



1321 E. Poplar Street  
Deming, NM 88030  
575.546.5951  
Valerie Brea, Executive Director

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February 2, 2024

## Response to Written Questions

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### Southwest Regional Education Cooperative Request for Proposal 24-002 High Impact Tutoring

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Southwest Regional Education Cooperative hereby gives notice that the following written questions were submitted. The responses below will become part of the procurement file and will be sent to prospective bidders who registered through the distribution list.

1. We provide high impact tutoring in literacy for students in grades preK-3. Are we able to submit a proposal to serve this subset of students in literacy only? Or is the regional education cooperative looking for a vendor to provide tutoring in both literacy and math for students K-8?

**Page 3, Section I.C of the RFP states that "Tutoring provided by the selected offeror will have a primary focus on in person and secondary focus on virtual delivery to kindergarten-8<sup>th</sup> grade content standards in mathematics and English Language Arts."**

2. On the cover page, it says "DUE DATE: January 30, 2024 by 4:30 pm", however, further down the document it is "February 16, by 4:30 pm". Can you please clarify what is the correct due date for submissions?

**The correct Proposal Due Date is February 16, 2024, by 4:30pm.**

3. Is the Oral Presentation a submittal requirement? Should Offerors include the oral presentation with their proposals, or should they wait for confirmation from the Southwest Regional Education Cooperative #10 that oral presentations will be held and that an offeror has been selected?

**Oral presentations may be set and confirmed by the Procurement Manager after finalists are selected. Finalists will be contacted by the SWREC for further instructions if applicable.**

4. What is the historical spend on this contract?

**This is a new initiative which will result in a new contract; potential Offerors are encouraged to submit a proposal with a completed Cost Response form that outlines their program costs.**

5. Who is currently servicing this contract?

**There is not a vendor currently serving the contract.**

6. How is the provider currently engaging district stakeholders? Has it been successful? Why or why not?

**There is no current provider for this contract. The NMPED will support the identification of schools.**

7. What is the minimum years of experience you expect out of a vendor?

**There are no specific minimum years of experience expected from a vendor. Organizational experience, capacity, expertise, and agency referrals are components of the technical proposal that will be evaluated against each proposal.**

8. In Section F. Procurement Library upon using the link I could not find the RFP for 2024, however I did find a procurement library for bid 23-92400-0006 from July 2023. Is that the procurement library we are to reference?

**Yes, that is correct procurement library.**

9. Proposal Content and Organization, letter c) refers to a Cost Proposal. Are you requesting a technical proposal and cost proposal? Or does the cost proposal refer to letter l) Completed Cost Response Form? If it does refer to the completed cost form, would you like that in the technical proposal or separately?

**Appendix C, Cost Response Form must be completed and can be submitted at the end of the Technical Proposal following the business specifications (letter l) so that the form can be extracted prior to being evaluated.**

10. Under Detailed Scope of Work, AA – Would you be willing to provide a sample of an acceptable assessment? If not, what parameters constitute success for you?

**The assessment must be aligned to the New Mexico standards for ELA and math. The assessment must measure progress toward grade-level standards in the subject area that the student is receiving tutorial services.**

11. Is the 100-page count specific to the Proposal Summary and Response to Specifications sections or is it inclusive of those two sections plus Offeror's Additional Terms and Conditions, Campaign Contribution Form, NM Employee Health Coverage Form, Reference Questionnaire, Conflict of Interest Affidavit, Debarment/Suspension Certification Form, Agency Certification Form, and Other Supporting Material? Proposal Format bullet iv. says, "The proposal may be no longer than 100 single-spaced pages as a whole. Supplemental information may be appended to the proposal." But I am unclear with the additional terms and all of the forms are considered part of the supplemental information. It sound like the "Other Supporting Material" may be supplemental information, though.

**The 100-page count is all-inclusive; the other supporting material can be supplemental information appended to the proposal.**

12. Page 19/Page 20, IV. Specifications, A. Detailed Scope of Work, Both K and Y in the SOW refer to delivering HDT in other languages. Can we get clarification on which one(s)?

**New Mexico is a diverse state with many different languages. Nevertheless, Hispanic students comprise the largest population of students in bilingual education. Therefore, Spanish speaking tutors would support these students.**

13. Which LMS Platform/s does the Southwest Regional Education Cooperative utilize or which LMS Platform do the schools utilize?

**New Mexico Public Education Department (NMPED) uses Canvas as their LMS. Nevertheless, there is no one LMS platform designated as a requirement for each district/school to utilize. Therefore, districts/schools throughout the state may use various LMS platforms (Google, Canvas, Pearson, etc.).**

14. How does the Southwest Regional Education Cooperative share Rostering/Roster Data with Vendors or how do the schools share Rostering/Roster Data with Vendors?

**If awarded the contract, the vendor would specifically work with districts and/or schools in acquiring rostering/roster data with the support of the SWREC.**

Sincerely,



Lauren Verduzco  
IGA Project Coordinator and Procurement Manager  
Southwest Regional Education Cooperative

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