FARMINGTON MUNICIPAL SCHOOLS
3401 EAST 30TH STREET, SUITE A
FARMINGTON, NM 87402

REQUEST FOR PROPOSALS

ANCILLARY PROFESSIONALS FOR EXCEPTIONAL PROGRAMS OFFICE

RFP 2024-04

PROPOSAL OPENING DATE

March 28, 2024 at 3:00 pm

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ACKNOWLEDGMENT OF RECEIPT FORM
ANCILLARY PROFESSIONALS FOR EXCEPTIONAL PROGRAMS OFFICE

RFP 2024-04
March 28, 2024 at 3:00 pm

In acknowledgment of receipt of the ABOVE REFERENCED RFP distribution packet #2024-04 the undersigned agrees that he/she has received a complete copy, beginning with the title page and ending with "PAGE OF SPECIFICATIONS ORIENTATION & MOBILITY", for a total of 31 pages.

The acknowledgement of the receipt should be signed and returned to the District no later than March 25, 2024. Only potential Offerors who elect to return this form will receive copies of all future communications, including amendments to RFP 2024-04, if issued.

FIRM_____
REPRESENTED BY: _____
TITLE: _____ PHONE NO: _____
FAX NO: _____
ADDRESS: _____
EMAIL:_____
CITY:_____ STATE:_____ ZIP CODE:_____

SIGNATURE:_____ DATE:_____

This name and address will be used for all correspondence related to document RFP 2024-04.
Offeror does/does not **(circle one) intend to respond to RFP REFERENCED ABOVE.**
If Offeror **does not** intend to reply, please give a brief reason for not responding. _____
_____.

RETURN TO:

Lisa Evans
Chief Procurement Officer
Farmington Municipal Schools
3401 East 30th Street, Suite A
Farmington, NM 87402
Telephone No. (505) 324-9840
Fax No. (505) 599-8864

FAXED COPIES OF THIS FORM WILL BE ACCEPTED.
FAXED RESPONSES TO RFP WILL NOT BE ACCEPTED

REQUEST FOR PROPOSALS
RFP # 2024-04
ANCILLARY PROFESSIONALS FOR EXCEPTIONAL PROGRAMS OFFICE EDUCATIONAL DIAGNOSTICIAN, SCHOOL PSYCHOLOGIST, SPEECH AND LANGUAGE PATHOLOGIST, PHYSICAL THERAPIST, OCCUPATIONAL THERAPIST, SOCIAL WORKER, K-12 SIGN LANGUAGE INTERPRETER, AUDIOLOGIST, ORIENTATION & MOBILITY, TEACHER OF THE DEAF AND HARD OF HEARING

OPENING DATE: March 28, 2024 at 3:00 pm
Farmington Municipal Schools District
3401 East 30th Street, Suite A
Farmington, NM 87402

IMPORTANT – PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE RFP NUMBER AND OPENING DATE CLEARLY INDICATED ON THE BOTTOM LEFT HAND SIDE OF THE FRONT OF THE ENVELOPE.

FAXED PROPOSALS WILL NOT BE ACCEPTED.

Sealed proposals will be received until the above specified date and local time, and then opened at the Farmington Municipal Schools District Purchasing Department. The opening of proposals shall be conducted in private in order to maintain the confidentiality of the contents of all proposals during the negotiation process.

The undersigned declares that the amount and nature of the service to be furnished is understood and that the nature of this proposal is in strict accordance with the conditions set forth and is part of this proposal, and that the undersigned Offeror has read and understands the scope and conditions of the proposal.

The undersigned, in submitting this proposal, represents that Offeror is an equal opportunity employer, and will not discriminate with regard to race, age, religion, color, national origin, ancestry, sex, or physical or mental handicap as specified in Sec. 28-1-7 NMSA 1978 in the performance of this contract.

The undersigned hereby proposes to perform necessary professional services for the amount and upon the conditions stated in this proposal after notice of award.

This proposal is subject to the Purchase Order "Terms and Conditions", Proposal Requirements and Scope of Work.

OFFEROR MUST COMPLETE THE FOLLOWING:

_____

COMPANY NAME /MAILING ADDRESS/CITY/STATE/ZIP CODE

_____

CONTACT PERSON PHONE NO.

X _____

TO BE A VALID OFFER, OFFEROR MUST SIGN HERE TITLE

EMAIL:_____

If you have any questions regarding this RFP please contact:
Lisa Evans, Chief Procurement Officer Phone No.: (505) 324-9840

GENERAL CONDITIONS

As required by 13-1-111 NMSA 1978 the Farmington Municipal Schools District is requesting proposals for: **ABOVE NAMED RFP #2024-04**
Proposals must include but are not limited to the requirements set forth in the "Scope of Services". Proposals deposited with the school district may be withdrawn or modified prior to the time set for opening of proposals by delivering written or telegraphic notice to the District Finance Office. Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers.

The opening of proposals shall be conducted in private in order to maintain the confidentiality of the contents of all proposals during the negotiation process.

Negotiations may be conducted with all responsible Offerors who submit proposals found to be reasonably likely to be selected for award.

After obtaining best and final offers, the award shall be made to the responsible Offeror or Offerors whose proposal is most advantageous to the Farmington Municipal Schools District, taking into consideration the evaluation factors set forth in the request for proposals. The award of a contract for professional services may be made based upon the criteria, which does not include price.

The District Finance Office will open and evaluate all proposals; determine the need for and conduct any negotiations; and make a final recommendation to the Board of Education for award of the contract.

The District Finance Office reserves the right to reject any or all proposals or to waive irregularities at its option when in the best interest of the school district.

Award of the contract is contingent upon the budgeting and appropriation of funds for continuation of the professional services contemplated by this Request for Proposal.

The Proposal total shall exclude all applicable taxes including applicable state gross receipts tax or applicable local option tax. The school district will pay for any taxes due on the contract and will pay any increases in applicable taxes which become effective after the date the contract is entered into in addition to the Proposal total based upon separate billings which the successful Offeror shall submit with each request for payment. Taxes shall be shown as a separate amount on such billing or request for payment and shall separately identify each tax being billed.

To assist the school district with budget preparation, the Offeror shall identify by name each tax Offeror believes to be applicable to this contract and shall estimate the amount of each tax, which will be charged, on the entire contract.

7.22 A Other school districts and public agencies may purchase under this bid at the same prices, terms and conditions stated in these bid documents, at the discretion of the successful bidder.

Agencies participating in this bid shall be responsible for obtaining approval from their approving body of authority when necessary and shall hold the Farmington Municipal School Districts harmless from any disputes, disagreements or actions which may arise as a result of using this bid.

The Farmington Municipal School District waives its right to receive payment and authorize each district to make payment and place orders directly to the vendors awarded a contract under the RFP.

NOTICE TO OFFERORS

Competitive sealed proposals will be received by Farmington Municipal Schools, San Juan County, Farmington, New Mexico, at the Central Office, 3401 East 30th Street, Suite A, Farmington, NM 87402.

The proposals duly delivered and submitted will be opened and evaluated for supplying the following, on the dates and times reflected below:

ANCILLARY PROFESSIONALS FOR EXCEPTIONAL PROGRAMS OFFICE EDUCATIONAL DIAGNOSTICIAN, SCHOOL PSYCHOLOGIST, SPEECH AND LANGUAGE PATHOLOGIST, PHYSICAL THERAPIST, OCCUPATIONAL THERAPIST, SOCIAL WORKER, K-12 SIGN LANGUAGE INTERPRETER AUDIOLOGIST, ORIENTATION & MOBILITY, TEACHER OF THE DEAF AND HARD OF HEARING

RFP #2024-04
March 28, 2024
3:00 pm

Any Proposal received after stated closing time will be returned unopened. If proposals are sent by mail to the Director of Finance Office, the Offeror shall be responsible for actual delivery of the proposal to the Director of Finance Office before the advertised date and hour for the opening. Proposals, which are delayed, will not be considered and will be returned unopened.

Proposal documents may be received by calling the District Finance Office, Purchasing Department and requesting Document Number 2024-04 for details and criteria or award may also be obtained at the above referenced Farmington Municipal Schools address, or by calling (505) 324-9840. The Farmington Municipal Schools District reserves the right to accept any or all proposals.

Until the final award by the Board of Education, the District reserves the right to reject any and/or all proposals, to waive technicalities, to re-advertise, to otherwise proceed when the best interest of said District will be realized. Proposals will be submitted sealed and plainly marked with the date and time of opening.

Farmington Municipal Schools

By:_____
Chief Procurement Officer

Publication Date: March 17, 2024

Opening Date: March 28, 2024

INSTRUCTIONS TO OFFERORS

I. DIRECTIONS FOR SUBMISSION

A. The Offeror shall submit FOUR (4) copies of their proposal in a sealed envelope plainly marked. The Offeror's proposal shall contain any supplemental information, which will assist the District in selecting an Offeror.

B. The Offeror shall be prepared to respond to request by the District for any clarifications, and any other areas deemed necessary to assist in the detailed evaluation process. All expenses associated with this RFP and presentation shall be borne by the Offeror.

II. CONTACTS

A. All questions regarding this proposal shall be submitted in writing, through fax transmittal or by e-mail, not fewer than ten (10) calendar days prior to the hour and date specified for the receipt of offers. All inquiries shall be directed to the Director of Finance as stated herein. Oral explanations or instructions given prior to the award of a contract shall not be binding.

B. Questions and/or suggestions concerning this proposal shall be directed by March 25, 2024 to:

Lisa Evans
Chief Procurement Officer
Farmington Municipal Schools
3401 East 30th Street, Suite A
Farmington, New Mexico 87402
(505) 324-9840
Fax (855) 290-2206
levans@fms.k12.nm.us

C. Offerors shall not contact any other District official, evaluation committee member, or school district employee regarding this proposal or Offerors may be disqualified. The only approved contact shall be with the above referenced purchasing staff.

III. QUALIFICATIONS OF OFFERORS

A. The Offeror shall submit with their proposal qualifications and recent experience of the firm and key personnel relative to providing the services listed in this proposal.

IV. COST PROPOSAL

A. Offeror shall submit a Cost Proposal form and shall include all cost associated with Offerors proposed services.

V. PRICING

A. The subsequent agreement is considered a FIRM FIXED-PRICE AGREEMENT. The cost proposal form shall remain firm and shall include all charges that may be incurred in fulfilling the terms of the agreement.

X. PERIOD THAT PROPOSAL SHALL REMAIN VALID

A. All proposals shall remain firm for a period of 120 calendar days after date specified for receipt of proposal.

XI. BRIBERY AND KICKBACKS

A. As required by Section 13-1-191, NMSA, 1978; it should be noted that it is a third-degree felony under New Mexico law to commit the offense of bribery of a public officer or public employee (Section 30-24-1, NMSA, 1978); it is a third-degree felony to commit the offense of demanding or receiving a bribe by a public officer or public employee (Section 30-24-2, NMSA, 1978); it is a fourth-degree felony to commit the offense of soliciting or receiving illegal kickbacks (Section 30-41-1, NMSA, 1978); it is a fourth-degree felony to commit the offense of offering or paying illegal kickbacks (Section 30-41-2, NMSA 1978).

XII. CONFLICT OF INTEREST

A. Offeror warrants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this contract.

IX. PROPRIETARY INFORMATION

A. All proposals will be kept confidential until a contract is awarded. Following award of a contract, all documents pertaining to the proposals will be open for public inspection, except for any material, which is designated by the Offeror as proprietary or confidential. The school district will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted “proprietary” or “confidential”. Confidential data are normally restricted to confidential financial information concerning the Offerors organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, &57-3A-1 to &57-3A-7 NMSA, 1978. Such data must be readily separable from

the proposal in order to facilitate eventual public inspection of the non-confidential portion. If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Purchasing Department shall examine the Offeror's proposal and make a written determination which specifies which portions of the proposal should be disclosed in accordance with the applicable New Mexico law. Unless the Offeror takes action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

X. BEST AND FINAL OFFERS

A. Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers. Best and final offers may be clarified and amended at the request of the school district. The scheduled deadline for the best and final offer, if requested by the school district, will be determined at this time and notifications will be issued to the finalist Offerors.

XI. PROTEST DEADLINE

A. Any protest by an Offeror must be timely and in conformance with Section 13-1-172 NMSA, 1978 and applicable procurement regulations. The fifteen (15) day protest period for responsive Offerors shall begin on the day following the Board of Education contract award. Protests must be in writing and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of grounds for protest including appropriate supporting exhibits. The protest must be delivered to the Director of Finance.

Lisa Evans
Chief Procurement Officer
Farmington Municipal Schools
3401 East 30th Street, Suite A
Farmington, NM 87402

Protests received after the deadline will not be accepted.

XII. TERMINATION

A. If, through any cause, Offeror fails to fulfill in a timely and proper manner Offerors obligations under this RFP or if Offeror violates any of the covenant agreements or stipulations of the Agreement, the school district may order Offeror by written notice to stop the services or any portions of them until the cause for such order has been eliminated. If Offeror fails to correct the cause within the time period specified in this notice, which time period shall be reasonable under the circumstances, the school district shall have the right to immediately terminate

the Agreement. The Offeror shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

B. The school district may terminate the Agreement at any time by giving at least thirty (30) days' notice in writing to the Offeror. If this Agreement is terminated due to the fault of Offeror, item "12.A" above relative to termination shall apply and no compensation or reimbursement to Offeror shall be due. If terminated for any other reason, the school district will reimburse Offeror for all documented out-of-pocket expenses incurred in connection with this agreement.

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

EDUCATIONAL DIAGNOSTICIAN
March 28, 2024 at 3:00 pm

Farmington Municipal Schools is requesting proposals from qualified New Mexico professional individuals and/or agencies to provide diagnostic, consultative and related services in the area of evaluation.
Selection of such individual(s) and/or agency to perform requested services will be based on the criteria listed below. Written proposals should address qualifications, experience, availability and fees for provisions of services outlined in scope of services.

I. QUALIFICATIONS

a. Master's Degree in School Psychology or Educational Diagnostician, NMPED License, alternatives to these qualifications as the Board may find appropriate and acceptable

II. SCOPE OF SERVICES

a. The provider will review referral information, previous educational diagnostic information, family and school history. The provider will administer psycho-educational assessments. Test administration should include non - biased assessment and be administered in the student's primary language, if appropriate. Contract provider will supply all necessary diagnostic instruments.
b. Completes routine reports and tasks promptly and efficiently
c. Participates in student planning and program development
d. Implements individual student programs when appropriate
e. Demonstrates a willingness to examine and implement change as appropriate
f. Works productively with colleagues, parents, and student
g. Demonstrates accurate knowledge of field
h. Demonstrates appropriate assessment techniques and procedures
i. Demonstrates a professional demeanor as defined by the Code of Ethics of the education profession

III. FEES

a. Evaluation, Test Interpretation and program development as part of the EDT/IEP as outlined in Section II – a, b, c & d to be paid on a flat daily rate, which may include time outside of the contract work day.
b. Consultation, Staff/Parent Education outside of the contracted school day will be based on an hourly rate.
c. Fees must include all taxes, per diem, and other fees as applicable.

d. An itemized invoice must be submitted for payment. Payments; will be paid within 30 days of receipt of invoice.

IV. PHYSICAL REQUIREMENTS:

Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal and moving light furniture.

V. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis:

Qualifications of personnel	35 pts
Experience as it related to scope of services	35 pts
Fees	15 pts
References and recommendations	15 pts
	100 pts

VI. CONTRACTUAL AWARD - Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to three (3) additional years upon written consent of both parties

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

SCHOOL PSYCHOLOGIST
March 28, 2024 at 3:00 pm

Farmington Municipal Schools is requesting proposals from qualified New Mexico professional individuals and/or agencies to provide diagnostic, consultative and related services in the area of evaluations.
Selection of such individual(s) and/or agency to perform requested services will be based on the criteria listed below. Written proposals should address qualifications, experience, availability and fees for provisions of services outlined in scope of services.

I. QUALIFICATIONS

a. Personnel – Provide curriculum vita, resume of information regarding qualifications of individual(s) proposed to fulfill the requested services. Please include continuing education or measures taken to improve qualifications of personnel.
b. Experience – List previous clients/experience and philosophy as it relates to working with children and/or as it relates to working with emotionally disturbed (ED) children. Please provide three professional references inclusive of names, addresses and telephone numbers.
c. Licensure – provide copies of state licensure and/or licensure from the New Mexico State Department of Education. The provider must be able to be licensed by the New Mexico State Department of Education with an endorsement as a clinical psychologist.

II. SCOPE OF SERVICES

a. Evaluation - The provider will review referral information, previous educational diagnostic information, family and school history. The provider will administer psychological assessments. Test administration should include non - biased assessment and be administered in the student's primary language, if appropriate.
b. Test Interpretation - The provider will participate in EDT/IEP for the purpose of explaining test results to parents and to school personnel, making recommendations regarding the educational needs of the student and/or of the family regarding the student. The provider will summarize findings and submit evaluation reports of test data, conclusions and recommendations inclusive of DSM-V diagnosis when appropriate.
c. Educational Program Development – The provider will consult with the Director of Special Education and designated staff on an as needed basis for the purpose of on-going development of programs and/or supervision of related service staff, which includes Medicaid billing.
d. Consultation – The provider may consult with district and or school personnel regarding program implementation and interventions. The

provider may also coordinate the provision of the therapeutic services either through direct student contact as defined in student IEP'S and/or through collaboration with mental health counselors or school social workers.

e. Staff/Parent Education – The provider will conduct staff development and/or parent education as coordinated with the Director of Special Education on such topics as the ED student population, ADD/ADHD, Autism Spectrum Disorder, Tourette's syndrome, and/or other relevant topics. Audiences may include special education teachers, general education teachers, bus drivers, educational assistants, diagnostic staff, administrators, parents or general public.
f. Personnel – The provider will assure that licensed personnel assume responsibilities as scheduled per agreement with the Director of Special Education. The provider agrees that all personnel and individuals providing services will be protected by Workmen's Compensation, professional liability insurance and other coverage as required by law.

III. FEES

a. Evaluation, Test Interpretation and program development as part of the EDT/IEP as outlined in Section II – a, b, c & d to be paid on a flat daily rate, which may include time outside of the contract work day.
b. Consultation, Staff/Parent Education outside of the contracted school day will be based on an hourly rate.
c. Fees must include all taxes, per diem and other fees as applicable.
d. An itemized invoice must be submitted for payment. Payments; will be paid within 30 days of receipt of invoice.

IV. PHYSICAL REQUIREMENTS:

Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal and moving light furniture.

V. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis.

Qualifications of personnel	35 pts
Experience as it related to scope of services	35 pts
Fees	15 pts
References and recommendations	15 pts
	100 pts

VI. CONTRACTUAL AWARD - Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to three (3) additional years upon written consent of both parties**.**

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

SPEECH LANGUAGE PATHOLOGIST
March 28, 2024 at 3:00 pm

I. QUALIFICATIONS

a. Master's Degree in Speech Language Pathology, PED and Board License to practice, alternatives to these qualifications as the Board may find appropriate and acceptable. SLPA and CFY applicants will be considered at a lower rate.

II. SCOPE OF SERVICES

a. Screening, evaluation, educational program and transition planning
b. Therapeutic intervention (Group or Individual), including Medicaid billing
c. Complete routine reports and tasks promptly and efficiently
d. Participate in student planning and program development
e. Demonstrates a willingness to examine and implement change as appropriate
f. Works productively with colleagues, parents, and students
g. Demonstrates accurate knowledge of field
h. Demonstrates appropriate assessment techniques and procedures
i. Use current technology for instruction and management needs
j. Demonstrates a professional demeanor as defined by the Code of Ethics of the education profession

III. FEES

a. Evaluation, Test Interpretation and program development as part of the EDT/IEP as outlined in Section II – a, b, c to be paid on a flat daily rate, which may include time outside of the contract workday.
b. Consultation, Staff/Parent Education outside of the contracted school day will be based on an hourly rate.
c. Fees must include all taxes, per diem and other fees as applicable.
d. An itemized invoice must be submitted for payment. Payments; will be paid within 30 days of receipt of invoice.

IV. PHYSICAL REQUIREMENTS:

Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal and moving light furniture.

V. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis:

Qualifications of personnel	35 pts
Experience as it related to scope of services	35 pts
Fees	15 pts
References and recommendations	15 pts
	100 pts

VI. CONTRACTUAL AWARD - Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to three (3) additional years upon written consent of both parties

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

OCCUPATIONAL THERAPIST
March 28, 2024 at 3:00 pm

Occupational therapists lead the process in development, implementation and coordination of the occupational therapy program. Professional judgment and clinical knowledge are used to develop individualized programming based on occupational performance deficits in the areas of personal care, student role, interaction skills, process skills, play, community integration/work/curriculum and graphic communication. Direct supervision may be exercised over support personnel, such as certified occupational therapy assistants.

I. QUALIFICATIONS

a. Master's Degree or Ph.D. preferred in Occupational Therapy, PED and Board License to practice, alternatives to these qualifications as the Board may find appropriate and acceptable. OTA applicants will be considered at a lower rate.

II. SCOPE OF SERVICES

a. Screening, evaluation, educational program and transition planning
b. Therapeutic intervention (Group or Individual), including Medicaid billing
c. Provides assistance to teachers and/or students by developing occupationally based intervention plans based on student needs and evaluation results.
d. Evaluates the student's ability and formulates the students' occupation profile through a variety of functional, behavioral and standardized assessments, skilled observation, checklist, histories and interviews.
e. Synthesized evaluation results into a comprehensive written report, which reflects strengths and barriers to student participation in the educational environment and guides evidence-based intervention.
f. Exit planning to be provided for students identified as mastering goals/objectives.
g. Respond to students as individuals, displays a desire to work with students and serves as a role model.
h. Uses current technology for instruction and management needs.
i. Consults with the school-based team to achieve student outcomes.
j. Educates student, educational personnel and family to facilitate skills in areas of occupational therapy as well as health maintenance and safety

III. FEES

a. Screening, Evaluation, Test Interpretation and program development as part of the EDT/IEP as outlined in Section II – a, b, c, d, e, & f to be paid on a flat daily rate, which may include time outside of the contract workday.
b. Consultation, Staff/Parent Education outside of the contracted school day will be based on an hourly rate.

c. Fees must include all taxes, per diem and other fees as applicable.
d. An itemized invoice must be submitted for payment. Payments; will be paid within 30 days of receipt of invoice.

IV. PHYSICAL REQUIREMENTS:

Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal and moving light furniture.

V. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis:

Qualifications of personnel	35 pts
Experience as it related to scope of services	35 pts
Fees	15 pts
References and recommendations	15 pts
	100 pts

VI. CONTRACTUAL AWARD - Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to three (3) additional years upon written consent of both parties

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

PHYSICAL THERAPIST
March 28, 2024 at 3:00 pm

I. QUALIFICATIONS

a. Master's Degree or Ph.D. preferred in Physical Therapy, PED and Board License to practice, alternatives to these qualifications as the Board may find appropriate and acceptable. PTA applicants will be considered at a lower rate.

II. SCOPE OF SERVICES

a. Screening, evaluation, educational program and transition planning
b. Therapeutic intervention (Group or Individual), including Medicaid billing
c. Provides assistance to teachers and/or students by developing physically based intervention plans based on student needs and evaluation results.
d. Evaluates the student's ability and formulates the students' physical therapy profile through a variety of functional, behavioral and standardized assessments, skilled observation, checklist, histories and interviews.
e. Synthesized evaluation results into a comprehensive written report which reflects strengths and barriers to student participation in the educational environment and guides evidence-based intervention.
f. Exit planning to be provided for students identified as mastering goals/objectives.
g. Respond to students as individuals, displays a desire to work with students and serves as a role model.
h. Uses current technology for instruction and management needs.
i. Consults with the school-based team to achieve student outcomes.
j. Educates student, educational personnel and family to facilitate skills in areas of physical therapy as well as health maintenance and safety

III. FEES

a. Evaluation and Test Interpretation as outlined above to be paid on a flat fee.
b. Consultation, Staff/Parent Education, Educational Program Development as outlined above, and other meetings as requested will be paid based on an hourly rate.
c. Fees must include all taxes, per diem and other fees as applicable.
d. An itemized invoice must be submitted for payment. Payments will be paid within 30 days of receipt of invoice.

IV. PHYSICAL REQUIREMENTS:

Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal and moving light furniture.

V. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis:

Qualifications of personnel	35 pts
Experience as it related to scope of services	35 pts
Fees	15 pts
References and recommendations	15 pts
	100 pts

VI. CONTRACTUAL AWARD -

Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to three (3) additional years upon written consent of both parties

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

K-12 SIGN LANGUAGE INTERPRETER
March 28, 2024 at 3:00 pm

Farmington Municipal Schools requests proposals from qualified professional individuals and/or agencies to provide educational services in the area of sign language interpretation.

Selection of such individuals and/or agencies to perform requested services will be based on the criteria listed below. Written proposals should include information regarding qualifications, experience, availability of time, and fees for services as outlined below.

I. QUALIFICATIONS

a. B.A. in Sign Language Interpretation or related field. Membership in the Registry of Interpreters of the Deaf (RID) professional organization. Two years interpreting experience in a variety of settings is preferred. Must be eligible for New Mexico Sign Language Interpreter licensure, and have an EIPA score of 4.0.
b. **Additional qualifications**: Ability to achieve and maintain positive relationships with staff members, students, parents, and community members. Professional appearance and demeanor. Flexibility and ability to adapt to a variety of settings.

II. SCOPE OF SERVICES

a. Interprets sign-to-voice and voice-to-sign, as needed, on a daily basis in a wide variety of settings, including but not limited to, classrooms, field trips, assemblies, and other curricular activities, under the direction of a credentialed teacher. Interprets at the designated locations and times. Ability to adjust schedule, as requested, to meet access needs of students. If a candidate holds a Community Interpreter License he/she may be required to interpret at IEP meetings, parent meetings, or administrative meetings.

III. FEES

a. Evaluation and Test Interpretation as outlined above to be paid on a flat fee.
b. Consultation, Staff/Parent Education, Educational Program Development as outlined above, and other meetings as requested will be paid based on an hourly rate.
c. Fees must include all taxes, per diem and other fees as applicable.
d. An itemized invoice must be submitted for payment. Payments will be paid within 30 days of receipt of invoice.

IV. PHYSICAL REQUIREMENTS:

Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal and moving light furniture.

V. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis:

Qualifications of personnel	35 pts
Experience as it related to scope of services	35 pts
Fees	15 pts
References and recommendations	15 pts
	100 pts

VI. CONTRACTUAL AWARD

Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to two (3) additional years upon written consent of both parties.

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

AUDIOLOGIST
March 28, 2024 at 3:00 pm

Farmington Municipal Schools requests proposals from qualified professional individuals and/or agencies to provide educational services in the area of audiology. To provide audiology services to students with disabilities in the educational setting, who require such support to benefit from their special education services.

Selection of such individuals and/or agencies to perform requested services will be based on the criteria listed below. Written proposals should include information regarding qualifications, experience, availability of time, and fees for services as outlined below.

IV. QUALIFICATIONS

a. Master's Degree or Ph.D. in Audiology, PED and Board License, alternatives to these qualifications as the Board may find appropriate and acceptable.

V. SCOPE OF SERVICES

a. Assist in student evaluation and recommendations of need for services demonstrating appropriate assessment techniques and procedures
b. Follow district policies in the processes of screening, referral and placement
c. Complete routine written reports and tasks promptly and efficiently
d. Participates in student planning and program development which includes development of student goals and objectives to enhance hearing/audiological skills
e. Implements individual student programs and keep accurate reports and logs to assure correct and updated student information
f. Demonstrates a willingness to examine and implement change as appropriate
g. Works productively with colleagues, parents, and students
h. Attend required Annual Review and other MDT meetings for all students on caseload
i. Provide professional development and ongoing follow-up consultation to teachers, parents and students as necessary to assist student progress toward IEP goals and objectives
j. Direct the fitting of and/or training about sound amplification equipment
k. Maintain adequate inventory of supplies, materials and equipment as needed
l. Complete Medicaid in the Schools paperwork completely by due date
m. Demonstrates a professional demeanor as defined by the code of ethics of the education professional

VI. FEES

- **a.** Evaluation and Test Interpretation as outlined above to be paid on a flat fee.
- **b.** Consultation, Staff/Parent Education, Educational Program Development as outlined above, and other meetings as requested will be paid based on an hourly rate.
- **c.** Fees must include all taxes, per diem and other fees as applicable, although mileage is not offered to contract employees
- **d.** An itemized invoice must be submitted for payment. Payments will be paid within 30 days of receipt of invoice.

VII. PHYSICAL REQUIREMENTS

Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal and moving light furniture.

VIII. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis:

Qualifications of personnel	35 pts
Experience as it related to scope of services	35 pts
Fees	15 pts
References and recommendations	15 pts
	100 pts

IX. CONTRACTUAL AWARD - Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to three (3) additional years upon written consent of both parties

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

SOCIAL WORKER
March 28, 2024 at 3:00 pm

Farmington Municipal Schools is requesting proposals from qualified New Mexico professional individuals and/or agencies to provide evaluations and related services in the area of social work support for students.
Selection of such individual(s) and/or agency to perform requested services will be based on the criteria listed below. Written proposals should address qualifications, experience, availability and fees for provisions of services outlined in scope of services.

I. QUALIFICATIONS

a. Valid New Mexico Independent Social Worker license or Master Level Social Worker license with a Master's degree from an accredited school AND requirement of the ability to obtain LISW within 2 years of employment (PED approval required for programs outside of New Mexico)

II. SCOPE OF SERVICES

a. Performs casework service with individual students and their families, to develop skills in the areas of personal, social, behavioral, or emotional maladjustments which directly impact their educational success and social progress and makes home visits for the purpose of gathering helpful information on a student's background, or to verify safety
b. Performs casework service with parents to ensure their understanding of decisions, procedures and meetings which affect their children, to elicit their constructive participation in resolving their child's difficulties, and to enhance their knowledge and use of appropriate community and school based resources
c. Consults with school personnel on current mental health practices and concepts; works collaboratively with personnel to develop and maintain effective interactions and interventions
d. Assists in planning for student transitions to ensure continuity of services and refers students to, and serves as liaison with, such outside agencies as may be appropriate
e. Serves as liaison between home, school and community in all aspects of intervention and also when considerable follow-up and support are needed
f. Provides students and their families with individual, group or family interventions to assist with pro-social skill development
g. Prepares and interprets social histories and screenings. Documents all services provided to students and family

h. Helps prepare Functional Behavior Assessment and Behavior Intervention Plans to assist students with developing positive replacement behaviors.
i. Maintains a confidential working file on all students
j. Complete routine reports, documentation, and tasks promptly and efficiently
k. Participates in student planning and program development
l. Implements direct services to individual student and/or group programs when appropriate
m. Demonstrates a willingness to examine and implement change as appropriate
n. Demonstrates accurate knowledge of field
o. Demonstrates appropriate assessment techniques and procedures and attends IEP, BIT, and/or SAT meetings
p. Performs other relevant duties and responsibilities as designed
q. Compiles with the approved Code of Ethics of the National Association of social Workers and upholds and enforces school district policies and procedures

III. FEES

a. Evaluation, Test Interpretation and program development as part of the EDT/IEP as outlined in Section II to be paid on a flat daily rate, which may include time outside of the contract workday.
b. Consultation, Staff/Parent Education outside of the contracted school day will be based on an hourly rate.
c. Fees must include all taxes, per diem and other fees as applicable.
d. An itemized invoice must be submitted for payment. Payments; will be paid within 30 days of receipt of invoice.

IV. PHYSICAL REQUIREMENTS

Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal and moving light furniture.

V. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis:

Qualifications of personnel	35 pts
Experience as it related to scope of services	35 pts
Fees	15 pts
References and recommendations	15 pts
	100 pts

VI. CONTRACTUAL AWARD

Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to two (3) additional years upon written consent of both parties.

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

ORIENTATION & MOBILITY
March 28, 2024 at 3:00 pm

O&M is recognized in IDEA 2004 as a related service, which may be required to assist a child with a visual impairment to benefit from special education.

I. **QUALIFICATIONS –** Bachelor's in Orientation & Mobility, Master's preferred, Academy of Certification of Vision Rehabilitation and Education Professionals (ACVREP) certified

II. **SCOPE OF SERVICES**
   a. Assisting in conducting the FBA when appropriate
   b. Conducting the O&M assessment
   c. Evaluating student progress and providing progress notes per division policy
   d. Direct instruction in the ECC as appropriate
   e. Supporting families of young children in encouraging gross motor and fine motor skills, sensory skills, basic concepts, and other developmental milestones
   f. Maintaining records on all evaluations, IEPs and progress reports
   g. Attending IEP meetings

III. **PHYSICAL REQUIREMENTS** - Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal, and moving light furniture may be required.

IV. **EQUIPMENT/TECHNOLOGY HANDLED -** Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

V. **WORK ENVIRONMENT -** Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required.

VI. **FEES**
   a. Evaluation and Test Interpretation as outlined above to be paid on a flat fee.
   b. Consultation, Staff/Parent Education, Educational Program Development as outlined above, and other meetings as requested will be paid based on an hourly rate.
   c. Fees must include all taxes, per diem and other fees as applicable. An itemized invoice must be submitted for payment. Payments will be paid within 30 days of receipt of invoice.

VII. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis:

Qualifications of personnel	40 pts
Experience as it related to scope of services	40 pts
Fees	10 pts
References and recommendations	10 pts
	100 pts

VIII. CONTRACTUAL AWARD - Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to three (3) additional years upon written consent of both parties

SPECIFICATIONS FOR

FARMINGTON MUNICIPAL SCHOOLS

RFP 2024-04

TEACHER OF THE DEAF AND HARD OF HEARING
March 28, 2024 at 3:00 pm

Farmington Municipal Schools is requesting proposals from qualified New Mexico professional individuals and/or agencies to provide diagnostic, consultative and related services in the area of evaluation.

Selection of such individual(s) and/or agency to perform requested services will be based on the criteria listed below. Written proposals should address qualifications, experience, availability and fees for provisions of services outlined in scope of services.

I. QUALIFICATIONS

a. Bachelor's or Master's Degree from an accredited college or university, which includes 24 hours in a program that prepares in the teaching of the deaf and hearing impaired to include student teaching; or, alternatives to these qualifications as the Board may find appropriate and acceptable.
b. Licensure – provide copies of state licensure and/or licensure from the State of New Mexico Public Education Department. The provider must be able to be licensed by the State of New Mexico Public Education Department with an endorsement as a teacher of the deaf and hard of hearing.
c. Personnel – Provide curriculum vita, resume of information regarding qualifications of individual(s) proposed to fulfill the requested services. Please include continuing education or measures taken to improve qualifications of personnel.

II. SCOPE OF SERVICES

a. Provide specialized instruction for student(s) who are deaf or hard of hearing.
b. Completes routine reports and tasks promptly and efficiently
c. Participates in student planning and program development
d. Implements individual student programs when appropriate
e. Demonstrates a willingness to examine and implement change as appropriate
f. Works productively with colleagues, parents, and students
g. Demonstrates accurate knowledge of field
h. Demonstrates appropriate assessment techniques and procedures
i. Demonstrates a professional demeanor as defined by the Code of Ethics of the education profession

III. FEES

a. Evaluation, Test Interpretation and program development as part of the EDT/IEP as outlined in Section II – a, b, c & d to be paid on a flat daily rate, which may include time outside of the contract work day.
b. Consultation, Staff/Parent Education outside of the contracted school day will be based on an hourly rate.
c. Fees must include all taxes, per diem, and other fees as applicable.
d. An itemized invoice must be submitted for payment. Payments will be paid within 30 days of receipt of invoice.

IV. PHYSICAL REQUIREMENTS:

Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal and moving light furniture.

V. AWARD OF CONTRACT

a. Evaluation of the above criteria will be made by a review committee on the following basis:

Qualifications of personnel	35 pts
Experience as it related to scope of services	35 pts
Fees	15 pts
References and recommendations	15 pts
	100 pts

VI. CONTRACTUAL AWARD - Will be made at a regular meeting of the Board of Education. Awarded contracts may be renewed annually up to three (3) additional years upon written consent of both parties