



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

R9 REQUEST FOR APPLICATIONS (RFA) 23013 Communications & Resources Development

Purpose

Region 9 Education Cooperative (REC 9) on behalf of the New Mexico Public Education Department Math and Science Bureau is seeking applications from qualified agencies to support the Math and Science Bureau with development of materials for STEM projects that support high-quality professional learning for K–12 educators statewide. Awarded application(s) may result in an annually renewed contract(s).

Scope of Work

The Contractor shall support the Math and Science Bureau with the development of materials for STEM projects that support high-quality professional learning for K–12 educators statewide.

A. Communications and Resources Development

1. The Contractor will support communications and resources development
 - a. Coordinate and collaborate with the Math and Science Bureau to copy editing of division web pages, communications, documents, reports, PowerPoints, and manuals to include:
 - i. development of a team style guide that aligns to agency style guide,
 - ii. ensuring hyperlinks direct correctly,
 - iii. revising and developing new publications of division web-based resources as needed,
 - iv. designing and coordinating weekly and monthly division electronic newsletters,
 - v. attending division meetings, as needed,
 - vi. providing guidance for industry best practices related to stakeholder communications, and
 - vii. collaborating with the PED in-house editor

Deliver finalized products in file types and formats requested by the Math and Science Bureau by June 21, 2023.

Submission Requirements

1. **Qualifications** - This may include resumes, education, licenses, etc.
2. **Proposal** - This should address the ability to meet the **Scope of Work/Timeline** as outlined in this RFA.
3. **Cost Proposal** - This should include an hourly rate (inclusive of GRT/taxes).

Evaluation Criteria

It is the responsibility of the application provider to provide all information necessary to support the scope of work and purpose as detailed in this RFA. The information provided must be clear and concise. FAILURE TO PROVIDE ADEQUATE INFORMATION WILL RESULT IN A LOSS OF POINTS AND/OR POSSIBLE DISQUALIFICATION OF THE APPLICATION.

Scoring Rubric	10 Point Scale	15 Point Scale
Excellent Response	7-10	11-15 points
Adequate Response	4-6	6-10 points
Inadequate response	0-3	0-5 points

Evaluation Factors	Point Scale
Qualifications	15 Point Scale
Proposal	15 Point Scale
Cost Proposal	10 Point Scale

Timeline

Action	Responsible Party	Due Dates
Issue RFA	Region 9	February 3, 2023
Submission of applications	Potential Applicants	February 28, 2023
Review of applications and final selection	Review Panel	March 1, 2023 - March 3, 2023
Award Letter	Region 9/Potential Applicants	March 3, 2023

Application Submission

At this time, only electronic application submission is allowed. Do not submit hard copies until further notice. Applications must be submitted electronically through R9's electronic procurement system.

The online submission system can be accessed by clicking this link ----->
<https://www.formpl.us/form/6251202465628160>

ALL APPLICATIONS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 1:00 pm AM MST/MDT ON **February 28, 2023**. **NO LATE APPLICATIONS CAN BE ACCEPTED**. The date and time of receipt will be recorded on each application. Applications will be time-stamped in the system when the Offeror clicks "Submit." Such electronic submissions will be considered sealed in accordance with the statute.

It is the Offeror's responsibility to ensure all documents are completely uploaded and submitted electronically. The application submission system will automatically cease uploading data at the date and time of the deadline. Please ensure that you, as the Offeror, allow adequate time for large uploads and to fully complete your submittal by the deadline. A submission that is not both: (1) fully complete; and (2) received, via the online application submission system: <https://www.formpl.us/form/6251202465628160>, will be deemed late. Further, a submission that is not fully complete and received via the application submission system by the deadline because the response was captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by any anti-virus or other security software will be deemed late. In accordance with statute and rule, NO LATE APPLICATIONS CAN BE ACCEPTED. Applications submitted by facsimile, or other electronic means other than through the application submission system, will not be accepted.



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Award

1. Multiple awards may be made. (Single Contract renewed annually)
2. Region 9 will execute a Professional Services Agreement with the awardee.
3. Awards shall be made to the most responsible Offeror(s) whose proposals are most advantageous to REC 9 taking into consideration the evaluation criteria. The most responsible Offeror(s) is not determined by the highest score. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of the overall score.