

**State Of New Mexico  
Children, Youth and Families Department**



**New Mexico Early PreK Program**

**Early PreK Basic Services**

**Early PreK Extended Day Services**

**No. 2019-16050**



**Application Due on March 5, 2019**

**Brian Blalock, Secretary Designate  
New Mexico Children, Youth and Families Department  
New Mexico Early PreK Programs  
(Old) PERA Building  
1120 Paseo de Peralta, Room 205  
Santa Fe, NM 87501**

## **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.

The purpose of New Mexico Early PreK is to: 1) increase statewide access to voluntary high quality early childhood education programs; 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 Early PreK Program Standards*.

CYFD is seeking applicants to provide the following NM Early PreK Program Options:

- New Mexico Early PreK 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 1<sup>st</sup> and are not age-eligible for Pre-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.
- New Mexico Early PreK 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 1<sup>st</sup> and are not age-eligible for Pre-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**

Currently funded NM PreK programs whose Contract and/or Purchase Order is expected to terminate on June 30, 2019, as well as new programs are encouraged to respond to this Application. Under this RFA, CYFD **will not** allow currently funded 4 year old PreK programs to convert composition to Early PreK.

Eligible applicants are:

- Early childhood education 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 must 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.
- Programs currently funded or previously funded by CYFD for NM PreK services must be (or must have been) in satisfactory contract compliance.

**New Mexico Early PreK** provides voluntary, state-funded early childhood education programs for children who turn three years of age before 12:01 am, September 1<sup>st</sup> and are not age-eligible for New Mexico PreK. For funding purposes, applications will be evaluated and priority 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](http://www.newmexicoprek.org)).

New Mexico Early PreK Programs must apply to participate in the FOCUS (New Mexico Tiered Quality Rating and Improvement System) within one year of award, as stated in the New Mexico Early PreK Program Standards.

Although all eligible early childhood education programs statewide are encouraged to apply, CYFD will prioritize the funding of New Mexico Early 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 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 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	January 29, 2019
Pre-Application Meeting	CYFD and Applicant	February 12, 2019 <ul style="list-style-type: none"> <li>• English 9:30 – 10:45 am</li> <li>• Spanish 11:00 – 12:15 pm</li> </ul>
Letter of Interest	Applicant	February 13, 2019
Deadline to submit written questions	Applicant	February 13, 2019
Response to written questions	CYFD	February 19, 2019
<b>Submission of Application</b>	<b>Applicant</b>	<b>March 5, 2019 @ 1:00 pm</b>

Application Evaluation	CYFD	March 7 – 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](mailto:elizabeth.montano@state.nm.us) no later than February 13, 2019. Written responses will be posted on <http://cyfd.org/for-providers/rfp> for everyone’s benefit February 19, 2019.

**VI. Letter of Interest**

A non-binding letter of interest may be emailed to Elizabeth Montano at: [elizabeth.montano@state.nm.us](mailto:elizabeth.montano@state.nm.us) by February 13, 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 for will be held on, **February 12, 2019 in English from 9:30am to 10:45am; and in Spanish from 11:00am to 12:15pm** at the following location:

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

**VIII. Compensation**

Direct Services EARLY PreK Basic and EARLY PreK Extended Day

Direct Services will be reimbursed in accordance to 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.

The current per-child reimbursement rate is posted on the New Mexico PreK website, [www.newmexicoprek.org](http://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 Early PreK program and/or for

- Start Up and Safety – when a program is unable to equip a new Early PreK classroom.

## **IX. Application Submission and Due Date**

Complete and signed Applications are due to CYFD **no later than 1:00 p.m. MST/MDST on Tuesday, March 5, 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: New Mexico Early PreK Programs  
RFA Number: **2019-16050**  
Address: Children Youth and Families Department  
Early Childhood Services  
1120 Paseo De Peralta, Room 205  
Santa Fe, New Mexico 87501

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.*

## **X. 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 Offeror 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 **Early PreK Basic Services**
  - 1. Priority Communities
  - 2. Targeted Communities
  - 3. Need for Services
  - 4. Organizational Capacity and Plan of Operation
- C. Response to **Early Extended Day PreK Services**
  - 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(s). *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 of 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 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 New Mexico Early PreK programs located within (and serving the children living within) the boundaries of Early Childhood Investment Zones.

#### **1. Early Childhood Investment Zones (VALUE - 10 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 10 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 – 10 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.

#### **4. Existing Programs (Value – 15 Points)**

Describe the years and experience in managing an Early PreK program. Including current status, any Corrective and Action Plans (current and previous) and strategic steps to use Early PreK managing experiences for program improvements and ensuring the delivery of high quality Early PreK services for 3 year olds in your community.

**C. Targeted Communities (VALUE – 10 Points):**

Describe the community from which Early PreK 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 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-year-olds will they serve?
5. How many three 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-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 CYFD 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 Early 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 Early PreK program, manage the finances of the Early PreK program and submit the data reports that are required.
- b. How will the Early PreK program relate to the vision and mission of the organization?
- c. Describe your plan for the administration and implementation of the Early 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 Early 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 Early 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. If you are applying for more than one site, you must provide a copy of your Child Care License for each proposed site as well as a copy of the most recent Annual Licensing Survey completed by CYFD. 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. For currently funded NM PreK/Early PreK Programs: Describe 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 PreK corrective action plan.

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

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

- a. Your plan to participate in the FOCUS Tiered Quality Rating and Improvement System within one year of award.
- b. Provide the program calendar indicating when Early PreK services will be provided during the school year.
- c. If the Early PreK Basic Services program will be embedded within a full-day program, specify the hours that will be designated as Early PreK.
- d. For Early PreK Extended program, specify the hours of operation and when services will be provided during the year.
- e. Provision of on-site support to the teaching staff.
- f. Describe how you will ensure implementation of the required child observational assessment and documentation process.
- g. Describe your program's current curriculum and your plans to implement use of 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](http://www.newmexicoprek.org).
- h. 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 Early PreK services will not be adversely affected if you do not request this funding.

### **1. 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 NM Early PreK 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 narrative shall include the following:

- a. Description of the need for NM Early PreK Transportation funding and the number of three year old children it will benefit.
- b. Statement of assurance that no other funds are available for transportation.
- c. If collaboration with other community resources for provision of transportation services is planned, Applicant must describe how that collaboration will occur.

### **2. Request for Start Up and Safety Funds (VALUE – 20 Point).**

Complete Appendix D and provide a one (1) page narrative describing your need for Start-Up and Safety Funds. For the first year only, funds up to \$15,000 / per classroom are available for new NM Early 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 of other educational material. This funding is not intended to take the place of any other funding previously used to support an Early PreK program. The narrative shall include the following:

- a. One-page narrative describing the need for NM Early PreK Start-Up & Safety Improvements funding.
- b. Specify in your narrative the number of three year-old children the purchases will benefit.
- c. 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.

**XI. APPLICATION SCORE SUMMARY**

<b>RFA CRITERIA</b>	<b>POINT VALUE</b>
Coversheet A and B	Pass/Disqualified
<b>Response Narrative – Early Basic Services</b>	---
Priority Communities	45
Targeted Communities	10
Need for Services	15
Organizational Plan	15
Plan of Action	15
<b>Total Points Available – Early Basic Services</b>	<b>100</b>
<b>Response Narrative – Early Extended Day Services</b>	---
Priority Communities	45
Targeted Communities	10
Need for Services	15
Organizational Plan	15
Plan of Action	15
<b>Total Points Available – Early Extended Services</b>	<b>100</b>
<b>Optional Funding</b>	
Transportation Request	20
Start Up and Safety Request	20
<b>Other Supporting Documentation</b>	
Copy of Current License(s)	Pass / Disqualified
Copies of most recent Annual Licensing Survey <b>and</b> 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
NM Tax Registration Certificate (CRS)	Pass / Disqualified

**XII. Acquisition and use of Inventory-Exempt Items**

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

**Cover Sheets A and B**

**The information on this form must be completely filled out including original signature.  
New Mexico Early PreK Programs  
Request For Application # 2019-16050  
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"/> Early 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"/> Early Extended PreK Services (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 ___
--	--

**\*\*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](mailto: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 Early PreK Program Application

RFA # 2019-16050

### 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	Early PreK First Day of School	Early 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

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)

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

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

## **Document Library**

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

- Title I Elementary School
- Early PreK Rate Schedule
- New Mexico Early 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).