

Southwest Regional Education Cooperative
on behalf of
New Mexico Public Education Department

Welcome to the Pre-Proposal Conference for
RFP #24-006:
New Mexico Literacy Institute's Summer Reading Intervention

Introductions

Dr. Arsenio Romero, Cabinet Secretary
New Mexico Public Education Department

Elizabeth Groginsky, Cabinet Secretary
New Mexico Early Childhood Education and Care Department

Stephanie Rodriguez, Cabinet Secretary
New Mexico Higher Education Department

Mariana Padilla, Director of the Children's Cabinet
Office of Governor Michelle Lujan Grisham

Lauren Verduzco, Procurement Manager
Southwest Regional Education Cooperative

RFP 24-006 Requirements

Proposal Format

- One proposal will be accepted per vendor. If you determine that you'd like to modify your submitted proposal *before* the submission deadline, you may send an email to the Procurement Manager and request that your sealed submission be deleted, allowing you to resubmit. No changes will be accepted or permitted once the submission deadline passes.
- Technical proposals must be separate from the cost response. There is a designated upload section for each proposal within the submission portal.
- All information for the technical proposal must be combined into a single PDF file or document for uploading. File name convention must be <RFP24-006_COMPANY NAME_PROPOSAL>
- All information for the cost response must be combined into a single PDF file or document for uploading. File name convention must be <RFP24-006_COMPANY NAME_COST RESPONSE>

RFP 24-006 Requirements

Proposal Organization

- a. Table of Contents
- b. Proposal Summary (optional)
- c. Response to Specifications (**except for cost, which shall only be included in Cost Proposal in a separate upload**)
- d. Offeror's Additional Terms and Conditions (if applicable)
- e. Campaign Contribution Form
- f. New Mexico Employee Health Coverage Form
- g. Reference Questionnaire (**first page only, identifying businesses providing references**)
- h. Conflict of Interest Affidavit
- i. Debarment/Suspension Certification Form
- j. Other Supporting Material (optional)

RFP 24-006 Requirements

Mandatory Specifications – Pass/Fail

- All Mandatory Forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal:
 - Appendix A – Campaign Contribution Disclosure Form
 - Appendix B – New Mexico Employee Health Coverage Form
 - Appendix E – Conflict of Interest Form
 - Appendix F – Debarment/Suspension Status Form

Please note that any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

RFP 24-006 Requirements

Specifications and Evaluation Point Summary (Pages 20-22)	
Factor	Points Available
A. Technical Specifications	
A(1) Curricula, Materials, and Resources	200
A(2) Literacy Instructor Training	200
A(3) Assessment	100
B. Business Specifications	
B(1) Capacity for Timeline	40
B(2) Organizational Experience	100
B(3) Organizational References	60
B(4) Cost	100
B(5) Campaign Contribution Disclosure	Pass/Fail
B(6) NM Employee Health Coverage	Pass/Fail
B(7) Conflict of Interest	Pass/Fail
B(8) Debarment/Suspension	Pass/Fail
<i>TOTAL</i>	800

Program Overview

The State of New Mexico is establishing the New Mexico Literacy Institute's Summer Reading Program. The Summer Literacy Program is an instruction and intervention program that will support 10,000 New Mexico students from incoming kindergarteners through current eighth graders (K-8). The following are the Summer Reading Program objectives:

- Improve literacy outcomes for all students participating in this program by using a pre- and post-assessment to measure growth through the program.
- Measure reading progress of students during and at the completion of this program. Progress will be measured using a pre- and post-assessment.
- Build confidence and competence in literacy skills that will support students' academic achievement.

Scope of Procurement

1. The program is designed to be four hours per day, five days a week, for four to six weeks.
2. Literacy instruction shall be a four-to-one student to teacher ratio.
3. The New Mexico Public Education Department (NMPED) is conducting a public campaign as well as partnering with Local Education Agencies (LEAs) and Educator Preparation Programs (EPPs) to recruit literacy instructors. NMPED will oversee the hiring and compensation of literacy instructors. The Contractor may also utilize their trained staff and/or literacy instructors. Literacy instructors may be classroom teachers, educational assistants, faculty members, pre-service teachers, and/or out-of-school-time partners.
4. The Summer Reading Program is intended to be face-to-face instruction and will be prioritized; however, the program shall also be available in a virtual or synchronous format. NMPED will work with the Contractor to establish setting.
5. The Summer Reading Program is a statewide literacy program, and multiple program sites and virtual settings throughout the state will be established. NMPED will identify and establish program sites and virtual settings in partnership with LEAs and other community partners.
6. All New Mexico students from incoming kindergarteners through outgoing eighth graders (K-8) are eligible to participate. Students and families may opt into the literacy program for intervention, skill development, or advancement and will be registered by their parent or guardian. Classroom teachers can make recommendations for students to participate in the Summer Reading Program. NMPED will oversee student registration and registration will be available by providing a registration link.
7. LEAs will encourage student participation in the literacy program and will assist in identifying students as reading below grade level or in danger of falling below grade level and shall encourage appropriate student participation. Pre- and post-assessment data will be shared with local LEAs.
8. Multiple contractors may be selected to implement this statewide literacy program.

Scope of Work

1. Purchase and provide all curricula, educational materials, and resources that align with foundational literacy skills (phonemic awareness, phonics, word recognition, fluency, vocabulary, and comprehension) adhering to the Science of Reading through structured literacy methods. Appropriate linguistic scaffolds and accommodations in lessons should also be provided to English Language Learners (ELL).
2. Develop a four-hour program in a four-to-one student to teacher ratio and learning environment, four hours per day, five days a week, for four to six weeks.
3. Train literacy instructors to implement one or more of the listed assessments below for literacy pre-testing and post testing for all enrolled students. The Contractor will be responsible for purchasing and/or providing all applicable assessments. Pre-testing will be used to establish students' literacy baseline, grouping, and to define learning targets and goals. Pre-testing will take place during the first two days of the program. At the end of the Summer Literacy Program, the Contractor shall conduct a post-assessment on each student to identify student growth, evaluate the effectiveness of the program, and establish subsequent school year literacy goals. Assessment data must be collected and provided to NMPED by the Contractor. Pre- and post-assessment data will be presented in the form of a final literacy report and will be made available to NMPED. The Contractor will share data results with local LEAs and families.

Assessments must include one or more of the following:

- Dyslexia Screener (K-2)
- DIBELS 8
- Name, Letter, Sound Assessment for incoming and outgoing kindergarten students
- LETRS PAST

Scope of Work

4. Provide NMPED with an outline of the training program, process, and benchmarks, and conduct trainings outlined in the detailed Scope of Work with the literacy instructors prior to the start of the program in June 2024. The training should be designed for a range of expertise including current educators that have completed the LETRS training as well as individuals that have no experience with structured literacy. The Contractor must also provide weekly coaching and supports to instructors throughout the duration of the Summer Reading Program. Contractors shall be available Monday through Friday (7:30 a.m. to 5:00 p.m.) via e-mail, text, or other preferred communication methods determined between literacy instructors and the Contractor. In-person training of literacy instructors is preferred, however, virtual or synchronous and/or hybrid training models can be accepted. NMPED will have discretion over face-to-face and/or virtual environments.
5. Collaborate with site personnel (e.g., designated LEA representative, lead instructor, etc.) to implement the program at individual sites. This includes supporting literacy instructors, responding to questions about curricula, and resolving other programmatic issues and needs as they arise.
6. Oversee all literacy instruction at each site to ensure adherence to the Summer Reading Program's curricula and instruction.
7. Communicate with the program coordinator and the NMPED on a weekly basis or as determined by NMPED, throughout the duration of the program.

Sequence of Events

Action	Responsible Party	Due Dates
1. Issue RFP	SWREC	March 29, 2024
2. Pre-Proposal Conference	SWREC, NMPED, Potential Offerors	April 5, 2024, 9:00am – 10:30am
3. Distribution List	Potential Offerors	April 8, 2024 by 4:30pm
4. Deadline to Submit Questions	Potential Offerors	April 8, 2024 by 4:30pm
5. Response to Written Questions	Procurement Manager	April 11, 2024 by 4:30pm
6. Submission of Proposal	Potential Offerors	April 19, 2024 by 4:30pm
7. Proposal Evaluation	Evaluation Committee	April 22-May 2, 2024
8. Selection of Finalists	Evaluation Committee	April 29, 2024
9. Final Price Agreements	SWREC/Finalist Offeror(s)	TBD
10. Price Agreement Award(s)	SWREC/Finalist Offeror(s)	May 2, 2024
11. Protest Deadline	SWREC	May 17, 2024

Questions

- Per the Sequence of Events, all questions must be submitted to the Procurement Manager via email by no later than Monday, April 8, 2024, by or before 4:30pm MST.
- All responses shared in the Pre-Proposal Conference will be considered unofficial until written answers are publicly posted on our website and provided to those who have signed up for the Distribution List (pg. 9 of RFP)

Thank you

Lauren Verduzco, Procurement Manager

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