

**SOCORRO CONSOLIDATED SCHOOLS
700 FRANKLIN STREET
SOCORRO, NM 87801
TELEPHONE (575) 835-0300**

Proposal Number: SCS-FY23-002
Proposal Opening: **September 12, 2022**
Time of Opening: **2 PM**
Place of Opening: SCS Board Room 700 Franklin Street, Socorro, NM 87801

SEALED BIDS ARE REQUESTED FOR

Speech and Language Pathology Services

From July 1, 2022-June 30, 2023

BIDDER: _____

Bids shall be submitted in a sealed envelope to the Socorro Consolidated Schools Attention: Bonnie Hoke CPO at the above address. The Bottom left hand side of the envelope shall be clearly marked with the **BID NUMBER** and **OPENING DATE and TIME**.

NOTICE TO ALL BIDDERS

Sealed Bids will be received until the above-specified date and local time, then publicly opened at the SCS Board Room and read aloud. Hand deliver or mail bids to Socorro Consolidated Schools at the addresses stated in the above letterhead. **Please note: All hand-delivered bids must be received at Socorro Consolidated Schools entry way desk.**

This Bid is subject to the requirements of the bidding documents as defined in the "Information to all Bidders".

The Invitation to Bid proposal form must be accompanied by a surety bond, subcontractor listing form, and any other documents/certificates specified in the "Statements and Conditions".

Bid Security in the form of a Performance bond executed by a surety company authorized to do business in the State of New Mexico for the total contract amount, including appropriate NM Gross Receipts Tax, shall be required by a successful Bidder prior to award of contract. No Bidder may withdraw his bid for 45 days after the actual date of the opening thereof.

The Owner intends to award this Project to the lowest responsible Bidder. The Owner reserves the right to reject any and all bids, to waive technical irregularities, and to award the contract to the Bidder whose bid it deems to be in the best interest of the Owner.

STATEMENTS AND CONDITIONS

1. All questions concerning the bids should be directed to the Chief Procurement Officer, Bonnie Hoke email address bhoke@socorroschools.org.
2. All bid quotes must be made on the form(s) as provided by the Socorro Consolidated Schools.
3. All bids must be signed and dated by an official agent of the submitting firm.
4. Bids may be mailed or hand delivered, but to be considered they must be received on or before the time of opening as shown on the cover sheet. Electronic copies will not be accepted.
5. Revisions to a bid document will not be allowed after the opening. Prior to the time and date of opening any bid may be withdrawn by the submitter without penalty.
6. The Superintendent of Schools or designee will analyze all bids to determine the best responsible bid that has been made in accordance with the Public Purchasing Act of the State of New Mexico.
7. Certain equipment items require the training of staff in operation and usage. Please include any required training as a separate line item.
8. Upon award, pricing will be fixed for one (1) year with the option to extend up to an additional three (3) one (1) year contracts. The Socorro Consolidated Schools reserves the right to adjust pricing based as per NM Procurement code 13-1-171, on reasonable requests.
9. Provide copies of Residential or Veteran preferences certificates from NM Taxation & Revenue. <https://www.tax.newmexico.gov/businesses/business-preference-certification/>. If Federal funds are used for payment this preference cannot be used in evaluations.
10. Submitting a completed copy of Campaign Contribution Disclosure Form. Required if Federal funds are used for payment.
11. It is understood that any award made off of this ITB may be used by other NM State Agencies.

Information to the Bidders (If Applicable)

Socorro Consolidated Schools strives to purchase quality products and services that provide years of trouble-free service and fulfills budget considerations. Vendors must provide descriptive literature with specifications on products being bid. Where applicable, a sample may be requested prior to award.

Invitations to Bid are awarded solely on price. Socorro Consolidated Schools reserve the right to award multiple contracts with this proposal. The decision of the Socorro Consolidated Schools will be final.

The undersigned being an authorized official agent of the firm

_____ Whose location is:

Offers and agree to provide the service(s) for which prices are quoted in this document at the prices quoted opposite each item.

Print Name of Authorized Agent

Signature of Authorized Agent

SPECIFICATIONS FOR SERVICES TO BE PROVIDED

A. Scope of Service

Speech and Language Pathologist will provide evaluation and treatment for Socorro Consolidated Schools according to their service page in their IEP. Services will include treatment for students with moderate to profound language impairments in areas of language delays, social pragmatic skills, augmentative and alternative communication, cognition, and memory. Treatment will be provided through consultation, collaboration, group and individual service delivery models.

B. Services & Duties of Contractor: Services will consist of two (2) components:

1. Related Services:

- a. The Contractor shall prescribe, as part of the Individualized Education Program (IEP), the services recommended. IEP's shall be completed within thirty (30) school's days after initial testing.
- b. The Contractor shall participate in the IEP meetings and general screenings as needed.

- c. Services will be rendered for the amount of days per week, as determined by the schedule needed.
- d. The Contractor shall maintain a comprehensive task log that will be available in the Special Education Office.
- e. The Contractor shall provide their own intra-district travel.
- f. The Contractor shall provide development of treatment service plans for each qualified student and consultation with the student(s), teacher(s), and parent(s) or guardian(s).
- g. The Contractor may be the Caseload Teacher for students who receive only ancillary services, i.e. the SLP will be the Caseload Teacher for Speech only students. Duties will include: providing General Education Teachers with accommodations sheets, gathering information and provide packets for re-evaluations.
- h. The contractor shall report to the Director of Special Education.
- i. The Contractor shall supply all necessary diagnostic and test instruments and protocols.
- j. The Contractor will type all reports.
- k. Diagnostic treatment and comprehensive malpractice insurance will be provided by the Contractor up to one million dollars (\$1,000,000.).
- l. Documentation of malpractice insurance is required.
- m. The Contractor will visit SCS Human resources to undergo background checks and to complete required Vector trainings.
- n. The Contractor must participate in the Medicaid School Based Services program and will submit Medicaid time studies and records as needed. They will also register with Medicaid for billing purposes and have the required PED & service licenses.
- o. The Contractor shall participate in random time sampling for Medicaid administrative billing and keep their billing notes up to date.
- p. The Contractor shall adhere to all SCS districts policies and procedures.

2. *Evaluation:*

- a. The provider shall perform evaluations according to state standards and as required by the district and shall provide all testing instruments and submit reports with diagnosis and recommended services. Evaluation and written reports shall be conducted and completed

within 20 working days after the referral is given to the Contractor by the Special Education Office.

C. Duties of the District

1. The District shall obtain referral information; parent permission to test, case histories, including educational, family and medical information, hearing and vision screening, and language dominance in the home.
2. The District shall obtain additional evaluations (i.e. cognitive, occupational and physical therapy) when deemed necessary by IEP committee.
3. The District will offer parents or guardians, teachers, and principals the opportunity to discuss test results before placement meetings at their request.
4. The District will provide all therapeutic/educational material/equipment deemed necessary to adhere to the IEP.

D. Required Licensure

1. In order to qualify to perform the requested service, the provider must meet the following minimum requirements:
 - a. Valid NM PED License
 - b. Valid State of NM SLP License
 - c. Currently registered with Medicaid
 - d. 3-5 years of experience

PRICING

Hourly Rate	\$ _____
Travel Time Hourly Rate	\$ _____
Mileage Rate	\$ _____
Number of Providers	_____
Other costs to consider:	_____

Bids must be received by September 12, 2022 prior to 2 p.m. in the Business Office located at 700 Franklin Street, Socorro, NM 87801. Please direct all inquiries to Bonnie Hoke (bhoke@socorroschools.org). Bids will be opened at 2:00 p.m. on September 12, 2022 in the Boardroom.

The agreement may be terminated by either party upon written notice to the other at least thirty (30) days in advance of the date of termination. Notice of Termination of this agreement must be via certified mail by either party. Notice of termination of agreement shall not affect any outstanding orders.

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.

Signature

Date

Title (Position)