

**State of New Mexico  
Early Childhood Education and Care Department  
Joint Application with  
Children, Youth and Families Department  
Public Education Department  
for**



**New and Expanding Pre-Kindergarten Programs**

**Full-Day PreK Services  
Full-Day PreK Mixed Age Services  
Full-Day Early PreK Services  
No. RFA 2020-20837**

**Application Due: May 15, 2020 at 3:00 pm**

**Submit all applications ELECTRONICALLY to:  
[ececd.rfa@state.nm.us](mailto:ececd.rfa@state.nm.us)**

Michelle Montoya, RFA Administrator  
RFA Name: New Mexico PreK Programs  
RFA Number: RFA 2020-20837

## 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-23-18 NMSA 1978) and provided funding to develop and implement a voluntary pre-Kindergarten program for 4-year-old children throughout New Mexico. In the 2019 legislative session, Senate Bill 22 passed and was signed into law creating the new Early Childhood Education and Care Department (ECECD). The Early Childhood Education and Care Department, in collaboration with the Public Education Department (PED) and Children Youth and Families Department (CYFD) are issuing this RFA together.

The purpose of the New Mexico PreK Program is to:

1. increase statewide access to voluntary high-quality early childhood education programs based on the comprehensive framework as described in the *New Mexico PreK Program Standards*; <https://www.newmexicoprek.org/> and <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/>
2. provide developmentally appropriate early learning activities for New Mexico children that focus on school readiness; and
3. expand early childhood community capacity.

**Funding is subject to current and future appropriations from New Mexico Legislature and other funding sources for the period of this RFA. No guarantee is made or implied by the State of New Mexico or ECECD the amount allocated to this RFA will result in multiple contracts equal to that amount. The funding available through this RFA is for State-Funded Direct PreK Services.**

Program	FY 21 New Funding Legislative Session
PreK	\$7,100,000
Early PreK	\$4,000,000
Mixed Age PreK	\$4,400,000

The Early Childhood Education and Care Department is seeking applicants to provide the following NM PreK Program Options:

- **Public Schools and Community Based Private PreK – New Mexico PreK Extended (Full-Day) Services:** Services shall be provided Monday through Friday. Any exceptions must be clearly explained in the application. Programs must provide 900 instructional hours and 90 hours of family engagement activities per program per year for children who turn four (4) years of age before September 1 and are not age-eligible for Kindergarten. Group size: 20 children with a 1:10 adult to child ratio.

- **Community-Based Private PreK Programs Only - New Mexico PreK Mixed Age Extended (Full-Day) Services:** Services shall be provided Monday through Friday. Any exceptions must be clearly explained in the application. Programs must provide 900 Instructional hours and 90 hours of family engagement activities per program per year for children who turn three (3) or four (4) years of age before September 1 and are not age-eligible for Kindergarten. Group size: 16 children with a 1:8 Adult to child ratio.
- **Community-Based Private PreK Programs Only - New Mexico Early PreK Extended (Full-Day) Services:** Services shall be provided Monday through Friday. Any exceptions must be clearly explained in the application. Programs must provide 900 Instructional hours and 90 hours of family engagement activities per program per year for children who turn three (3) years of age before September 1 and are not age-eligible for Kindergarten. Group size: 16 children with a 1:8 adult to child ratio.

## **II. ELIGIBILITY**

Eligible organizations must be seeking funding either to open a new program or to expand the number of children served in an existing program. Eligible organizations include the following:

- School districts, local education agencies, or public charter schools. Public school programs must participate in PED FOCUS, including special education preschool.
- Early childhood education programs licensed by CYFD and in good standing. CYFD-licensed providers must have applied to participate in FOCUS (New Mexico Tiered Quality Rating and Improvement System) at the time of application to be eligible, as stated in the New Mexico PreK Standards.
- Tribal early childhood education programs (e.g. child care and Head Start).
- Bureau of Indian Education (BIE) schools and BIE contract (and grant) schools with early childhood education programs.

Based on FY21 funding availability, public schools are only eligible to apply for PreK Extended-Day services and programs currently licensed through CYFD, Head Start and qualifying tribal programs are eligible to apply for PreK, Early PreK (3-year-olds) and PreK Mixed-Age Extended Day services (3- and 4-year-olds).

### **Public Schools and Community Based Private PreK - New Mexico PreK Extended(Full-Day) Services**

**New Mexico PreK** is a voluntary, state-funded early childhood education program for children who turn four (4) years of age before September 1 and are not age-eligible for Kindergarten. Per the Pre-Kindergarten Act, priority will be given to programs in communities where at least sixty-six percent of the children served reside within the attendance zone of a Title 1 elementary school. See current list of Title 1 schools at <https://www.newmexicoprek.org/> and <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/>

### **Community-Based Private PreK Programs Only**

**New Mexico PreK Mixed Age** is a voluntary, state-funded early childhood education programs for children who turn three or four (3 or 4) years of age before September 1 and are not age-eligible for Kindergarten. Per the Pre-Kindergarten Act, priority will be given to programs in communities where at least sixty-six percent of the children served reside within the attendance zone of a Title 1 elementary school. See current list of Title 1 schools at <https://www.newmexicoprek.org/>

### **Community-Based Private PreK Programs Only**

**New Mexico Early PreK** is a voluntary, state-funded early childhood education programs for children who turn three (3) years of age before September 1 and are not age-eligible for Kindergarten. Per the Pre-Kindergarten Act, priority will be given to programs in communities where at least sixty-six percent of the children served reside within the attendance zone of a Title 1 elementary school. See current list of Title 1 schools at <https://www.newmexicoprek.org/>

### III. FUNDING/AWARDS

Awards will be based on demonstration of unmet need and application score. A community's unmet need will be evaluated based on the capacity of existing community programs, CYFD homes, public school programs, and Head Start programs.

*For Early PreK and PreK Mixed Age programs, unmet need is defined as the number of 3- and 4-year-old children in the community minus the number of 3- and 4-year-old children currently being served by local Head Start programs, other state-funded New Mexico PreK programs in public schools or community-based private settings and other privately funded preschool programs.*

### IV. APPLICATION SEQUENCE OF EVENTS

Action	Responsible Party	Due Date
Application period opens	ECECD (PED & CYFD)	April 10, 2020
Non-binding letter of interest emailed to Michelle Montoya at: <a href="mailto:ececd.rfa@state.nm.us">ececd.rfa@state.nm.us</a>	Applicant	April 17, 2020 by 5 p.m.
Optional pre-application orientation information session via the internet through Zoom (link in Section VI)	ECECD (PED & CYFD)	April 23, 2020 <ul style="list-style-type: none"><li>English 1:30 – 2:45 p.m.</li><li>Spanish 3:00 – 4:15 p.m.</li></ul>
Deadline to submit written questions	Applicant	May 1, 2020
Response to written questions	ECECD (PED & CYFD)	May 7, 2020
<b>Submission of application</b>	<b>Applicant</b>	<b>May 15, 2020 at 3 p.m.</b>
Application evaluation	ECECD (PED & CYFD)	May 20 – May 28, 2020
Preliminary awards posted	CYFD & PED	May 29, 2020
Contracts/award letters issued	CYFD & PED	June 1, 2020

### V. QUESTIONS ABOUT THE APPLICATION PROCESS

All questions must be submitted via email to Michelle Montoya, Early Childhood Services Contract Manager, at [michellee.montoya@state.nm.us](mailto:michellee.montoya@state.nm.us) **no later than May 1, 2020**. Written responses to written questions will be posted on the CYFD website <http://cyfd.org/providers/rfp> and <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/> for the benefit of all applicants on May 7, 2020.

A non-binding letter of interest may also be emailed to Michelle Montoya at [eeecd.rfa@state.nm.us](mailto:eeecd.rfa@state.nm.us) by April 17, 2020. This will ensure that all prospective applicants receive notice of changes to this application process. The letter of interest is a simple note indicating that you intend to apply for funding, an estimate of the number of slots you plan to request, and your contact information.

## **VI. PRE-APPLICATION ORIENTATION INFORMATION SESSION**

All interested applicants may attend the optional pre-application orientation session via the internet. A Zoom link is provided below. This meeting is to ensure understanding of the application process and requirements for funding.

The virtual meeting will take place on **April 23, 2020 from 1:30 pm to 2:45 pm (English) and from 3:00 pm to 4:15pm (Spanish)** at the following zoom link:

### **Join Zoom Meeting**

#### **Topic: NM PreK Application Meeting (English)**

<https://unm.zoom.us/j/773712485><<https://protect-us.mimecast.com/s/16uMCQW2z3iBljy2uxyHnp?domain=unm.zoom.us>>

Meeting ID: 773 712 485

#### Dial-In

1-669-900-6833

1-253-215-8782

1-346-248-7799

1-301-715-8592

1-646-558-8656

1-312-626-6799

#### **Topic: NM PreK Application Meeting (Spanish)**

<https://unm.zoom.us/j/676541846><<https://protect-us.mimecast.com/s/JVwvCVOkG8H0koRWtyvJgo?domain=unm.zoom.us>>

Meeting ID: 676 541 846

#### Dial-In

1-346-248-7799

1-646-558-8656

1-669-900-6833

1-253-215-8782

1-312-626-6799

1-301-715-8592

## VII. **COMPENSATION**

### Direct Services: PreK Extended (Full-Day), Early PreK and PreK Mixed Age

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 and program type, and rates are non-negotiable. Total compensation awarded will be calculated by the number of children served per program type multiplied by the appropriate rate.

The current per-child rates are posted on the New Mexico PreK website, [www.newmexicoprek.org](http://www.newmexicoprek.org) and the PED Early Childhood Bureau website, <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/>. Depending on available funding, this rate may be adjusted in future years; such changes will be implemented through a contract or award letter amendment as needed. Conditions may apply to the implementation of per-child rate increases.

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 PreK programs and
- Start-Up and Safety – when a program is unable to equip a new PreK, Mixed or Early PreK classroom (**community-based private programs only**).
- Public School PreK programs – will receive start-up information after funding awards are determined through PED.

## VIII. **APPLICATION SUBMISSION AND DUE DATE**

Complete and signed applications are due to the **Early Childhood Education and Care Department (ECECD) for both community-based private programs and public school programs no later than 3:00 PM MDST/MST on May 15, 2020.** Applications will be date- and time-stamped electronically. All applications must be submitted and emailed or uploaded to the following email address:

Michelle Montoya, RFA Administrator

[ececd.rfa@state.nm.us](mailto:ececd.rfa@state.nm.us)

RFA Name: New Mexico PreK Program

RFA Number: RFA 2020-20837

ECECD will **not** accept hard copy submissions at this time due to COVID-19. Applications **must** be submitted electronically to [ececd.rfa@state.nm.us](mailto:ececd.rfa@state.nm.us).

**Late and Incomplete submissions will not be accepted.**

## IX. **APPLICATION FORMAT AND RESPONSE**

Applications that do not adhere to the requirements and response format below may be rejected.

- a. Applicants shall submit only one (1) electronic application.
-

- b. All forms in the original copy must have the signature of the person authorized to obligate the program (owner/director, superintendent, chair of the board, etc.). All applications must be organized as follows:
- i. Original must be typewritten on standard 8½ x 11 inch, un-ruled paper (larger paper is permissible for charts, spreadsheets, etc.) and submitted electronically.
  - ii. Pages must be single-sided, double-spaced, and numbered.
  - iii. Typeface must be an easily readable font such as Ariel, Courier or Times Roman and type size must be 12-point.
  - iv. 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 organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated. **Incomplete applications may be rejected.**

- A. Cover sheets A and B completed and signed
  - B. Response to **Extended (Full-Day) PreK Services**
    - 1. Priority Communities
    - 2. Targeted Communities
    - 3. Need for Services
    - 4. Organizational Capacity and Plan of Operation
  - C. Response to **Extended (Full-Day) PreK Mixed Age Services**
    - 1. Priority Communities
    - 2. Targeted Communities
    - 3. Need for Services
    - 4. Organizational Capacity and Plan of Operation
  - D. Response to **Extended (Full-Day) Early PreK Services**
    - 1. Priority Communities
    - 2. Targeted Communities
    - 3. Need for Services
    - 4. Organizational Capacity and Plan of Operation
  - E. **Transportation Funding (Optional)**
    - 1. One-Page Narrative
    - 2. Cost Response with Justification, Appendix D
  - F. **Start-Up and Safety Funding (optional; community-based private programs only)**
    - 1. One-Page Narrative
    - 2. Cost Response with Justification, Appendix D

All discussion of proposed costs, rates or expenses for Transportation and Start-Up and Safety should appear in Section F and G of your application.
  - G. **Other Supporting Documentation**
    - 1. Organizational Chart
    - 2. Sample of Daily Schedule
    - 3. Yearly Calendar
    - 4. Sample of weekly lesson plan (PED applicants must use the form available at <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/>, under “For Teachers”)
    - 5. Diagram of each proposed classroom(s), including various centers, location of restrooms, etc.
    - 6. Provide a letter from each entity in your community serving four-year-olds (for community-based private programs applying for PreK Mixed Age or Early PreK, include information about 3-year-olds) stating how collaboration and coordination for recruitment, cross-referrals and enrollment will occur. (The goal of such collaboration and coordination should be to maximize parent choice and increase
-

access to leverage federal, state and local funding.) In the letter, include dates and minutes of meetings, names and titles of attendees, and name of program(s). If there are no other early childhood programs in your community, provide a statement to that effect. For community-based private programs applying for PreK Mixed Age or Early PreK, include collaboration with NM FIT-Part C Program, Home Visiting, Early Head Start, and Preschool Special Education Part B programs to ensure coordination and transition services.

7. **Community-Based Private Programs Only:** Campaign Contribution Form, Appendix C, completed and signed. *Failure to disclose contributions will automatically disqualify the applicant from further consideration.*
8. **Community-Based Private Programs Only:** Provide a copy of your Tax Registration Certificate (CRS Certificate) issued by the New Mexico Taxation and Revenue Department.

## **APPLICATION RESPONSE AND EVALUATION FACTORS**

Applicants shall organize their narrative as outlined below. Points will be awarded based on the thoroughness and clarity of each response. Applicants proposing more than one program option MUST provide a separate narrative for each. Program options will be evaluated and scored separately.

### **A. Cover Sheet**

The application must include 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 (e.g., owner/director, chair of the board, etc.). For public school programs, the signatory must be the district superintendent or charter director.

### **B. Priority Communities**

Priority will be given to programs in communities where at least sixty-six percent of the children served reside within the attendance zone of a Title 1 elementary school.

#### **1. Title I Schools (20 points)**

How are you proposing to serve children living within the boundaries of public elementary schools designated as Title I? Please identify the Title I school district and school site(s) you intend to serve. Please include how you are recruiting and prioritizing enrollment for children in Title 1 Schools.

#### **2. Rural or Underserved Communities (10 points)**

Please describe the local rural or underserved community, indicating the characteristics that make that community underserved/rural, including population, available resources, and number of students in the local Kindergarten program.

#### **3. Existing Programs (20 points)**

Describe the program or school's experience managing a PreK or preschool program. Please include current status, any corrective action plans (current and previous), and strategic steps to use management experiences for program improvements and to ensure the delivery of high-quality PreK services.

**C. Targeted Communities (10 points)**

Describe the targeted area or community from which PreK children will be served in as much detail as possible, including as much supporting data as is available, (for community-based Private programs applying for PreK, Mixed Age or Early PreK, include information about 3-year-olds). Please provide demographic information about the general population, as well as about the families of the children to be served. Please provide sufficient information and examples to support the need for services in the targeted service area.

**D. Need for Services (15 points)**

1. Describe the unmet need for quality early care and education services in the community.
2. Estimate how many four-year-olds live in the targeted community (for community-based private programs applying for PreK, Mixed Age or Early PreK, include information about three-year-olds). Note: 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 a 5 STAR childcare or Head Start program in the community? For community-based private programs applying for PreK, Mixed Age or Early PreK, include information and collaboration with DOH NM FIT–IDEA, Part C, Home Visiting, Early Head Start, and Preschool Special Education IDEA Part B programs to ensure coordination, collaboration, and transition services.
4. Describe collaboration efforts with other local providers – including Head Start, public schools, PreK and special education preschools, and other community-based NM PreK programs – to avoid duplicating services.
5. Please identify any 5 STAR early childhood programs in the community you serve. If these programs exist, how many four-year-olds do they serve (for community-based private programs applying for PreK, Mixed Age or Early PreK, include information about 3-year-olds)? Do these programs operate NM PreK, Mixed or Early PreK programs? Do they accept childcare subsidy payments? Are you planning to collaborate with these programs for before/aftercare? Will your program provide before/aftercare?
6. Based on the above information, how many four-year-old children are currently not being served, and how many do you propose to serve (for community-based private programs applying for PreK, Mixed Age or Early PreK, include information about 3-year-olds)?

**E. Organizational Capacity and Plan of Operation (required by PreK Act)**

This section is divided into two (2) parts: organizational capacity and plan of action. If you are proposing to operate more than one PreK site (for community-based private programs, include PreK, Mixed Age or Early PreK), 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, please provide the following information:

**1. Organizational Capacity (10 points):**

- a. Describe your organization's commitment and ability to provide a quality PreK, Mixed or Early PreK program, manage the program's finances, and submit the required data reports. This includes your program/agency/district/charter's commitment to implement FOCUS across all your classrooms and preschool programs (including special education preschool for public school programs).
- b. How will the PreK, Mixed or Early PreK program relate to the vision and mission of the organization?
- c. Describe your plan for the administration and implementation of the PreK, Mixed or Early PreK program by providing a detailed description of the following items (and identify who is responsible for each):
  - Overall administration of the grant;
  - Completion of administrative requirements such as reports to the state;
  - Keeping the child and staff information current in your program's database;
  - Financial management;
  - Management of the program's day-to-day operations; and
  - Ensuring compliance with requirements for the program option(s) you seek to offer.
- d. Describe your facilities, the location and layout of the proposed PreK classroom(s) within the school building, bathroom facilities (number of toilets and sinks), playground, and other such facilities.
- e. **CYFD-licensed programs only:** You must disclose if your program has been subject to conditions of operation and/or monetary sanctions under childcare licensing regulations within the past two years. Failure to do so will automatically disqualify your application. Depending on the Conditions of Operations and/or severity of the sanction, you may still be disqualified.
- f. For currently-funded PreK, Mixed or Early programs: Describe if you have current programmatic findings of non-compliance and program deficiencies on current contracts/agreements (including serious audit exceptions relating to fiscal procedures). Indicate if your program is on a current PreK corrective action plan.
- g. For currently-funded public school PreK programs: Describe any area of non-compliance, including completion of required trainings by administrators and teaching staff. If administrators have not completed all trainings, provide a schedule for completion prior to August 2020. Please explain the number of coaching cycles completed by each classroom if less than 8 cycles year-to-date (August 2019-January 2020).

## 2. **Plan of Operation** (15 points):

Describe your plan to implement the PreK, Mixed or 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.
- b. Provide the program calendar indicating when PreK services will be provided during the school year.
- c. For PreK Extended program(s), specify the hours of operation and when services will be provided during the year.
- d. Describe how you will ensure implementation of the required child observational assessment and documentation process as described in the PreK Program Standards.
- e. 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 for which you are applying. (Public school PreK applicants must use the lesson form available at <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/>, available under “For Teachers.”)
- f. **For Community-based private PreK programs:**
  - If a PreK, Mixed or Early PreK services program will be embedded within a full/extended-day program, specify the hours that will be designated as PreK.
  - **Community-based private PreK, Mixed or Early PreK programs:** Describe your program’s current curriculum and your plans to implement the New Mexico Early Learning Guidelines and the NM PreK Curriculum Policy Brief (New Mexico’s Authentic Observation, Documentation Curriculum Planning Process). These are available at [www.newmexicoprek.org](http://www.newmexicoprek.org).
- g. **For public school PreK:**
  - Describe your current evidence-based curriculum and how you plan to ensure alignment with the [New Mexico Early Learning Guidelines](https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/) and the ECOT assessment cycles: <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/>
  - For public school PreK programs: Describe the plan to support teaching staff in completing FOCUS requirements and implement practice-based coaching, including description and plan for classroom coverage during the coach-PreK teacher debrief sessions.

## F. **Transportation Funding and Community-Based Private PreK, Mixed or Early PreK Programs Start-Up and Safety Funding**

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 PreK programs.
- Start-Up and Safety – when a program is unable to equip a new PreK, Mixed or Early PreK classroom (**community-based private programs only**).

**Community-based private PreK, Mixed or Early PreK programs only:** 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 PreK and or Early PreK services will not be adversely affected if you do not request this funding.

**Public school PreK programs will receive start-up information after funding awards are determined through PED.**

**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 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. The narrative must include the following:

- a. Description of the need for NM PreK, Mixed or Early PreK transportation funding and the number of three or four-year-old children who will benefit from this funding.
- b. Statement of assurance that no other funds are available for transportation.
- c. If you plan to collaborate with other community resources for provision of transportation services, please describe how that collaboration will occur.

**2. Request for Start Up and Safety Funds (20 points) (Community-Based Private PreK Programs Only)**

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 PreK or 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 other educational material. This funding is not intended to take the place of any other funding previously used to support a PreK program. The narrative shall include the following:

- a. A one-page narrative describing the need for NM PreK, Mixed or Early PreK start-up & safety improvements funding.
- b. The number of three or four-year-old children the purchases will benefit.
- c. A detailed itemization of what you intend to purchase.

**G. Other Supporting Documentation**

The application must include all supporting documents as outlined in Section IX . Application Format and Response, items **G 1-8**. Failure to provide supporting documentation could result in your application being rejected.



APPLICATION SCORE SUMMARY

<b>RFA CRITERIA</b>	<b>POINT VALUE</b>
Cover sheets A and B	Pass/Disqualified
<b>Response Narrative – Extended Services (4)</b>	
	---
Priority Communities	50
Targeted Communities	10
Need for Services	15
Organizational Capacity	10
Plan of Operation	15
<b>Total Points Available – Extended Services</b>	<b>100</b>
<b>Response Narrative – Extended MIXED Services</b>	
	---
Priority Communities	50
Targeted Communities	10
Need for Services	15
Organizational Capacity	10
Plan of Operation	15
<b>Total Points Available – Extended MIXED Services</b>	<b>100</b>
<b>Response Narrative – Extended EARLY Services (3)</b>	
	---
Priority Communities	50
Targeted Communities	10
Need for Services	15
Organizational Capacity	10
Plan of Operation	15
<b>Total Points Available – Extended EARLY Services</b>	<b>100</b>
<b>Optional Funding</b>	
Transportation Funding	20
Start-Up and Safety (Community-Based Private Programs)	20
<b>Organizational Chart</b>	
	Pass / Disqualified
<b>Sample of Daily Schedule</b>	
	Pass / Disqualified
<b>Yearly Calendar</b>	
	Pass / Disqualified
<b>Sample Weekly Lesson Plan</b>	
	Pass / Disqualified
<b>Diagram of Each Proposed Classroom</b>	
	Pass / Disqualified
<b>Letter(s) of Collaboration</b>	
	Pass / Disqualified
<b>Campaign Contribution Form, Appendix C (Community-Based Private PreK Programs Only)</b>	
	Pass / Disqualified
<b>NM Tax Registration Certificate (CRS) (Community-Based Private PreK Programs Only)</b>	
	Pass / Disqualified

**Acquisition and Use of Inventory-Exempt Items**

Acquisition of inventory-exempt items through the PreK program, such as playground equipment, classroom furniture, computers to enter NM PreK data, etc., shall only be used for PreK or other early childhood programs. **For public school PreK programs:** The school district or charter school must keep an inventory of furniture, computers and playground equipment purchased.



**New Mexico PreK Programs  
Request for Application RFA # 2020 -20837  
Cover Sheet A**

Name of Program:	Fed EIN# N.M. CRS #:
Mailing address:  Physical address:	** State Vendor #:
Contact Name: Title: Email address:	Telephone number:

**Designate the Program for Which You are Applying: (select all that apply)**

<input type="checkbox"/> Extended PreK Services (900 Hours)  Number of children proposed to serve: _____  Are you requesting additional funding for transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PreK Mixed Services (900 Hours) (Community-based only) Number of children proposed to serve: _____  Are you requesting additional funding for transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Early PreK Services (900 Hours) (Community-based only) Number of children proposed to serve: _____  Are you requesting additional funding for transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Community-Based Private PreK Programs Only** 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 Michelle Montoya at [ececd.rfa@state.nm.us](mailto:ececd.rfa@state.nm.us) or at (505) 827-9988 to get registered. (Community-Based Private PreK Programs **only**)

**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 PreK Program Application RFA # 2020 -20837**

**Cover Sheet B**

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

Name of Early Childhood Education Program Site	# of Classrooms	# of Children	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

**Signature of Applicant:** I hereby certify that I am authorized to sign this application, that the 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: \_\_\_\_\_ 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 include an original signature.**

## **Appendix C – Community-Based Private PreK or Early PreK Programs Only**

### **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 TOTALING MORE THAN TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE TO AN APPLICABLE PUBLIC OFFICIAL BY ME, A MEMBER OF MY FAMILY, OR A REPRESENTATIVE OF MY FAMILY.**

\_\_\_\_\_  
Signature

\_\_\_\_\_

Date

\_\_\_\_\_  
Title (Position)

**Appendix D -Transportation funds and start-up and safety funds (community-based private PreK programs only) will only be awarded to applicants who are chosen to provide primary services and will be awarded based on the number of children served under this RFA.**

If you are requesting transportation funding and/or start-up and safety funds, please complete this budget. All costs must relate to the program option for which you are applying. Transportation shall correlate with the number of children you are proposing to serve under this RFA.

**Examples of unallowable costs include:**

- acquisition, construction, or renovation costs;
- capital outlay items (\$5,000 or more per item);
- organized fundraising;
- out-of-state travel; and
- vehicles (purchase and/or lease)

<b>TRANSPORTATION</b>		
1. Number of Children Proposed for Transportation Services ____		
2. Program Option: PreK Extended ____ Early PreK Extended ____ Mixed Age Extended ____		
LINE ITEM NAME	BUDGET	BUDGET JUSTIFICATION
TRANSPORTATION—FUEL & OIL		
TRANSPORTATION—PARTS &		
TRANSPORTATION—INSURANCE		
TRANSPORTATION—OTHER		
PED: <a href="https://www.newmexicoprek.org/TRAN">https://www.newmexicoprek.org/TRAN</a>		
<b>TOTAL REQUEST</b>		

<b>START UP AND SAFETY (Community-Based Private PreK Programs Only)</b>		
Program Option: PreK Extended ____ Early PreK Extended ____ Mixed Age Extended ____		
LINE ITEM NAME	BUDGET	BUDGET JUSTIFICATION
FURNITURE & FIXTURES		
INFORMATION TECHNOLOGY EQUIPMENT		
OTHER EQUIPMENT		
<b>TOTAL REQUEST</b>		

## **Document Library**

**Community-Based Private PreK Early Programs:** The documents listed below may be found at the following links: <http://cyfd.org/for-providers/rfp> or [www.newmexicoprek.org](http://www.newmexicoprek.org)

- Title I Elementary Schools
- NM PreK- PreK Mixed Age-Early PreK Rate Schedule
- New Mexico PreK Program Standards
- New Mexico Early Learning Guidelines and the NM PreK Curriculum Policy Brief (New Mexico's Authentic Observation, Documentation Curriculum Planning Process)

**Public School PreK:** The documents listed below may be found at the following link: <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/>

- Title I Elementary Schools
- NM PreK Rate Schedule
- PED FOCUS Quality Rating and Improvement System, which contains the PreK Program Standards
- [Preschool Curriculum Consumer Report](#)

## **Statewide New Mexico Needs Assessment**

[https://nmeccd.org/wp-content/uploads/2020/01/NMECDP\\_NeedsAssessment\\_2019.12.19-includes-appendices-1.pdf](https://nmeccd.org/wp-content/uploads/2020/01/NMECDP_NeedsAssessment_2019.12.19-includes-appendices-1.pdf)