

HOBBS MUNICIPAL SCHOOLS
P.O. Box 1030
Hobbs, New Mexico 88241

INVITATION TO BID

SUBJECT: **Ancillary/Speech Services**
(Speech Pathologist, Clinical Fellows, and Speech Language Pathology Assistant), Occupational Therapist and Certified Occupational Therapist Assistants, Audiological & Diagnostic Evaluations, Physical Therapy and Physical Therapy Assistants, Orientation Mobility, Teacher Visually Impaired, Sign Language Interpreter and Sign Language Aide, School Psychologist, Board Certified Behavior Analyst)

Commodity Code: **#96258**

BID NUMBER: **2425-01**

BID ISSUED: **April 21, 2024**

BID DUE DATE/TIME: **May 9th,2024 - 10:00 a.m.**

PLACE OF OPENING: **Hobbs Municipal Schools**
Administration Office – Jessica Munoz Alvarado
Room # 129
1515 E. Sanger – P.O. Box 1030
Hobbs, New Mexico 88241

BIDDER INFORMATION:

We agree to provide the items as listed for the bid prices indicated on the attached BID Form. We agree to adhere to the General Conditions and Specifications of this bid.

COMPANY _____ SIGNATURE_____

ADDRESS _____ NAME (PRINT)_____

_____ TITLE_____

TELEPHONE_____ DATE_____

E-Mail _____

GENERAL CONDITIONS

General Conditions

1. The Hobbs Municipal Schools is requesting bids for Ancillary Services and Evaluations in the areas of Speech/Language which include SLP, CFs, and SLPAs, Audiological and Diagnostic, Physical Therapy and Physical Therapy Assistant, Occupational and Certified Occupational Therapy Assistant, Orientation Mobility, Teacher Visually Impaired, Sign Language Interpreter and Sign Language Aide, School Psychologist and Board-Certified Behavior Analyst for Special Education Services. Bidders must have successful experience in the area they are bidding. The duration of the contract resulting from this BID shall be in effect from July 1, 2024 through June 30, 2025 for the 2024-2025 Fiscal Year. Hobbs Municipal Schools reserves the right, by mutual agreement of the parties, to extend the contract on an annual basis at the same price, terms and conditions for up to an additional two (2) years (2025-2026 and 2026-2027) provided funds are available.
2. Services will be provided to students, age 5 to 21 years, and to developmentally delayed 3 and 4-year olds.
3. The specific duties for these services will be as follows:
 - A. Review referral and diagnostic information; medical data, parent permission to receive therapy; case history; and hearing and vision screening.
 - B. Provide to the State Department of Education Certified personnel to perform their professional duties for the Hobbs Schools inclusive of:
 - 1) Diagnostic Evaluations: The object is to identify whether a child is exceptional and, if so, to identify the type of special education services necessary.
 - 2) Attendance at an Individualized Education Plan Committee (I.E.P.) meeting for potential and assigned caseload;
 - 3) Development of written implementation program of I.E.P. with other providers;
 - 4) Consultation with teachers, parents, etc. of assigned caseload; and
 - 5) Ongoing student progress reports and evaluations for enrolled caseload.
 - 6) File and update all instructional components with the special education teachers.

- C. Provide or assist in providing appropriate diagnostic and therapeutic services on a schedule to be mutually arranged between the Hobbs Municipal Schools and the bidder.
 - D. The provider will be expected to submit the necessary reports, to the District, on all eligible Medicaid students.
 - E. The physical therapist must be able to supervise physical therapy assistant.
 - F. Responsible for all continuing education units required for continued licensure.
4. The specific duties of the Hobbs Municipal Schools for each student referred for ancillary services will be as follows:
- A. Provide referral information; parent permission to test, case histories, including education, family and medical information, hearing and vision screening; and other relevant data necessary to access the need for ancillary services.
 - B. Obtain medical evaluations when necessary.
 - C. Schedule each student for diagnostic and/or ancillary services in accordance with the student's Individualized Educational Program (I.E.P.)
 - D. Provide record release authorization for each referred student from the student's home school district.
 - E. Provide materials necessary for implementation of therapeutic program.
 - F. Training may be provided by Hobbs Municipal Schools at no cost. The bidder will not bill for time spent in training.
5. Psycho-diagnostic Evaluations are to evaluate issues brought forward in referral questions proposed by the referral team. Psychological services are to support the special education needs of the student and must have educational relevance.
- A. The assessment should be designed to, as accurately as possible, describe the issues impacting the child's ability to perform in the school setting. Historical information, interview data, observational data and objective/projective test data, observational data and objective/projective test data will be used to support clinical decision making as to: diagnosis, prognosis, consultation with school personnel or authorities, treatment recommendations, need for services such as psychological counseling or social work intervention and specific measurable goals and objectives for these interventions.

- B. Re-evaluations will include consideration of the efficacy of prior interventions and recommendations supported by data to continue, change, or discontinue service recommendation.
6. The Hobbs Municipal Schools will supply all therapeutic/educational material deemed necessary by the Special Education Director.
 7. A "day" constitutes 7½ work hours documented in child service. All approved preparation time or travel between sites for ancillary services or initial diagnosis must be within the school district. A work day is from 7:30-3:30 with a 30-minute break. Billable hours will only fall between the "work day" time frame. Billable hours exclude School/Federal Holidays. See Attachment A – 2425 School Calendar.
 8. Service Provider must have school personnel verify in writing when services are provided at each site. Forms for this purpose can be obtained from Mrs. Andi Engle, Director of Special Education.
 9. An earned doctorate in Mental Health Science will be required on the individual performing Psychological Services including evaluations.
 10. The hourly rate requested on the Bid Form must be inclusive of all costs excluding gross receipt tax. Billing must be itemized as hourly rate, gross receipt tax and mileage (if applicable). Mileage will be paid at .46 cents per mile with submitted documentation for each day and each site of service.
 11. Contracted employees are NOT eligible to receive Hobbs Schools Employee Incentives/Pay.
 12. Services are on an "AS NEEDED" basis.
 13. The Hobbs Board of Education reserves the right to accept or reject all bids and to waive any or all technicalities.
 14. Bidder May quote on any or all items of the Bid form.
 15. For a Bid to be considered, it must be signed by the bidder. Bids must be typed or handwritten in pen.
 16. It is the bidder's responsibility to deliver the Bid at the proper time to the place designated for the bid opening. A late bid will be considered ONLY if late deliver is due to an error on the part of the Hobbs Municipal Schools.
 17. Place the BID # and Attn: Jessica Alvarado on the outside of the Bid envelope on the lower left corner.
 18. Please print legibly in completing the Form to avoid errors in tabulation of the bid results.

19. Bids will be accepted at the Hobbs Municipal Schools until May 9th, 2024 @ 10am.
20. This Bid will be presented to the Hobbs Board of Education on Tuesday, May 21st, 2024.
21. Conflict of Interest: By submitting a bid, the bidder certifies that he/she has not, either directly or indirectly, entered into action in restraint of full competition in connection with the Bid submitted to the district. The Bidder also certifies no relationship exists between the Bidder and the district that interferes with fair competition or is a conflict of interest; and no relationship exists between bidders and another person or firm that constitutes a conflict of interest that is disadvantageous to the district.
22. Debarment/Suspension: SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of 13-1-177 through 13-1- 180, and 13-4-11 through 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the district and shall not be considered for award of the contract during the period for which it is debarred or suspended with the district.
23. Equal Employment Opportunity: Hobbs Municipal Schools is also in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Vocational Rehabilitation Act, Americans with Disabilities Act, and other federal and state laws and executive orders affective employment and equal opportunity. The Hobbs Municipal School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
24. Procurement Under Existing Contracts: In accordance with NMSA 13-1-129, Offerors are hereby notified that other governmental entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for services with the awarded bidder. Contractual engagements accomplished under this provision shall be solely between the awarded bidder and the contracting entity with no obligation by the Hobbs Municipal School District.

Attachment:

1. Conflict of Interest and Debarment/Suspension Certification Form

The Offeror must complete an unaltered Conflict of Interest and Debarment/Suspension Form and submit a signed copy with the Offeror's bid. (See Attachment B). **Failure to complete and return the signed, unaltered form will result in Offeror's disqualification.**

BID FORM

A. Child Specific Activities/Preparation/I.E.P.'s

Estimate the # of
Hours Available
Per Week

Hourly Rate

- 1. Speech/Language Pathology \$ hr.
- 2. Clinical Fellow & Speech Language Pathologist Assistant \$ hr.
- 3. Audiological \$ hr.
- 4. Educational Diagnosticians \$ hr.
- 5. Physical Therapy \$ hr.
- 6. Physical Therapy Assistant \$ hr.
- 7. Occupational Therapy \$ hr.
- 8. Certified Occupational Therapy Assistant \$ hr.
- 9. Orientation Mobility and Teacher Visually Impaired \$ hr.
- 10. Sign Language Interpreter \$ hr.
- 11. Sign Language Aide \$ hr.
- 12. School Psychologist \$ hr.
- 13. Board Certified Behavior Analyst \$ hr.

BID FORM

B. Evaluations
(Rate Individual evaluations inclusive of written report.)

	Rate p/Eval.
I. Speech/Language	\$ _____
2. Audiological	\$ _____
3. Educational Diagnostician Initial/Re-evaluation	\$ _____
4. Bilingual Evaluations	\$ _____
5. Physical Therapy	\$ _____
6. Occupational Therapy	\$ _____
7. Orientation Mobility and Teacher Visually Impaired	\$ _____
8. Psychological Evaluation	\$ _____

The Hobbs Municipal Schools reserves the right to choose which bids will be most advantageous to the District. The Hobbs Municipal Schools reserves the right to negotiate any hourly rate that exceeds funding allowed by the State of New Mexico for these said services.

Attachment A

Hobbs Municipal Schools

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						20

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						22

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						14

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						18

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
						19

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					16

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						21

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						17

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Fall Semester**
- 7/29-7/31 Staff Professional Learning
 - 8.01 1st day of class
 - 8.23 Staff Professional Learning
 - 9.02 Holiday
 - 10.14 Staff Professional Learning
 - TBD End of 1st 9 weeks
 - 11.04 Staff Professional Learning
 - 11.05 Holiday
 - TBD Start of 2nd 9 weeks
 - TBD Lea County In-Service
 - 11/25-11/29 Thanksgiving
 - 12.20 End of 2nd 9 weeks
 - 12/23-1/03 Christmas Holiday

Yearly Totals
 183 School Days
 8 Professional Learning

Fall Totals
 92 Days

Spring Totals
 91 Days

We will identify a Parent-Teacher Conference Day for each semester at our April ESAC Meeting.

- Spring Semester**
- 12/23-1/03 Christmas Holiday
 - 1.06 Staff Professional Learning
 - 1.07 1st day of class
 - 1.20 Holiday
 - 2.17 Staff Professional Learning
 - TBD End of 3rd 9 weeks
 - 03/17-03/21 Spring Break
 - TBD Start of 4th 9 weeks
 - 4.18 Holiday
 - 5.23 Last day of class
 - 5.26 Holiday
 - TBD Summer Institute
 - 6.19 Holiday

Attachment B

CONFLICT OF INTEREST AND DEBARMENT/SUSPENSION CERTIFICATION FORM

CONFLICT OF INTEREST

As utilized herein, the term "Vendor" shall mean that entity submitting a Bid to Hobbs Municipals Schools in response to the above referenced bids/request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge: No employee or board member of Hobbs Municipal Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Hobbs Municipal Schools employee, board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: _____.

List below the name(s) of any Hobbs Municipal Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.
_____.

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Hobbs Municipal Schools' Chief Procurement Officer in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST and DEBARMENT / SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

Signature: _____ Date: _____

Name of Person Signing (typed or printed): _____

Title: _____

Email: _____

Name of Company (typed or printed): _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ Email: _____