

Hatch Valley Public Schools  
P.O. Box 790  
Hatch, New Mexico 87937  
Michael Chavez, Superintendent  
Request for Proposal # 2024-004

**Educational Diagnostician Services**  
**Commodity Codes: 92420**

**Educational Diagnostician Services**

**Introduction**

The Hatch Valley Public Schools intends to acquire Diagnostician Services for the 2024-2025 and 2025-2026 school years to provide diagnostic initial evaluations to students in the SAT Process and re-evaluations for students with disabilities served in the district's Special Education programs. Both the district and the vendor will have the option to continue or discontinue the contract at the conclusion of each school year. Notice of intent to discontinue by either party, if applicable, shall be given in writing by May 15<sup>th</sup> of that year.

The objective of these services is to provide psychoeducational evaluations. Services for students include evaluations-initial and re-evaluations, possible scotopic (Irlen) screenings, and possible attendance (even virtual) at the Eligibility Determination Team (EDT) meetings for students evaluated. Anticipated need: Bilingual and English evaluators (approximately 50 total per school year). Actual needs may change. If agreed upon services are not provided district can without notice contract additional services from other contract sources.

Payment will only be made for services rendered and will be invoiced at least monthly..

All personnel will be expected to adhere to Hatch Valley Public School Policies and Procedures. A copy of the "Policy and Procedures" is available in the district's website ([www.hatchschools.net](http://www.hatchschools.net)). Failure to comply with these policies and procedures could result in termination of this agreement.

**Proposal Format**

The proposal should include, at minimum, the following sections:

(The proposal format should correlate with the RFP format. Format & ease of reading proposal will be considered.) **One copy must be submitted.**

## **A. Specifications**

In this section vendors should describe how their proposal meets particular requirements.

### **1. General Requirements**

- a. Availability July 1 through June 30 of each school year. Exact dates and number of days may change, based on number of evaluations required.
- b. Completion of Medicaid provider application, required Medicaid reporting forms, including Medicaid Random Moment Time Samples, and meet all Medicaid billing deadlines.
- c. Comply with background investigation policy, including paying background check expenses.
- d. Complete all documentation required by the district.
- e. Obtain an educational diagnostician license through NMPED.

### **2. Services**

- a. Diagnostician is required to work on-site in Hatch, NM for Hatch Valley Public Schools;
- b. Conduct psychoeducational evaluations (initial and re-evaluations as requested following requirements under the NMPED and the NM TEAM manual.
- c. Participate at EDT meetings if needed (Can be virtual)
- d. Consultation with staff and parents as necessary.

### **3. Evaluation Requirements**

- a. Formal evaluations — at least one (1) standardized assessment tool. Formal evaluation, typed reports written in language useful to the IEP teams to determine educational needs. An electronic copy provided to the sped office and at least one signed copy provided in the file. Formal evaluations will be submitted within ten (10) calendar days of completion of evaluation. Failure to do so may be considered a breach of contract.
- b. Evaluations must be completed within **4** weeks of assignment All protocols must be turned in to the sped office.
- c. Informal evaluations — typed reports written for use by team to determine educational need.

## **B. Personnel Requirements**

1. Identify by name, personnel that will be contracted to provide services.
2. Providers are to be currently licensed by New Mexico Public Education Department, Educator Preparation and Licensure Unit with copy of license provided for each provider.
3. Ability to conduct evaluations in both English and Spanish preferred, but not required. (There is a need for Spanish evaluations)
4. Any changes in personnel during the school year must be completed within a 14-day time frame and licensure submitted before the new provider's first day of work.
5. Copies of transcripts must be available for review if requested.

**C. References**

This section should include references for proposed therapists.

**D. Price**

All cost information must be in this section. Vendor should show total hourly rate which includes any additional fees such as mileage etc. Gross Receipts taxes must be noted separately and not included in the hourly rate. Also, please note the tax rate. (Only hourly rates will be considered in award determination — not tax rates). If multiple hourly rates are listed, the highest price will be considered for the proposal.

**E. Forms**

Campaign Contribution Disclosure Form

Respondents are required to complete and return within its proposal a CAMPAIGN CONTRIBUTION FORM enclosed within this RFP.

**F. Evaluation Process and Timelines**

A. Proposals will be evaluated on a 100-point basis. The scoring will be as follows:

- Specifications.....20 points
- Personnel Requirements. ....20 points
- References .....30 points
- Price.....30 points

B. Timelines

1. Question submittals:

All questions need to be submitted by June 25<sup>th</sup> 2:00 PM MST. Answers will be issued by June 26<sup>th</sup> 2:00 PM MST.

Direct all questions to: Shelly Ortega, Business Office Manager

E-mail: [sortega@hatchschools.net](mailto:sortega@hatchschools.net)

Proposals must be received by the specified deadline. Recommendations will be approved by the District Board of Education at the next scheduled board meeting and vendors will be notified of acceptance of their proposal within 7 days of the board's decision.

**G. School District Contacts**

- A. Sealed proposals, including copies of New Mexico licensure and other appropriate data must be directed to:

**Shelly Ortega, Business Office Manager**

**Sealed Proposal- RFP # 2024-003 Physical Therapy Services**

**219 E. Hill**

**P.O. Box 790**

**Hatch, New Mexico 87937**

- B. Vendor proposals are due no later than June 28 @ 2:00pm MST. Faxed or emailed proposals will not be accepted. Late or misdirected proposals will not be considered.

## **Campaign Contribution Disclosure Form**

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a 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) \_\_\_\_\_  
\_\_\_\_\_

(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.

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Signature

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Date

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Title (Position)