

STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT



AMENDMENT #2 (Two)

RFA No. 2019-15658

CYFD MIXED AGE PREK PROGRAM



THIS RFA HAS BEEN REPLACED IN ITS ENTIRETY BY THIS AMENDMENT.

Request for Application (RFA) No. 2019-15658 is being amended as described herein:

I. Background Information

During the 2005 legislative session, the New Mexico legislature passed the New Mexico Pre-Kindergarten Act (Children's Code, Article 23, Sections 32A-23-1 through 32A-23-9 NMSA 1978) and provided funding to develop and implement a voluntary pre-kindergarten (PreK) program for 4-year-old children throughout New Mexico. The Public Education Department (PED) and the Children, Youth and Families Department (CYFD) have joint responsibility for the implementation of NM PreK.

The 2015 legislature expanded the NM PreK Program by providing funding for three-year-old children. CYFD is referring to pre-kindergarten services to three-year-olds as Early PreK.

In 2018 CYFD allocated some funding to implement a mixed-age PreK Program for both three and four year olds where a PreK or Early PreK standalone program is not feasible. CYFD is referring to the implementation for PreK and Early PreK mixed age services for three and four year olds as the **CYFD Mixed Age PreK Program**.

The purpose of the CYFD Mixed Age PreK Program is to: 1) increase statewide access to voluntary high quality early childhood education programs where a PreK or Early PreK standalone program is not feasible; 2) provide developmentally appropriate early learning activities for New Mexico children that focus on school readiness; 3) expand early childhood community capacity; 4) provide high quality early childhood education programs based on the comprehensive framework as described in the *New Mexico PreK and Early PreK Program Standards*.

CYFD is seeking applicants to provide the following CYFD Mixed Age PreK Program Options:

- **CYFD Mixed Age PreK Program Basic Services**: Services shall be provided Monday through Friday. 450 Instructional hours for children who turn three years of age before 12:01 a.m., September 1st of the current year and are not age-eligible for kindergarten, and 90 hours of family engagement activities per program per year. Group size for single session is 16 children with a 1:8 ratio, and group size for double session is 14 children with a 1:7 ratio.
- **CYFD Mixed Age PreK Program Extended Day Services**: Services shall be provided Monday through Friday. 900 Instructional hours for children who turn three years of age before 12:01 a.m., September 1st of the current year and are not age-eligible for kindergarten, and 90 hours of family engagement activities per program per year. Group size for single session is 16 children with a 1:8 ratio.

II. Eligibility

Eligible applicants are:

- Early childhood education programs, including Head Start, preschools and early care and learning programs that are licensed by CYFD and in good standing and do not operate under the auspices of the New Mexico Public Education Department.
- Programs shall provide services Monday through Friday.
- Tribal early childhood education programs.
- Bureau of Indian Education (BIE) schools, and BIE contract (and grant) schools with early childhood education programs.
- Provide services in rural, underserved areas where a PreK or Early PreK Standalone option is not feasible.
- Must be currently enrolled in FOCUS and hold a child care license with a rate of **2+ (two plus) STAR** program or above.

CYFD Mixed Age PreK Program provides voluntary, state-funded early childhood education programs for children who turn three years of age before 12:01am, September 1st and 4th birthday before 12:01 a.m., September 1, and are not age-eligible for Kindergarten. For funding purposes, applications

will be evaluated and priority will be given to programs within the attendance boundaries of public elementary schools that are designated as Title 1 schools and that have at least sixty-six percent of the children served living within the attendance zone of a Title 1 elementary school. (See current list of Title I schools at www.newmexicoprek.org). To meet eligibility criteria for CYFD Mixed Age PreK Programs, Applicants must be currently enrolled in the FOCUS (New Mexico Tiered Quality Rating and Improvement System) as a **2+ (two plus)** STAR or above.

Although all eligible early childhood education programs statewide are encouraged to apply, CYFD will prioritize the funding of CYFD Mixed Age PreK programs located within (and serving the children living within) the boundaries of Early Childhood Investment Zones.

New Mexico’s Early Childhood Investment Zones

- Dexter, Tatum, Lovington, Hobbs, Eunice and Jal School Districts
- Logan, San Jon, Tucumcari, House, Vaughn and Santa Rosa School Districts
- Estancia and Mountainair School Districts
- Gallup-McKinley, Zuni, and Grants-Cibola School Districts
- Cuba, Dulce, Jemez Mountain, Chama Valley, Mesa Vista and Espanola School Districts
- Mosquero, Roy, Cimarron, Raton, Maxwell and Springer School Districts
- Rio Grande Cluster of the Albuquerque Public Schools
- Magdalena, Deming, Hatch, Gadsden and Truth or Consequences School Districts

III. Funding/Awards

Awards will be based on demonstration of unmet need at the time of award, and scoring of the Application. The unmet need within a community is subject to change due to the possibility of funding from the Public Education Department for PreK services as well as Head Start or other funding for preschool services. *"Unmet need is defined as the lack of quality preschool services available in the community to serve three and four year olds. This includes but is not limited to: lack or limited access to Five STAR early childhood programs, lack or limited access to a local Head Start program, lack or limited access to a Title I program serving three and four year olds, and/or lack of limited access to other PreK funds by either PED or CYFD".*

IV. APPLICATION SEQUENCE OF EVENTS

Action	Responsible Party	Due Date
Issuance of Application	CYFD	February 28, 2019
Pre-Application Meeting	CYFD and Applicant	March 7, 2019
Letter of Interest	Applicant	March 8, 2019
Deadline to submit written questions	Applicant	March 8, 2019 at 12:00pm
Response to written questions	CYFD	March 18, 2019
Courtesy RFA Application Submission Checklist Review	Optional for Applicant	<ul style="list-style-type: none"> • April 5, 2019 from 9am-3pm • April 8, 2019 from 9am – 3pm

Submission of Application	Applicant	April 9, 2019 @1:00pm
Application Evaluation	CYFD	April 12 – June 30, 2019
Finalize Agreements	CYFD	July 1, 2019

V. Questions regarding the Application Process

All questions must be submitted in writing through email to Elizabeth Montano of the Early Childhood Services Division at elizabeth.montano@state.nm.us no later than March 8, 2019 at 12:00pm MDT. Written responses will be posted on <http://cyfd.org/for-providers/rfp> for everyone’s benefit on March 18, 2019.

VI. Letter of Interest

A non-binding letter of interest may be emailed to Elizabeth Montaña at: elizabeth.montano@state.nm.us by March 8, 2019. This will ensure that all prospective applicants receive notice of any changes that might be made to this Application. The letter of interest is a simple note indicating that you intend to apply for funding, and an estimate of the number of slots you will be requesting along with your contact information.

VII. Pre-Application Meeting

All interested Applicants may attend the pre-application meeting so that they understand the application process and requirements for funding. A pre-application meeting will be held on, **March 7, 2019 at 1:30pm to 2:45 in English and from; 3:00pm to 4:15pm in Spanish** at the following location:

New Mexico Children, Youth and Families Department
(Old) PERA Building – 2nd Floor Auditorium/Apodaca Hall
1120 Paseo de Peralta
Santa Fe, NM 87501

VIII. Compensation

Direct Services for CYFD Mixed Age PreK Program Basic and Extended Day

Direct Services will be reimbursed in accordance with the per-child reimbursement rate. The per-child reimbursement rate is a fixed rate per service delivery (program type) and rates are non-negotiable. Total compensation awarded will be calculated per awardee by the number of children served per program type multiplied by the current rate.

Compensation will be reimbursement in accordance with the per-child rate based on the Early PreK rate per service delivery (program type) posted on the New Mexico PreK website, www.newmexicoprek.org. Depending on available funding, this rate may be adjusted in future years and will be implemented through a Contract Amendment as needed.

If funds are available, a limited amount of funding will be set aside and made available for:

- Transportation - where there is no other way for children to access the CYFD Mixed Age PreK program and/or for
- Start Up and Safety – when a program is unable to equip a new CYFD Mixed Age PreK classroom.

Applicants proposing to serve specific program options will be evaluated, scored and ranked against other Applicants proposing the same program option. Each program option will be evaluated separately. Transportation and Start Up and Safety Narratives and proposed Budget will also be scored and awarded separately.

IX. Courtesy RFA Application Submission Checklist Review

Courtesy Application Review = The RFA Administrator will be conducting a Courtesy RFA Application Submission Checklist Review for Applicants who are planning to submit an Application in response to this RFA.

When: April 5, 2019 and April 8, 2019 from 9am to 3pm

**Where: State of New Mexico Old PERA Building
1120 Paseo De Peralta, Apodaca Hall
Santa Fe, New Mexico 87501**

What to Bring: Response to Application RFA 2019-15658 = Original and 3-copies (only the Original will be reviewed).

Rules:

- 1. RFA Administrator will only conduct a COURTESY RFA Checklist Review on only the original. Note: this is not a requirement or mandatory requirement of the RFA. This is only a courtesy if the Applicant chooses to participate.**
- 2. RFA Administrator will not provide guidance or suggestions or will not respond to any questions during this review. There will be a checklist of items that will be marked indicating the deficiencies in your application; refer to Appendix E.**
- 3. Once the review is conducted, the checklist and the Application will be returned to the Applicant so the Applicant can revise and/or correct their Application prior to the RFA Submission due date.**
- 4. If your RFA Application is complete, you may submit your Application to the RFA Administrator and obtain a receipt of submission.**

X. Application Submission and Due Date

Complete and signed Applications are due to CYFD **no later than 1:00 p.m.** MDS on **April 9, 2019**. Applications will be date and time stamped when received.

Applications must be submitted and delivered **only** to the physical address identified below:

Name: Elizabeth Montano, RFA Administrator
Reference RFA Name: CYFD Mixed Age PreK Programs
RFA Number: 2019-15658
Address: Children Youth and Families Department
Early Childhood Services

CYFD will not accept electronic submissions via facsimile or email. Applications **must** be submitted through express delivery (i.e. Fed Ex/UPS, etc.) or in person.

(Note: The US Post Office does not deliver to the physical address; therefore, submissions must be made in person or via express delivery service). Late submittals will not be accepted.

XI. Application Format and Response

Applications that do not adhere to the requirements and Response Format below may be deemed non-responsive and rejected on that basis.

1. Applicants shall submit only one (1) application.
2. Applicants must provide one (1) original and three (3) identical copies.
3. All forms in the original copy must have the handwritten signature of the person authorized to obligate the program (owner/director, chair of the board, etc.). All applications must be:
 - a. The original and each identical copy must be placed within a binder with tabs delineating each section.
 - b. Original and hard copies must be typewritten on standard 8 ½ x 11 inch, un-ruled paper (larger paper is permissible for charts, spreadsheets, etc.).
 - c. Pages must be one-sided, double spaced and numbered.
 - d. Typeface must be easily readable such as Ariel, Courier, or Times Roman and type size must be 12-point.
 - e. Each program option is limited to a 10-page narrative (e.g. If the Applicant proposes two program options, the Applicant is limited to a 10-page narrative for each program for a total of 20-pages). Each program option will be evaluated separately.

APPLICATION RESPONSE FORMAT

The Application must be bound, organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- A. Coversheet signed and completed, Coversheet A and B
- B. Response to **CYFD Mixed Age Basic Services (10-page limitation)**
 1. Priority Communities
 2. Targeted Communities
 3. Need for Services
 4. Organizational Capacity and Plan of Operation
- C. Response to **CYFD Mixed Age Extended Day Services (10-page limitation)**
 1. Priority Communities
 2. Targeted Communities
 3. Need for Services

4. Organizational Capacity and Plan of Operation
- D. Transportation Funding
1. One Page Narrative
 2. Cost Response with justification, Appendix D
- E. Start Up and Safety Funding
1. One page Narrative
 2. Cost Response with justification, Appendix D
- F. Other Supporting Documentation
1. Copy of current license. *Failure to provide your current License will automatically disqualify the Applicant from further consideration.*
 2. Copies of your most recent Annual Licensing Survey **and** all follow-up reports. *Failure to provide the most recent Annual Survey will automatically disqualify the Applicant from further consideration.*
 3. Organizational Chart
 4. Sample daily schedule
 5. Yearly Calendar
 6. Sample weekly lesson plan per site
 7. Diagram of each proposed classroom(s), including various centers, location of bathroom, etc.
 8. Provide a letter from each entity serving three and four year olds stating collaboration and coordination for recruitment and enrollment with the intent to avoid saturation and duplication of services. Included in the letter, dates of actual meetings, minutes from meetings, signatures and titles of attendees, and name of program(s).
 9. Campaign Contribution Form, Appendix C, completed and signed. *Failure to disclose contributions will automatically disqualify the Applicant from further consideration.*
 10. Provide a copy of your tax Registration Certificate issued by the New Mexico Taxation and Revenue Department (CRS certificate).

All discussion of proposed costs, rates or expenses for Transportation and Start-Up and Safety must occur only in Section D and E of your Application.

Any application that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

APPLICATION RESPONSE AND EVALUATION FACTORS

Applicants shall organize their Narrative as outlined below. The Narrative, including required supporting materials and attachments will be evaluated and awarded points accordingly. Points will be awarded based on the thoroughness and clarity of each response of the engagements cited and the perceived validity of the response to the following criteria. Applicants proposing more than one program option **MUST** provide a separate narrative for each program option being proposed. Each program option will be evaluated and scored separately.

A. Cover Sheet

The Application MUST accompany the 2-page Cover Sheet A and B. The form must be filled out completely and must be signed by the person authorized to obligate the program (owner/director, chair of the board, etc.).

B. Priority Communities

CYFD will prioritize the funding of CYFD Mixed Age PreK Programs located within (and serving the children living within) the boundaries of Early Childhood Investment Zones.

1. **Early Childhood Investment Zones (VALUE – 15 Points)**

Are you proposing to serve the children living within the boundaries of an Early Childhood Investment Zone? If so, identify the community within the Investment Zone you intend to serve.

2. **Title I Schools (VALUE – 15 Points)**

Are you proposing to serve the children living within the attendance boundaries of public elementary schools that are designated as Title I? If so identify the Title I School District you intend to serve.

3. **Star Level (VALUE – 15 Points)**

Describe the program’s current FOCUS STAR Level. This includes programs that have participated through consultation or 5-STAR programs that have been awarded a CYFD-approved National Accreditation. Describe in detail the journey to accomplish the current STAR level, timeframe to acquire it and lessons learned during the process.

C. Targeted Communities (VALUE – 10 Points):

Describe the community from which CYFD Mixed Age PreK Program children will be served in as much detail as possible and include as much supporting data as is available. Provide demographic of the general population and families of the children information and examples to support the need for services in the targeted service area.

D. Need for Services (VALUE – 15 points):

1. Describe the unmet need for quality early care and education services in the community.
2. Estimate how many three-year olds **and** four-year olds live in the targeted community? (The number of children enrolled in kindergarten will give you a good idea if you use other sources of information, please specify).
3. Is there an Early Head Start, Department of Health (DOH) Family Infant Toddler (FIT) Early Intervention, Home Visiting (for transition purposed), or Head Start Program in the community?
4. Are there any 5-Star early childhood programs in the community? If so, how many three and four year olds will they serve?
5. How many three and four year-old children are being served in the public school’s Developmentally Delayed (DD) Preschool Program in the community?

6. Based on all the above information, how many three and four year old children are currently not being served, and how many do you propose to serve?
7. Describe collaboration efforts with other local providers including Early Head Start, DOH FIT Early Intervention, Home Visiting (for transition purposes), Head Start, PED, and other NM PreK programs to provide unduplicated services.

E. Organizational Capacity and Plan of Operation

This section is divided into two parts: 1) Organizational Capacity; and 2) Plan of Action. If proposing to operate more than one CYFD Mixed Age PreK site you must organize this section in a clear and concise manner so that the reader is able to understand the organization's capacity, as well as the Plan of Operation for each site. Using a narrative format, provide the following information:

1. Organizational Capacity (VALUE – 15 points):

- a. Describe your organization's commitment and ability to provide a quality CYFD Mixed Age PreK program, manage the finances of the CYFD Mixed Age PreK program and submit the data reports that are required.
- b. How will the CYFD Mixed Age PreK program relate to the vision and mission of the organization?
- c. Describe your plan for the administration and implementation of the CYFD Mixed Age PreK program by providing a detailed description of who is responsible for each component listed below:
 - Overall administration of the grant;
 - Completion of administrative requirements such as reports to the state;
 - Keeping the database current;
 - Financial Management;
 - Management of the day-to-day operations of the CYFD Mixed Age PreK program; and
 - Ensuring compliance with program requirements for the program option you are applying for.
- d. Describe your facility(ies), the location and layout of the proposed CYFD Mixed Age PreK classroom(s) within the school building; bathroom facilities (does it have a child size toilet, sink, and changing station if needed), playground, or other such facilities. Attach a copy of your Child Care License for each proposed **Mixed Age PreK** site as well as a copy of the most recent Annual Licensing Survey completed by CYFD for each proposed site. Failure to provide the most recent Annual Licensing Survey will automatically disqualify your application from consideration.
- e. You must disclose if your program has been subject to Conditions of Operation and/or monetary sanctions under Child Care Licensing Regulations within the past two years. Failure to disclose will automatically disqualify your application from further consideration.
- f. Describe if you have had **any** previous contracts with CYFD. You must disclose if you have current programmatic findings of non-compliance and program

deficiencies on current CYFD contracts/agreements including serious audit exceptions relating to fiscal procedures. Disclose if your program is on a current corrective action plan.

2. Plan of Operation (VALUE – 15 points):

Describe your plan to implement the CYFD Mixed Age PreK program. This description must, at a minimum, include the following:

- a. Your current participation and STAR level in the FOCUS Tiered Quality Rating and Improvement System and your plan to increase STAR level if applicable.
- b. Provide as an attachment the program calendar indicating when CYFD Mixed Age PreK services will be provided during the school year.
- c. If the CYFD Mixed Age PreK Program Basic Services will be embedded within a full-day program, specify the hours that will be designated as Mixed Age PreK.
- d. For CYFD Mixed Age PreK Program (Basic or Extended), specify the hours of operation and when services will be provided during the year.
- e. If the CYFD Mixed Age PreK Program (Basic or Extended) will be embedded into an existing program with non-CYFD Mixed Age PreK children, describe the cost allocation plan, funding source, number and ages of children in the setting.
- f. Describe the plan for ensuring that PreK and Early PreK standards are being met, ensuring positive outcomes for participating children.
- g. Provision of on-site support to the teaching staff.
- h. Describe how you will ensure implementation of the required child observational assessment and documentation process.
- i. Describe your program's current curriculum and your plans to implement use of the New Mexico Early Learning Guidelines and The Developmental-Interaction Approach for the New Mexico's Authentic Observation, Documentation Curriculum Planning Process. These are available at www.newmexicoprek.org.
- j. Include as attachments a sample daily schedule, a sample weekly lesson plan and a sketch or diagram of each classroom that shows the location of the various learning centers for each program option being applied for.

F. Transportation Funding and Start Up and Safety Funding

If funds are available, a limited amount of funding will be set aside and made available for Transportation and Start-Up and Safety. Transportation funds and Start-Up and Safety funds will only be awarded to Applicants who are awarded to provide the primary services and will be awarded based on the number of children served under this RFA.

Start Up and Safety funds may only be applied to support a newly funded classroom.

Transportation funds and Start-Up and Safety funds will only be scored and compared against other programs requesting Transportation and/or Start Up and Safety funds. Your score and

ranking for CYFD Mixed Age PreK Programs services will not be adversely affected if you do not request this funding.

A. Request for Transportation Funds (VALUE – 20 Points).

Complete Appendix D and provide a one (1) page narrative describing your need for Transportation Funds. A limited amount of CYFD Mixed Age PreK Programs funding is available for transportation of children in cases where it is essential for the provision of a program. These funds are not intended to take the place of existing resources that are or could be used for transportation. The one (1) page narrative shall include the following:

1. Description of the need for CYFD Mixed Age PreK Programs transportation funding and the number of children it will benefit.
2. Statement of assurance that no other funds are available for transportation.
3. If non-CYFD Mixed Age PreK children are being transported as well, describe the cost allocation plan, funding source, number and ages of children to be transported.
4. If collaboration with other community resources for provision of transportation services is planned, Applicant must describe how that collaboration will occur.

B. Request for Start Up and Safety Funds (VALUE – 20 Points).

Complete Appendix D and provide a one (1) page narrative describing your need for Start-Up and Safety Funds. For the A, funds up to \$15,000 / per classroom are available for new CYFD Mixed Age PreK programs with the greatest need. These one-time Start Up and Safety Improvement Funds are to be used to ensure the safety of the classroom and playground, equip the classroom and/or playground, and purchase other educational material. This funding is not intended to take the place of any other funding previously used to support a CYFD Mixed Age PreK Program. The narrative shall include the following:

1. One-page narrative describing the need for CYFD Mixed Age PreK Programs Start-Up & Safety Improvements funding.
2. Specify in your narrative the number of three and four year-old children the purchases will benefit.
3. Attach a detailed itemization of what you intend to purchase.

G. Other Supporting Documentation

The Application must accompany all supporting documents and as outlined in Section X Application Format and Response, items F.1-10. Failure to provide supporting documentation could result in your Application being rejected and deemed non-responsive and rejected on that basis.

XII. APPLICATION SCORE SUMMARY

RFA CRITERIA	POINT VALUE
Coversheet A and B	Pass/Disqualified
Response Narrative – Mixed Basic Services	-----
Priority Communities	45
Targeted Communities	10

Need for Services	15
Organizational Plan	15
Plan of Action	15
Total Points Available	100
Response Narrative – Mixed Extended Services	-----
Priority Communities	45
Targeted Communities	10
Need for Services	15
Organizational Plan	15
Plan of Action	15
Total Points Available	100
Optional Funding	---
Transportation Request	20
Start Up and Safety Request	20
Other Supporting Documentation	Pass / Disqualified
Copy of Current License(s)	Pass / Disqualified
Copies of most recent Annual Licensing Survey and all follow-up reports	Pass / Disqualified
Organizational Chart	Pass / Disqualified
Sample of Daily Schedule	Pass / Disqualified
Yearly Calendar	Pass / Disqualified
Sample weekly lesson plan per site	Pass / Disqualified
Diagram of each proposed classroom	Pass / Disqualified
Letter(s) of Collaboration	Pass / Disqualified
Campaign Contribution Form, Appendix C	Pass / Disqualified
Tax Registration Certificate	Pass / Disqualified

XIII. Acquisition and use of Inventory-Exempt Items

Acquisition of Inventory Exempt items through the CYFD Mixed Age PreK program, such as playground equipment, classroom furniture, computers to enter NM PreK data, etc., shall only be used for CYFD Mixed Age PreK Programs or other early childhood programs as approved by CYFD.

Cover Sheet – A and B

**New Mexico CYFD MIXED AGE PREK PROGRAMS
Request For Application # 2019-15658
Cover Sheet A**

Name of Program:	Fed EIN#
	N.M. CRS #:
Mailing address:	** State Vendor #:
Physical address:	

Contact Name:	Telephone number:
Title:	
Email address:	

Program Applying For: (select all that apply)

<input type="checkbox"/> CYFD Mixed Age PreK Basic Services (450 Hours) Number of children proposed to serve: _____ Are you requesting additional funding for Transportation? Yes ___ No ___ Are you requesting additional funding for Start-up and Safety? Yes ___ No ___	<input type="checkbox"/> CYFD Mixed Age PreK Extended Day (900 Hours) Number of children proposed to serve: _____ Are you requesting additional funding for Transportation? Yes ___ No ___ Are you requesting additional funding for Start-up and Safety? Yes ___ No ___
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****If you are not registered as a Vendor to do business with the State of New Mexico, please contact Elizabeth Montano at elizabeth.montano@state.nm.us or at (505) 827-9939 to get registered.**

Signature of Applicant: I hereby certify that I am authorized to sign this application, that all information contained in this application contains no willful misrepresentation and that the information is true and complete to the best of my knowledge.

Authorized Signature: _____ Date _____

Name (print): _____ Title: _____

The information on this form must be completely filled out including original signature.

New Mexico CYFD Mixed Age PreK RFA 2019-15658 Program Application Cover Sheet B

I. Please complete the table below **for each site and/or program option**

Name of early childhood education program	# of Class-rooms	# of Children	Full Day	Half Day	Session Start Time	Session End Time	# of Hours per Session per Day	# of Days per week	# of Days per Year	Total # of Hours Per Year	PreK First Day of School	PreK Last Day of School
					AM	AM						
					PM	PM						
					AM	AM						
					PM	PM						
					AM	AM						
					PM	PM						
					AM	AM						
					PM	PM						

Signature of Applicant: I hereby certify that I am authorized to sign this application, and that all information contained in this application contains no willful misrepresentation and that the information is **true and complete** to the best of my knowledge.

Authorized Signature: _____ Date: _____

Name (print): _____ Date: _____

Title: _____

If future appropriations from the New Mexico Legislature and other funding sources become available I would like to expand my capacity and be considered for additional funding.

YES **NO**

The information on this form must be completely filled out including handwritten signature.

Appendix C

CAMPAIGN CONTRIBUTION DISCLOSURE FORM RFA 2019-15658

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)

Appendix D

Transportation funds and Start-Up and Safety funds will only be awarded to Applicants who are awarded to provide the primary services and will be awarded based on the number of children served under this RFA.

Complete the detailed budget if you are requesting Transportation Funding and/or Start-Up and Safety Funds. All costs shall be reasonable and well justified and must relate to the proposed program option you are applying for. Transportation shall correlate with the number of children you are proposing to serve under this RFA.

Examples of unallowable costs include

- constructing, renovating or acquiring real estate property;
- capital outlay items (\$5,000 or more per item)
- organized fundraising;
- out-of-state travel; and
- vehicles (purchase and/or lease)

<u>TRANSPORTATION – RFA 2019-15658</u>		
1. Number of Children Proposed for Transportation Services _____		
2. What Program Option is this request related to: Mixed Basic _____ Mixed Extended _____		
LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
TRANSPORTATION—FUEL & OIL		
TRANSPORTATION—PARTS & SUPPLIES		
TRANSPORTATION--INSURANCE		
TRANSPORTATION—OTHER TRAVEL		
TOTAL REQUEST		

<u>START UP AND SAFETY – RFA 2019-15658</u>		
What Program Option is this request related to: Mixed Basic _____ Mixed Extended _____		
Individual items purchased may not exceed \$5000.00		
LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
FURNITURE & FIXTURES		
INFORMATION TECHNOLOGY EQUIPMENT		
OTHER EQUIPMENT		
TOTAL REQUEST		

Document Library

The following documents listed below may be located utilizing the following links: <http://cyfd.org/providers/rfp> or www.newmexicoprek.org

- Title I Elementary School
- CYFD Mixed Age PreK Rate Schedule
- New Mexico Early and PreK Program Standards
- Map of Priority Areas (Investment Zones)
- New Mexico Early Learning Guidelines and the NM PreK Curriculum Policy Brief (New Mexico's Authentic Observation, Documentation Curriculum Planning Process).

APPENDIX E – SAMPLE RFA COURTESY REVIEW CHECKLIST:

- A. Coversheet **signed and completed**, Coversheet A and B
- B. Response to **CYFD MIXED AGE Basic Services (10-page Limit)**
- C. Response to **CYFD MIXED AGE Extended Day Services (10-page Limit)**
- D. Transportation Funding
 - 1. One-page Narrative
 - 2. Cost Response with justification, Appendix D
- E. Start-Up and Safety Funding
 - 1. One-page Narrative
 - 2. Cost Response with justification, Appendix D
- F. Other Supporting Documentation
 - 1. Copy of current license(s) per site: _____
 - 2. Copies of your most recent Annual Licensing Survey **and** all follow-up reports per site: _____
 - 3. Organizational Chart
 - 4. Sample of daily schedule
 - 5. Yearly Calendar
 - 6. Sample of weekly lesson plan per site: _____
 - 7. Diagram of each proposed classroom(s), including various centers, location of bathrooms, etc., per site: _____
 - 8. Letters of Collaboration
 - 9. Campaign Contribution Form, Appendix C, completed and signed.
 - 10. Copy of your tax Registration Certificate issued by the New Mexico Taxation and Revenue Department (CRS Certificate).

ALL OTHER PROVISIONS OF THIS RFA HAVE BEEN REPLACED IN ITS ENTIRETY BY THIS AMENDMENT.