

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: **2324-01**

BID ISSUED: **April 23th,2023**

BID DUE DATE/TIME: **May 4th, 2023 - 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 Proposal 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

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. Bid shall be effective May 30th, 2023 through June 30th, 2024. Bidders must have successful experience in the area they are bidding.
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.

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 Sciences will be required on the individual performing Psychological Services including evaluations.
10. The hourly rate requested on the Proposal Form must be inclusive of all costs excluding gross receipts 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. Services are on an "**AS NEEDED**" basis.
12. The Hobbs Board of Education reserves the right to accept or reject any or all bids and to waive any or all technicalities.
13. Bidder may quote on any or all items of the Proposal Form.
14. For a bid to be considered, it must be signed by the bidder. Bids must be typed or handwritten in pen.
15. It is the bidder's responsibility to deliver the proposal at the proper time to the place designated for the bid opening. A late bid \viii be considered only if it is the only bid received or if late delivery is due to an error on the part of the Hobbs Municipal Schools.
16. Place the enclosed gummed label on the outside of the bid envelope on the lower left comer.
17. Please type or print legibly in completing the Proposal Form in order to avoid possible delays or errors in tabulating bid results.
18. Bids will be accepted at the Hobbs Schools Administration Office until May 4th, 2023 at 10:00 a.m.
19. This bid will be presented to the Hobbs Board of Education on Tuesday, May 16th, 2023.

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

	Estimate the # of Hours Available Per Week	<u>Hourly Rate</u>
1. Speech/Language Pathology		\$ <u> </u> hr.
2. Clinical Fellow & Speech Language Pathologist Assistant		\$ <u> </u> hr.
3. Audiological		\$ <u> </u> hr.
4. Educational Diagnosticians		\$ <u> </u> hr.
5. Physical Therapy		\$ <u> </u> hr.
6. Physical Therapy Assistant		\$ <u> </u> hr.
7. Occupational Therapy		\$ <u> </u> hr.
8. Certified Occupational Therapy Assistant		\$ <u> </u> hr.
9. Orientation Mobility and Teacher Visually Impaired		\$ <u> </u> hr.
10. Sign Language Interpreter		\$ <u> </u> hr.
11. Sign Language Aide		\$ <u> </u> hr.
12. School Psychologist		\$ <u> </u> hr.
13. Board Certified Behavior Analyst		\$ <u> </u> hr.

PROPOSAL FORM**B. Evaluations**

(Rate individual evaluation inclusive of written report.)

Rate p/Eval.

- | | |
|--|----------|
| 1. 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 bid 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 services.

ATTACHMENT

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 (2) 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.

Attachment B

"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: _____	Contribution Made By: _____
Relation to Prospective Contractor: _____	Relation to Prospective Contractor: _____
Name of Applicable Public Official: _____	Name of Applicable Public Official: _____
Date Contribution Made: _____	Date Contribution Made: _____
Amount of Contribution: _____	Amount of Contribution: _____
Nature of Contribution: _____	Nature of Contribution: _____
Purpose of Contribution: _____	Purpose of Contribution: _____

(Attach extra pages if necessary)

Signature Date

Title

-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