1. Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Purchasing Office in accordance with the requirements of the Contracting Procurement Regulations and the State Procurement Code. The protest should be made in writing within twenty-four (24) hours after the facts or occurrences giving rise thereto, but **NO LATER THAN** fifteen (15) calendar days after the facts or occurrences giving rise thereto (NMSA1978, §13-1-172). The protest must be in writing and delivered to the Executive Director - Procurement Department, Albuquerque, New Mexico
2. In the event of a timely protest under this section, the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (NMSA 1978, §13-1-173).
3. The Purchasing Agent or his/her Designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (NMSA 1978, §13-1-174).
4. The Purchasing Agent or his/her Designee shall promptly issue a determination relating to the protest. The determination shall:
 - A. State the reasons for the action taken; and
 - B. Inform the protestant of the right to judicial review of the determination pursuant to NMSA 1978, §13-1-183.
5. A copy of the determination issued under NMSA 1978, §13-1-175 shall immediately be mailed to the protestant and other Offerors involved in the procurement in compliance with NMSA 1978, §13-1-176.

SCOPE OF WORK

OVERVIEW

Albuquerque Public Schools is the largest school district in New Mexico and one of the nation's largest school districts, covering more than 1,230 square mile geographical area. Currently, APS has 13 high schools, 2 K-8 schools, 12 schools of choice, 27 middle schools, 88 elementary schools plus 29 APS authorized Charter schools. APS has approximately 81,000 students and 12,000 employees. An elected Board of Education composed of seven members serving staggered terms of four years each governs APS. The Superintendent is Raquel Reedy.

RFP SCHEDULE

The RFP Buyer will make every effort to adhere to the RFP Schedule as noted on front cover of this RFP. The schedule is subject to change by addendum. The evaluation committee **MAY** interview the Offeror(s) of the top rated proposals; however, contracts may be awarded without such interviews and based solely on written offers. Finalists will be contacted to schedule interviews if required. If an interview is requested, evaluation scores will be re-scored to reflect written response and interview response.

PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of Out of Time School Activities in accordance with the attached specifications. APS is looking for vendors to provide safe, engaging, and high-quality Out of School Time (OST) Programming; effective OST Coordination; and high impact OST Professional Development. APS brokers, funds, and manages funding, and otherwise supports partnerships with vendors, with the goal of having OST programming that is:

- developed based on student and school preference and need
- available and accessible for all students every school day until 6:00 p.m.
- reflective of the New Mexico Guiding Principles for Out of School Time Programs
- effectively coordinated in partnership with the school, district, and other school OST providers, and
- run by trained and supported staff that are focused on program safety and quality; student learning/development; and effective family engagement.

1. **Scope of Work:** The purpose of this bid is to select and establish pricing for Out of School Time Activities from authorized companies. Vendors will be utilized as needs develop.

Desired Results and Indicators

Regardless of the type or number of OST Activities to be provided, all vendors are expected to target their services based on the following desired results and indicators for OST activities provided in partnership with APS:

- 1) **Students are actively involved in learning and their community**
 - a. Attendance in afterschool programs is specifically promoted and monitored
 - b. Partnerships between schools and vendors are fostered through intentional and on-going methods
 - c. Programs intentionally provide participants activities which specifically involve them with their school and community
- 2) **Students are healthy, physically, socially and emotionally**
 - a. Programs develop and maintain positive peer and adult relationships for/with participants
 - b. Programs incorporate and/or promote student wellness including: physical fitness activities, promotion of nutritional habits, and the development of social/emotional skills
 - c. Programs offer participants healthy snacks and/or meals
- 3) **Students succeed academically**

- a. Program policies and practices intentionally promote school day attendance
 - b. Program activities intentionally align with core content and foster learning
- 4) **Families are actively engaged in the their children’s education**
- a. Programs develop and implement a specific plan to engage families in student learning and program activities
 - b. Programs promote and market family engagement events, services and opportunities hosted by the school
- 5) **Students are enriched through coordinated, safe, engaging, high quality and sustained OST programs run by trained and supported staff**
- a. Programs intentionally foster availability and accessibility of afterschool programs to ALL students (including but not limited to marketing in various ways and languages; maintaining low costs to families; and providing accommodations to students as needed)
 - b. Programs intentionally develop activities for students based on student, family and school preferences and need
 - c. Programs consistently coordinate programming, spaces, outcomes and other functions both with the school and with other OST programs
 - d. Programs conduct an annual continuous quality improvement process cycle utilizing the New Mexico Guiding Principles for Out of School Time Programs at each site
 - a. Programs invest in and provide consistent and on-going professional development of staff in order to facilitate safety, engagement and quality
 - b. Programs develop and implement a specific sustainability plan

OST Activities / Services and Expectations:

Vendors can apply for consideration to provide one, two, or all of the following OST Activities:

1) OUT OF SCHOOL TIME (OST) PROGRAMMING (school based)

OST Programming is defined as expanded learning and/or enrichment programs, clubs, extracurricular, and other activities provided to APS students before school, after school, during school breaks/intersession, and during summer. It is also defined by grant requirements, program, school, or district activities defined in this document.

Program Criteria

Regardless of program focus, complexity, size or hours/duration, OST Programming must meet the criteria of one or more of the following 8 categories:

- **High-Yield Learning:** These activities/programs are designed to provide youth with engaging experiences that are hands-on, interactive, and intentionally develop critical thinking or other skills. Examples include, but are not limited to: Games that develop cognitive skills (i.e. Chess, Monopoly, Scrabble, and Jeopardy); Comic Book & Script Making; Journalism & Yearbook; etc.
- **Academic Support:** These activities are designed using a variety of learning strategies to help students progress or generally succeed in school. Design of this component intentionally includes academic skill building in addition to homework assistance.
- **Science, Technology, Engineering and Mathematics (S.T.E.M.):** These activities are designed to promote increased interest, knowledge and proficiency in the S.T.E.M. disciplines as well as students’ critical thinking and decision-making skills through engaging and educational instruction.
- **Civic Leadership/ Service-Learning:** These activities are designed to encourage inquiry and examine the important social topics of their local government and community. Civic leadership activities prepare service-minded youth to experience the full impact of service-learning.
- **Sports:** These activities are designed to teach youth the fundamentals of a particular sport through basic technique and skills training. Students study the rules, practices, and technical aspects, including

strategies. Academic and social enrichment, teamwork and sportsmanship should be integrated into these activities.

- **Health, Wellness, Social Emotional Learning, and Fitness:** These activities are designed to teach students knowledge, skills and basic competencies in wellness such as physical, mental and emotional foundations, self-reflective and mediation skills, and nutrition.
- **The Arts:** These activities both utilize and teach various mediums of art such as: performing, fine arts, digital, film making, and photography to promote expression and inspire young people to be leaders and peacemakers in their school community and beyond.
- **Language and Culture:** These activities introduce students to the richness of local, national and international cultures and the basics of their languages, both spoken and written. Topics could include history, calligraphy, cultural customs, geography, dance, and cuisine.
- **College and Career:** These activities introduce students to knowledge and experiences that support readiness for college and career, including goal setting, resume writing, scholarships, testing requirements and preparation, interviewing skills, various careers, etc.

General Service Delivery Requirements and Deliverables

- Assist in the recruitment of participants in collaboration with the Principal.
- Monitor and maintain an attendance rate of 80% (or other as indicated by specific funding requirements) all students enrolled in the activity. Manage waiting list to support student access to programming.
- Monitoring and quality assurance activities must be implemented to assure student safety and program quality. Activities must include some form of structured self- assessment/monitoring process utilizing a standard tool across sites, as well as a minimum of one administrative assessment /monitoring site visit during program hours (per site) monthly. APS reserves the right to conduct unannounced quality assurance site visits.
- Offerors charging families for services must receive prior approval of their fee scale. It is recommended that the fee scale be consistent with that which is currently established by the City of Albuquerque. The offeror will be responsible for notification of families, accepting payment, and otherwise managing this process and its funds. If fees of any kind are assessed, no participant can be turned away due to an inability to pay and the offeror must have a strategy to ensure that participants do not self-select out due to the inability to pay.
- Offeror must use the APS mandated registration form for each school site and program, or get prior written approval to use another form, which includes all of the required elements. Additional required information may be obtained for those students enrolled in the offeror's specific activity if necessary.
- All service hours must meet the need of individual school requirements.
- Must implement comprehensive safety protocols, to include standard sign in/sign out, participant expectations and consequences, supervision of participants, and other processes in accordance with the existing CSI program policies/procedures.
- Must provide all program and safety supplies (i.e. sports equipment, art supplies, games, books, first aid kit, tissues, hand sanitizer, etc.) for any service covered under this contract.
- School sites may require slots for drop in students who are not regular participants.
- Offeror must work with the school Principal and OST Coordinator to establish location of services, recruitment activities and an integrated registration process.
- Marketing flyers must be approved by the district's Communications Department and/or designated department.
- All services and programs must adhere to the APS Facility Usage Procedural Directive and have an approved facility usage agreement in place during all program operations on APS campuses.
- Must annually provide APS Out of School Time Site Safety Assurances signed by the organization's Executive Director, as well as the Program Coordinator for each school where OST programs occur.

- Offeror must follow all Federal and State laws as they apply to their organization and programs. The offeror will establish and implement a procedure to support families who indicate/request an accommodation for their child at the program registration.

2) OUT OF SCHOOL TIME COORDINATION (school based)

OST Coordination is defined as the overall management and implementation of one or more OST programs and/or activities in partnership with the district, school(s), and other OST providers. Functions include (but are not limited to): staff recruitment, professional development, and oversight (including ensuring that policies and other requirements are met); partnership and alignment activities with the school(s) (especially around family engagement, and linkages to student learning and school goals); partnership and alignment activities with other OST programs/activities in the school; continuous quality improvement (including data gathering, accountability, and reporting); and grant management.

General Service Delivery Requirements and Deliverables

Regardless of program focus, complexity, size or hours/duration, OST Coordination shall meet the following requirements at each school:

- The school Principal must approve any coordination conducted by a non-APS entity.
- The school Principal must be included in the hiring of and/or approval of the personnel hired to meet coordinator functions.
- OST Coordination must operate in under the direction of the school’s Principal.
- OST Coordination must be conducted in conjunction with a site level person (i.e. secretary) who can manage and support APS purchasing and payroll functions. This may be through an existing school staff member but the vendor provides compensation for these services.
- OST Coordination shall be implemented by one person (with no more than two people serving as emergency substitutes) who shall work primarily on the school campus. The Coordinator shall be present during program hours and until all students have left the program and shall spend other time as needed to meet each of the following functions and deliverables:

General	<ul style="list-style-type: none"> a) Supports hiring, training and coordination of efforts of at least one alternate / substitute person that can fulfill the role of the Coordinator during program hours should the assigned OST Coordinator be unable to do so. b) Keeps the Principal informed of all OST programming, business, issues, and outcomes. Consistently plans with the Principal. c) Ensures that the OST programming in the school meets the requirements and expectations outlined in this document.
Community Collaboration	<ul style="list-style-type: none"> a) Develops, implements and analyzes annual student and family surveys to determine student and family preferences, interests, and needs. b) Collaborates with the school and other OST providers and facilitates effective/efficient systems and seamless alignment of all of the school’s out of school time services and opportunities. Utilizes annual survey data to advocate for and adjust programming to meet student needs, interests and preferences. c) Ensures that families of participants are informed (via various methods and languages) about: program options and availability, program expectations (including fees and attendance), safety and emergency procedures, program and school family programs and events, how families can support student learning, etc.

Human Resource Coordination	<ul style="list-style-type: none"> a) Selects, hires and trains all program staff (i.e. facilitators, activity leaders, tutors). b) Ensures that all staff and /or volunteers have an APS fingerprint background clearance PRIOR to being present on any APS campus. c) Payroll/Staff Invoicing (as appropriate to funding stream) <ul style="list-style-type: none"> • Double checks payroll/timesheet submissions for correctness (i.e. <u>coincides with approved activity dates and times</u>). Maintains accurate records reflecting the time sheet submissions. • Submits timesheets for all staff conducting approved activities on a bi-weekly or monthly schedule as defined by the school district. Provides accurate, original time sheet records with required signatures for APS employees or provides duplicate timesheets with all invoices submitted to APS for reimbursement. • Ensures that all payroll or invoicing is kept current throughout the year based on payroll due dates provided by the APS Grant Management office.
Reporting & Documentation	<ul style="list-style-type: none"> a) Facilitates the distribution and collection of registration forms as well as documentation of attendance information from each student participant for each activity / program. b) Reviews registration forms for requests for special needs accommodations, collaborates with families to identify reasonable accommodations, and trains staff and otherwise ensures that accommodations are implemented. c) Supports vendors and/or provides information to support invoicing of services, which includes back up documentation, as required by the APS Grant Management department. d) Provides additional program information when requested. e) Retains all OST related paperwork at the school site for 3 years.
Program Management	<ul style="list-style-type: none"> a) Ensures that program offerings are based needs, preferences and priorities of each school. b) Develops and implements a comprehensive plan for recruitment and retention of participants; that each activity has appropriate average daily attendance, and manages waiting lists effectively. c) Ensures equal access to programming as well as outreach to families utilizing various languages and methods. d) Ensures that activities / programs offered are engaging, meaningful, cost effective, and sustainable. e) Ensures staff awareness of and program compliance with school/district policies and procedures such as: emergencies, fire drill/lock down, use of facility, student pick-up after activities, permission slips, and snack distribution, etc. f) Utilizes APS Incident/Injury Report Form per APS emergency procedures. Submits a copy of the form by fax or email to the districts OST Coordinator (currently Linda Sepulveda) for informational purposes only. g) Serves as a substitute Activity Leader during staff absences. h) Coordinates logistics of space, resources, snack time, etc.

	<p>i) Implement and meets requirements and deliverables of afterschool snack and/or meals program through APS Food Services (if eligible). If school is not eligible, implements a low or no cost snack program.</p> <p>j) Works in collaboration with the school and vendor leadership to order/access requisite program supplies to ensure that Activity Leaders are able to provide a quality program experience.</p>
Budget Management	<p>a) Follows school district policies and deadlines for all financial transactions.</p> <p>b) Monitors allocated program budget(s) to ensure that expenditures do not exceed allocation(s). Maintains accounting records, which includes expenses by line item.</p> <p>c) Presents all program/activity/budget changes to the school Principal for approval <u>prior</u> to implementation.</p>
Evaluation	<p>a) Evaluates the effectiveness of program(s) in achieving results and indicators, through an annual/ongoing continuous quality improvement process utilizing the <u>NM Guiding Practices for Out of School Time Programs</u>.</p> <p>b) Meets with district OST staff when site observation visit(s) are conducted.</p> <p>c) Reviews participation data monthly and satisfaction data (per availability) and develops/implements recruitment, retention or change of activities action plans as needed.</p>

3) OUT OF SCHOOL TIME PROFESSIONAL DEVELOPMENT (district/department based)

OST Professional Development is defined as training, coaching and other activities that build the capacity of OST staff to conduct safe, engaging, and high quality OST programming. OST Professional Development services also include other capacity building activities as defined in this document and in alignment with district initiatives and goals.

General Service Delivery Requirements and Deliverables

OST Professional development services must meet the criteria of one or more of the following categories:

General	<ul style="list-style-type: none"> • Researches, identifies staff needs, and builds detailed, replicable written training and coaching modules. • Develops, coordinates, provides logistical support for, and implements professional development opportunities within a desired content identified in collaboration with schools and the district. • Provides hands on coaching to individual or groups of staff (as requested). • Manages and coordinates professional learning community, book study groups, or other collaborative learning processes (as requested).
Budget management	<ul style="list-style-type: none"> • Follows school district policies and deadlines for all financial transactions. • Monitors allocated budget(s) to ensure that expenditures do not exceed allocation(s). Maintains accounting records, which includes expenses by line item. • Presents all budget changes to the district for approval <u>prior</u> to implementation. • Submits invoices with back up documentation (e.g. training modules, sign in sheets, payroll and expenditure documents, etc.) monthly (or as noted in contract).

Evaluation	<ul style="list-style-type: none"> • Evaluates the effectiveness of each OST Professional Development offering (e.g. training, coaching, PLC, etc.) in achieving participant-learning outcomes as connected to out of school time program results and indicators. Provides reporting the district OST Coordinator. • Meets with district OST staff when observation visit(s) are conducted. • Reviews participation data/satisfaction data (per availability) and develops/implements recruitment, retention or change of activities action plans as needed.
------------	---

OTHER REQUIREMENTS AND DELIVERABLES FOR ALL THREE OST ACTIVITIES / SERVICES:

Recruitment, Hiring, Supervision and Professional Development of high quality staff is required to ensure high quality services.

- All staff (volunteer or paid, youth or adult) must receive an APS fingerprint background clearance prior to beginning services. Background checks processed outside of APS will not be accepted. NOTE: OST PROFESSIONAL DEVELOPMENT staff may be exempt if they only have contact with OST staff and no students.
- Data sharing and evaluation:
 - Offeror is required to share all activity attendance, survey, evaluation and outcome data with the school OST Coordinator, Principal, and APS district OST Coordinator for any contracted services (including any in-kind/match).
 - A summary of survey data shall be shared with respondents/stakeholders.
- Invoicing
 - Offeror will invoice on a monthly basis and will include appropriate back up documentation for every expenditure.
 - Offeror will ensure that all invoices are submitted and that the offeror has received payment prior to June 30 of each year for the current school year.
- Reporting to include (at a minimum):
 - Offeror may be required to enter OST Activity attendance data into a data collection system on a weekly basis.
 - Staff time sheets shall include: staff name, site location, specific hours worked, and staff signature and rate of pay.
 - Offeror may be required to submit monthly participation and budget reports on the first Friday of every month for the month prior and in the format designated to the APS district OST Coordinator.

In preparation of Proposals, offerors are encouraged to present “other processes, solutions, and/or guidelines” to address the minimum types of key services and elements (described in the Scope of Work).

The district consistently seeks high quality, low cost OST activities of varying focus and duration. Each vendor will be responsible for meeting the requirements of the specific grant/funding stream in addition to the requirements of this RFP. All services attached to this bid are/will be contingent upon:

1. The need for services
2. Available funding
3. Each school’s approval to engage in a partnership with approved contractors

4. Appropriate financial and/or in-kind match for the school, district and/or grant (as applicable)
5. Previous adherence to APS OST results and indicators

EVALUATION CRITERIA

EVALUATION CRITERIA

Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed. Points will be awarded in compliance with NMSA 1978, §13-1-21, for New Mexico In-State Resident Business and Resident Veteran Business. If proposal is a Joint Venture, Offeror shall state in submitted proposal the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. Please Note: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. Offerors shall include in their proposal a copy of certificate issued by State of New Mexico Taxation & Revenue. The Preference does not apply if APS is utilizing federal funds.

*****The Offeror should contact Buyer for clarification of evaluation criteria or terminology*****

	Possible Points	Points This RFP
<p>Qualifications Submit company profile; Submit detailed information describing your company's qualifications providing services as requested in the Scope of Work. Specify your organizations experience, and how your organization conducts each of the service activities that are being applied for.</p> <p>A. Examples: Furnish a brief profile of your firm to address the following areas. What is your experience with providing before and /or after school services? What is your experience with coordinating services? Is this your primary business or do you offer other services?</p>	25	
<p>Sustainability (for OST Programming only) Provide a brief narrative of your organization's plan for sustainability of grant/contracted OST programming</p>	15	
<p>In-Kind Match Describe in-kind, matching funding, or other resources connected to each activity/service category. Provide a formula for projected cost and where the in-kind is coming from.</p>	15	
<p>Charging Families (if applicable) Provide a brief narrative of your organization's rationale for charging families. Include a fee schedule (either weekly or per activity), plan for ensuring that families do not self-select out and a narrative budget specifying how the income will be used.</p>	20	
<p>Pricing Provide a separate narrative budget for each service that is being applied for, use detail and formulas to formalize a final Cost per Student.</p>	25	
<p>Total Possible Points</p>	100	
<p>Interview (if needed)</p>	50	
<p>New Mexico Resident Business Preference: Five percent of the total possible points to a resident business. Offeror shall include a copy of their In-State Certificate issued by State of New Mexico Taxation & Revenue Department.</p>	5	
<p>Veteran New Mexico Resident Business Preference: Ten percent of the total possible points to a resident veteran business.</p> <ul style="list-style-type: none"> 10 points for Resident Veteran Business/Contractor with annual revenues of \$3 million or less as verified by State of NM Tax & Revenue. 	10	
<p>Total Possible Awarded Points</p>	100-160	

Note: FAILURE to adequately address and meet the above requirements may be cause for the proposal to be deemed non-responsive by the Buyer.

SUBMITTAL REQUIREMENTS

(For ease of evaluation, Proposals should be formatted in the order as listed below)

The Offeror is particularly encouraged to address all points that will be evaluated as described herein in each point of the evaluation criteria. If a factor of evaluation is not adequately responded to by the Offeror, the Offeror may be determined to be non-responsive.

Offeror shall submit one (1) original proposal clearly marked **ORIGINAL**, six (6) identical copies clearly marked **COPY** and one (1) identical electronic copy (flash drive labeled with your company name and RFP number). Email and fax copies are **NOT** an acceptable form of an electronic copy.

PROPOSAL – DETAILED REQUIREMENTS

1. Proposal Format

Proposals shall be submitted in a three-ring binder. Page format shall be 8-1/2” x 11” with foldout sheets (if any) allowed up to 11” x 17” in size. Foldout pages shall be counted as two pages **and shall be numbered as such**. Text will be no smaller than 10 point.

Proposals shall not exceed 60 pages total for all of the tabbed sections listed below excluding Tab 1, 6 and 7. Each sheet face that is printed with text or graphics counts as one page. Tab Dividers do not count as pages provided the only text or graphics on the dividers are the tab numbers and section titles: Front and Back cover do not count towards page count.

Tab 1 – Letter of Submittal

Tab 2 – Qualifications

Submit company profile; Submit detailed information describing your company’s qualifications providing services as requested in the Scope of Work. Specify your organizations experience, and how your organization conducts each of the service activities that are being applied for.

Examples: Furnish a brief profile of your firm to address the following areas. What is your experience with providing before and /or after school services? What is your experience with coordinating services? Is this your primary business or do you offer other services?

Tab 3 – Sustainability (for OST Programming only)

Provide a brief narrative of your organization’s plan for sustainability of grant/contracted OST programming.

Tab 4 – In-Kind Match

Describe in-kind, matching funding, or other resources connected to each activity/service category. Provide a formula for projected cost and where the in-kind is coming from

Tab 5 – Charging Families (if applicable)

Provide a brief narrative of your organization’s rationale for charging families. Include a fee schedule (either weekly or per activity), plan for ensuring that families do not self-select out and a narrative budget specifying how the income will be used.

Tab 6 – Price Proposal

Provide a separate narrative budget for each service that is being applied for, use detail and formulas to formalize a final **Cost per Student**.

Tab 7– Required Forms

FORMS & ATTACHMENTS

LETTER OF TRANSMITTAL FORM
SUBMIT WITH YOUR PROPOSAL

Items one (1) to four (4) each **MUST** have a response, failure to respond to all four items **WILL** result in the disqualification of your proposal.

1. Identity (Name) and Mailing Address of the submitting organization:

2. For the Person authorized by the organization to contractually obligate the organization:

Name	
Title	
E-Mail Address	
Telephone/Fax number	

3. For the person authorized to negotiate the contract on behalf of the organization:

Name	
Title	
E-Mail Address	
Telephone/Fax number	

4. For the person to be contacted for clarifications:

Name	
Title	
E-Mail Address	
Telephone/Fax number	

- On behalf of the submitting organization named in item one (1) above, I accept the Terms and Conditions governing the Procurement.
- I agree that submission of our proposal constitutes acceptance of the Evaluation Factors contained in this RFP.
- I acknowledge receipt of any and all amendments of this RFP.



Authorized Signature and Date (**Must be signed** by the person identified in Item #2, above.)

COMPLIANCE

(REQUIRED LEGAL FORMS)

All of the following forms must be signed and submitted with your proposal or your bid may be rejected.

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 federal, 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 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:

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) _____

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) Offeror Business Name



**CONFLICT OF INTEREST, NON-COLLUSION AND
DEBARMENT/SUSPENSION CERTIFICATION FORM**
CONFLICT OF INTEREST

As utilized herein, the term "Vendor" shall mean that entity submitting a proposal to Albuquerque Public Schools in response to the above referenced bids/request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:

No employee or board member of Albuquerque Public Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Albuquerque Public Schools employee, board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: _____ List below the name(s) of any Albuquerque Public Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

CERTIFICATION OF NON-COLLUSION STATEMENT

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity. Does vendor agree? **YES Initials of Authorized Representative of vendor**

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Albuquerque Public School's Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, 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.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST , NON-COLLUSION and DEBARMENT/SUSPENSION Status requirements 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 vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

SIGN HERE Signature: _____ Date _____

Name of Person Signing (typed or printed): _____

Title: _____

Email: _____

Name of Company (typed or printed): _____

Address: _____ City/ State: _____

ALBUQUERQUE PUBLIC SCHOOLS
TERMS AND CONDITIONS
STATEMENT OF CONFIDENTIALITY

The undersigned employee of/subcontractor to _____, hereinafter referred to as "Offeror" and/or "Contractor", agrees, during the RFP process, and during the term of the Contract between Contractor and the Albuquerque Public Schools (APS) and forever thereafter, to keep confidential all information and material provided by APS or otherwise acquired by the Employee/Subcontractor, excepting only such information as is already known to the public, and including any such information and material relating to Attachments of this RFP, and relating to any client, vendor, or other party transacting business with APS, and not to release, use or disclose the same except with the prior written permission of APS. This obligation shall survive the termination or cancellation of the Contract between Contractor and APS or of the undersigned's employment or affiliation with Contractor, even if occasioned by Contractor's breach or wrongful termination.

The undersigned recognizes that the disclosure of information may give rise to irreparable injury to APS, a client or customer of APS, or to the owner of such information, inadequately compensable in damages and that, accordingly, APS or such other party may seek and obtain injunctive relief against the breach or threatened breach of the within undertakings, in addition to any other legal remedies which may be available. The undersigned acknowledges that he or she may be personally subject to civil and/or criminal proceedings for such breach or threatened breach.



Signature

Title

Offeror Business Name

Date

PROPOSAL SUBMITTAL REQUIREMENTS AND CHECKLIST

Please submit your completed proposal, including the following items. Note that the requested information is mandatory and **failure to submit these items with your response may deem it non-responsive and may be disqualified.**

- Letter of transmittal, **SIGNED**
- Evaluation Criteria Documentation
- Price Proposal
- Completed Conflict of Interest and Debarment/Suspension Form, **SIGNED**
- Campaign Contributions Disclosure Form, **SIGNED**
- Statement of Confidentiality, **SIGNED**
- Resident Contractor (or Veteran Resident Contractor) Preference Certificate – if applicable
- Addendums (if applicable) – **before** submitting your proposal, please check for addendums here:
<http://www.aps.edu/procurement/current-bids-and-rfps>

- The following RFP information must be clearly labeled on the **outer envelope of your sealed proposal.**
Please note: If you put your sealed proposal inside a FedEx, UPS, etc. envelope, all of this information must also be written and visible on the outermost envelope of your sealed proposal:
 - Offeror's Business Name** (not an individual's name)
 - RFP Number & Title
 - RFP Due Date & Time
 - Proper Delivery Address (see cover page)

** If items are not completed as required, your proposal may be deemed non-responsive.*