



Family & Community Engagement RFP #22-92400-00005

Q&A

Q: Is there an estimated average number of members beyond the minimum of 20, who comprise a school entity team (public school educators, school staff, and educational leaders) participating in the at least two live professional learning series training sessions to be offered to up to 100 school entities and conducted prior to June 30, 2022?

A: The number of participants in individual training sessions will vary depending on the size of the district or charter school. Because the contract may be extended beyond the initial year, offerers may include an alternative training schedule or scope and sequence in their proposal. For example, an entity might propose the first training take place this school year, but the second training take place in the summer or beginning of SY 22-23. The essential component is that any LEA who opts-in to this programming commits to and receives two full trainings that support implementation and monitoring of home visiting and other family engagement practices.

Q: Should an applicant factor into its proposed project start date any estimated time period for the resolution of any timely submitted protest of the contract award, or if the applicant is prepared to be ready, willing, and able to begin performance on the date stated in the application?

A: Applicants should be prepared to begin work on the date stated in the RFP.

Q: Proposal Submission - could this be explained further such as on page 3, 4, and 9 all address submission and is it correct that the electronic version needs to be delivered via mail/UPS/Fedex by 9/1?

A: Proposals must be submitted by 3pm (MST) on Wednesday, September 1, 2021. Electronic submissions must be sent to community.engagement@state.nm.us (cc: Katherine.Avery@state.nm.us). Offerers may – but are not required to – send hard copies through certified mail to:

New Mexico Public Education Department
ATTN: Katherine Avery, Office of Strategic Outreach
300 Don Gaspar
Santa Fe, NM 87501

Q: Are indirect costs allowable under this contract? If not, is there a note of it in the RFP so that this information can be shared with the university's grants and contracts office?

A: Indirect costs are typically an allowable cost and considered standard in most contracts. It should be included in the budget section of the proposal.