



## **Charter Schools Program (CSP) Call for Peer Reviewers Request for Quotes**

The New Mexico Public Education Department (PED) Options for Parents and Families Division is seeking individuals to serve as peer reviewers for the 2021-22 Charter Schools Program (CSP) subgrant competition.

The purpose of the CSP is to improve the academic performance in the New Mexico charter sector by facilitating the creation of new high-quality charter schools and the expansion of existing high quality schools. The purpose of the subgrant competition process is to ensure that only the highest quality applicants, who demonstrate the capacity to operate an effective and high-quality public school, are granted a subaward.

The PED seeks reviewers from various professional backgrounds, including but not limited to:

- current or former charter school authorizers;
- current or former charter school authorizing staff;
- high-level education policy experts;
- licensed New Mexico teachers;
- licensed New Mexico administrators; and
- licensed New Mexico business officials.

Review teams will consist of:

- a team lead who is
  - a current or former charter school authorizer or authorizing staff;
  - a high-level education policy expert; or
  - a licensed NM administrator who has previously served as a CSP peer reviewer;
- one licensed New Mexico teacher;
- one licensed New Mexico administrator; and
- one licensed New Mexico business official.

Peer reviewers will independently read, score, and provide timely, well-written comments on applications, supported by the rubric and relevant laws and regulations. Reviewers must be available to meet virtually during the months of April, May, and June to discuss their scoring and comments for the eligible new charter school applications.

The Team Lead will be responsible for leading and organizing all team work, facilitating consensus discussions during virtual meetings, and finalizing the team’s evaluation based on team member reviews and consensus discussion.

Peer reviewers will be selected based on evaluation of skill, knowledge, writing/reasoning ability, and professional experience. Peer reviewers must meet the following requirements:

- **Availability:** Reviewers will need to dedicate between 15-40 hours to the review process, depending on the number of applications. This estimate includes participation in an orientation conference call prior to evaluating the applications, time for reading, scoring, developing comments, and discussing applications. Applications will be reviewed on a rolling basis in order to allow schools ready to apply early to have budget authority sooner, as well as allowing schools to have more time to prepare their applications if needed. Potential reviewers will be notified by April 13 and should be available for a one hour training on the review process to be scheduled between April 14 and 16, and be able to begin reviewing the first applications the week of April 19-23.
- **Tools:** Each reviewer must have access to the Internet, a phone, a computer, a printer, email, and have the ability to participate in online virtual meetings.
- **Quality of review:** Each reviewer must provide detailed, objective, constructive, timely, well-written reviews for each assigned application. These reviews will be used to recommend application approval or denial, and will be shared with applicants. Comments on applications awarded a subgrant will be made available to the public.

Quotes from peer reviewer applicants will be rated by a PED review team based on:

Evaluation Criteria	Points
<b>Skills and Knowledge</b> , as evidenced in resume	40
Education	20
Experience (with preference given to charter school work)	20
<b>Writing and Reasoning</b> , as evidenced in review of a sample application response*	30
Clarity and overall quality of writing	10
Demonstration of skills (analytical, detailed, persuasive)	10
Use of evidence to support position	10
<b>Alignment to the PED’s vision</b> , as evidence in the responses to the following questions in the letter of interest:	30
What are the hallmarks of a high quality charter school?	10
Currently, how effective is the NM charter sector and how would you improve it?	10
Why do you want to participate in the CSP peer review process?	10
<b>TOTAL</b>	<b>100</b>

\*See Appendix A for sample application response to be reviewed and scored.

Compensation will be provided for the time and services of the peer reviewers as follows:

- \$450 per application for team lead
- \$250 per application for teacher reviewer
- \$250 per application for administrator reviewer
- \$250 per application for business official reviewer

Direct correspondence to the Procurement Manager: Dr. Brigette Russell, 300 Don Gaspar, Room 301, Santa Fe, NM 87501, (505) 470-1574, [Brigette.Russell2@state.nm.us](mailto:Brigette.Russell2@state.nm.us).

**DUE DATE:** DUE DATE: Quotes must be emailed to the Procurement Manager at [Brigette.Russell2@state.nm.us](mailto:Brigette.Russell2@state.nm.us) no later than **April 9, 2021, 5:00 PM MDT**. Proposals received after this deadline will not be accepted. Quotes sent by fax, mail, or other means of submission will not be accepted.

**Quotes must include:**

- resume (4 pages maximum),
- 1-2 page statement of interest that answers the questions listed in the criteria and indicates the role you are seeking to fill on the team (teacher reviewer, business official reviewer, administrator reviewer, or team lead), and
- an evaluation of the sample applicant response in Appendix A.

**CONFLICT OF INTEREST:** Please be aware that if you or an organization with which you are associated intends to apply for a subgrant in the 2021-22 application cycle, you are not be eligible to serve as a reviewer.

You will not be considered eligible if:

- You did or will help prepare an application that will be considered in the 2021-22 subgrant application cycle, regardless of financial interest in the success or failure of that application.
- You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant with any entity that is applying for a subgrant in the 2021-22 application cycle.
- Your personal financial interest will be affected by the outcome of the 2021-22 subgrant application cycle, which would include any family members, employees or associates of the entity applying for funding.

If you have any questions about the peer review process, please contact the Procurement Manager by email: [Brigette.Russell2@state.nm.us](mailto:Brigette.Russell2@state.nm.us).

**NON-DISCRIMINATION:** The PED solicits reviewers without regard to race, color, national origin, gender, age or disability. The PED will provide reasonable accommodations for a qualified individual with a disability so that individual might participate in the peer reviewer

application process. If you require a reasonable accommodation to apply and participate in this review, please contact the Procurement Manager at [Brigette.Russell2@state.nm.us](mailto:Brigette.Russell2@state.nm.us) no later than **April 9, 2021**, to ensure we can facilitate the application process.

**PROGRAM INFORMATION:** For more information about the New Mexico Charter Schools Program, please see: <https://webnew.ped.state.nm.us/bureaus/options-parents-families/charter-schools/new-mexico-charter-school-program-grant/>.

## Appendix A

### Sample Response for Evaluation

<b>Application Question:</b> Determine if a school intends on using subgrant funds to carry out community engagement activities. If subgrant funds are used, describe how funds will be used to carry out community engagement activities. Describe and evaluate procurement process to include internal controls, legal and regulatory compliance, and the proper stewardship of public funds.	
Points Available	Expectations
4	<p><b>A complete response must:</b></p> <ul style="list-style-type: none"> <li>• Determine if the school intends on using grant funds to carry out community engagement activities.</li> <li>• Describe how funds will be used for community engagement activities, e.g., student and staff recruitment and retention.</li> <li>• Provide a sufficient justification for why these activities are necessary for the successful implementation of the proposed program.</li> <li>• Identify reasonable costs paid from subgrant funds for these purposes.</li> <li>• Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes used to evaluate the quality of potential service providers.</li> <li>• Demonstrate proper stewardship of public funds and compliance with the state procurement code and federal law.</li> </ul>

**APPLICANT RESPONSE:**

If awarded subgrant funding, the ABC Charter team will use funds in all startup years to support student and staff recruitment and retention. We have designed a comprehensive community engagement program for attracting and retaining students and highly qualified teachers. ABC Charter will recruit and retain the best teaching talent available. We will conduct targeted recruiting of students in the community. Following the first year of operations, ABC Charter will recruit and enroll a new cohort of Grade 6 students each year while filling vacant seats in the upper grades.

The ABC Charter team evaluated and selected community engagement activities used by high-performing local and regional charter schools of similar design that serve predominantly low-income populations.

Printed Materials. ABC Charter will distribute flyers, door hangers, postcards, and various printed materials for teacher and student recruitment in the community.

Social Media Ads and Promotions. ABC Charter will primarily use Facebook ads and page promotions, with some use of Instagram ads and promotions.

Job Postings. ABC will post vacancies to job sites including the NM Coalition for Charter Schools, NM Association for Charter School Education Services (ACES), Indeed, K-12 Jobspot, and LinkedIn.

Job Fairs. ABC Charter will recruit at educator job fairs at the University of New Mexico and New Mexico State University annually.

Background checks. ABC Charter will pay for fingerprint-based background checks of new staff members.

Targeted Mailers. Targeted mailers will be sent in January and March annually to homes with potential students living within a five mile radius of the school.

Student Application/Registration Portal. We will utilize the SchoolMint program as the online student application, lottery, and registration portal. The interface is available in English and Spanish.

Information Sessions (Internal). ABC Charter will host monthly family informational sessions from January through March and a lottery/registration session in April. Associated costs for information sessions include facility rental space (usually held at a Community Center), food, and kid-friendly activities.

Information Sessions (External). ABC Charter will operate information booths at community events throughout Albuquerque to build public awareness and attract students. Associated expenses for external events include table registration, and kid-friendly activities.

Signing Bonus Incentives. During the first three years of the school's operation, new teaching staff will receive a \$500 bonus upon hire as an incentive.

Teacher Referral Program. In years 2 and 3, we will utilize a referral incentive program to attract new teachers. For each referral that results in a hire, a \$250 bonus will be paid to the staff member who made the referral.

### **Procurement Process for Goods and Services**

ABC Charter will adhere strictly to New Mexico procurement code and federal law for the purchase of goods and services. Where federal law and regulation conflict with state law, ABC Charter shall follow federal law. In accordance with NM procurement code, ABC Charter is exempt from the formal bid process for contracted services costing less than \$60,000. As outlined in the school's board-approved Internal Control Procedures, the following guidelines apply to purchases:

- Goods priced up to \$20,000: the school will select the best value for their money.
- Goods priced over \$20,000 and up to \$60,000: the school will need three written quotes.
- Goods priced at \$60,000 or more: the school will require an RFP or an ITB.

**PEER REVIEWER POINTS AWARDED:** \_\_\_\_\_

**PEER REVIEWER EVALUATION:**