



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

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

Region 9 Education Cooperative  
REQUEST FOR PROPOSAL 24025  
Summer Enrichment Internship Program

Addendum #A  
Question & Answers

1. Is there an average per student cost for a summer internship program? Is there an amount not to exceed? [Section i.B. Scope of Work]

**Minimum wage is the hourly rate by your county's minimum or state minimum. You can increase the wage to be market competitive so McDonald's is not paying more and the intern wage is at parity. There is no average per student cost.**

2. How do students find out about various summer internship opportunities? Or is the Offerer responsible for recruiting students who might be interested? [Section i.B. Scope of Work]

**The offeror is responsible for recruiting students. The offeror is encouraged to partner with local high schools in the region being served. Also, it is recommended that the internship coordinator(s) be brought on at least one week prior to the intended start date for the internship program.**

3. Do students have to be public high school students? [Section i.B. Scope of Work]

**Students do NOT have to be public high school students. The first preference for youth are those considered "at-risk". At-risk refers to a student's financial need that places them at-risk of leaving school to pursue work opportunities even if low-paying.**

4. Is the internship coordinator stipend referring to administrative time spent working on the project? Or does this refer to someone providing technical and management oversight of the program? What would be reasonable to include in the budget? [Section i.B. Scope of Work]

**The internship coordinator role has been created to facilitate both management of the intern placements coordinating with the employer site coordinators as well as coordinating recruitment and payroll and any other administrative tasks as necessary. This role can begin before the internship placements and end after the 8 week program concludes by as much as two weeks on either end. (10-12 weeks total)**



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5. We didn't see a Cost Proposal format. Is there a specific budget template R9 provides or suggests for the cost proposal? Are the evaluators looking for a detailed budget or a summary of expenses one would typically find in state RFP? [Section F.1.e. Cost Proposal]

**This template may be used as a guide for building a budget:**

[Summer Internship Budget Template](#)

6. Is there a date by which the internship program must conclude? [Section B.iii.O. CONTRACT TERMS AND CONDITIONS]

**Yes. It is a Summer program. The program must conclude when interns return to high school.**

7. Page 2 under Cost Proposal:

a. Is there a specific pay rate for participant wages? Can we propose higher than the minimum wage?

**Please see the response for question #1.**

b. Is there a total budget amount we need to stay within?

**No. It should be based upon the total number of internship opportunities you wish to coordinate. The goal is to deliver the internship program with the lowest possible overhead. Bling purchases for t-shirts and other items will be rejected. The most important expenditures are on student wages and coordinator wages and benefit load.**

c. Is the number of hours per week and number of weeks for the internships decided by the provider?

**All programs unless specifically approved, are to be 8 weeks in duration at 20 hours per week for a total of 160 hours paid.**

d. Is there a minimum or maximum number of participants we can serve?

**Proposing a program of at least 10 interns is a reasonable minimum. Maximum will be evaluated on a case-by-case basis.**

e. What information should the cost proposal contain since there is not a specific form attached?

**Please see the available template (above) for guidance on building a budget for the summer internship program.**

f. Can other program operation costs aside from staff and participant wages be included in the cost proposal, including an indirect cost rate?



**An indirect cost rate is NOT available for this state-funded program. You can assess anticipated costs for payroll processing and other administrative costs incurred, e.g. advertising; other than those administrative costs expected to be inclusive of the Internship Coordinator role.**