To Whom It May Concern:

The New Mexico Public Education Department (“PED”) is seeking quotes to fill four (4) to eight (8) hearing officer contracts in Fiscal Year 2021 (from July 1, 2020 through June 30, 2021).  Selected contractors would provide hearing officer services for cases involving administrative prosecution of teachers, school administrators, or other school staff holding licenses issued by PED, and who are alleged to have committed acts constituting grounds for revocation, suspension of their licenses, or denials of an application for an educator’s license in New Mexico.

Hearings may take place in any region in the state.  All of the hearing officer positions would be expected to be available to travel across the state.  Please indicate to which regions you would be available to travel.   A quote should include experience as a hearing officer, a breakdown of the hourly rate, and costs for travel. **Please submit your quote to: Elaine Kramer, Educator Quality Division, at** [EQ.Supportone@state.nm.us](mailto:EQ.Supportone@state.nm.us), with a copy circulated to: [Seana.Flanagan@state.nm.us](mailto:Seana.Flanagan@state.nm.us). As the start of Fiscal Year 2021 is fast approaching, a prompt response would be appreciated, and review will begin by May 18, 2020.

The current anticipated scope of work, which may be subject to revisions includes:

The Contractor shall perform the following work:

* Serve as hearing officer, as needed, for the Secretary of Education in education licensure matters.
* Conduct necessary legal research related to licensure cases pending before the hearing officer.
* Conduct such pre-hearing matters as may arise.
* Conduct licensure administrative hearings in accordance with the Uniform Licensing Act and applicable state regulations.
* Review the evidence and any post-hearing submissions by the parties.
* Formulate recommended decisions and prepare formal written reports in accordance with the applicable timelines in the Uniform Licensing Act and the New Mexico Administrative Code.
* Devote the necessary hours to the performance of such duties that may be assigned to him/her by the Secretary of Education

For any additional questions, you may contact Elaine Kramer or Seana Flanagan, using the following contact information:

Elaine Kramer                                                                         Seana C. Flanagan

Division Support                                            Director

Educator Quality Division                                                      Educator Quality Division

New Mexico Public Education Department                           New Mexico Public Education Department

EQSupportone@state.nm.us                                                   Seana.Flanagan@state.nm.us