

REQUEST FOR PROPOSAL

FOR

ANCILLARY THERAPY SERVICES

(SCHOOL PSYCHOLOGICAL SERVICES- #2026-0001)

Preschool- Grade Twelve

February 9, 2026, through June 30, 2026

FOR

TRUTH OR CONSEQUENCES MUNICIPAL SCHOOLS

914 NORTH DATE ST

T OR C, NM 87901

(575) 894-8157

Offeror: _____

RFP is available by calling 575-894-8160, school website torcschools.net, or email:
bchavez@torcschools.net

Due Date: February 20, 2026, Time: 1:00 P.M.

RFP # 2026-0001

REQUEST FOR PROPOSAL SCHOOL PSYCHOLOGICAL SERVICES

Respective Proposers:

You are invited to submit a proposal for RFP #2022-0007 SCHOOL PSYCHOLOGICAL SERVICES as listed in the attached specifications for the Truth or Consequences Municipal Schools in Truth or Consequences, New Mexico. This proposal must be submitted in a sealed envelope to 914 North Date St., T or C, NM 87901, **before 1:00 p.m. February 20, 2026**. Mark the outside of the envelope **“RFP 2026-0001-SCHOOL PSYCHOLOGICAL SERVICES”**. Proposals received after **1:00 p.m., February 20, 2026**, will be marked **“NON-RESPONSIVE”** and will not be considered. Faxed proposals will not be accepted. A register of proposals shall be prepared after the date established for receipt of proposals. Neither the register nor the RFP’s themselves shall be open to the public until after the award of contract. Offerers may request, in writing, nondisclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential portion of the RFP.

The Truth or Consequences Municipal School District reserves the right to reject any or all bids and to waive any or all technicalities. The award will be based on the best interest of the School District.

The intent of the solicitation is to establish a contract with a qualified person(s) who meet all NM Certification requirements. Contingent upon funding and mutual agreement of the parties, the contract may be extended for a maximum of three (3) years, on a year-by-year basis.

I. SPECIFICATIONS FOR SERVICES TO BE PROVIDED:

A. Scope of Service

School Psychological Services to the Truth or Consequences Municipal School District for the duration of the school year following all district calendars. One day of service is inclusive of eight (8) hours per day, on-site direct service time to include screenings and evaluations.

B. Services & Duties of Contractor:

Services will consist of two (2) components:

1. Related Services:

- a. The Contractor shall prescribe, as part of the Individualized Education Program (IEP), the services recommended. IEP’s shall be completed within thirty (30) schools days after initial testing.
- b. The Contractor shall participate in the IEP meetings to review evaluation and services.
- c. Services will be rendered for the number of days/hours per week, as determined by the schedule needed.
- d. The Contractor shall maintain a comprehensive task log that will be provided monthly to the Special Education Office.

- e. The Contractor shall provide their own travel.
- f. The Contractor will type all reports.
- g. Diagnostic treatment and comprehensive malpractice insurance will be provided by the Contractor, and documentation of malpractice insurance is required.
- h. The Contractor will provide evidence of service provider's adherence to state personnel clearance (FBI) requirements.
- i. The Contractor must participate in the Medicaid School Based Services program and will submit Medicaid time studies and records as needed.
- j. The Contractor shall adhere to all SCS districts policies and procedures.
- k. The Contractor shall participate in random time sampling for Medicaid administrative billing.
- l. The Contractor must be available to meet with Special Education Director for consultation and follow-up services.

2. Evaluation:

- a. The provider shall perform evaluations according to state standards and as required by the district and shall provide all testing instruments and submit reports with diagnosis and recommended services. Evaluation and written reports shall be conducted and completed as per district procedures.

C. Duties of the District

- 1. The District shall obtain referral information; parent permission to test, case histories, including educational, family and medical information, hearing and vision screening, and language dominance in the home.
- 2. The District shall obtain additional evaluations (i.e. speech and language, occupational and physical therapy) when deemed necessary by IEP committee.
- 3. The District will offer parents or guardians, teachers, and principals the opportunity to discuss test results before placement meetings at their request.
- 4. The District will provide all therapeutic/educational material/equipment deemed necessary to adhere to the IEP.

II. TERMS OF THE CONTRACT:

A. Length of Contract:

- 1. The services to be performed under this contract will be for a period of one year with the possibility of two (2) additional years, on a year-by-year basis, assuming both parties reach agreement. The contract will be reviewed on an annual basis. Services will commence on the first day of school and end no earlier than the last day of school and will continue no later than the first Monday in June of the contract year.

B. Termination of Contract:

- 1. Notwithstanding any other provisions of this Contract, either party shall have the right to terminate this Contract at any time without any liability, by giving thirty (30) days written notice thereof to the other by registered mail, and such notice shall be sent at least thirty (30) days prior to said date of termination. For any work in progress existing on the date of termination, the Contractor shall be paid for the reasonable value thereof.

III. DOCUMENTATION

Each submitted applicant is requested to present documentation that would substantiate capabilities under each of the following item:

1. Professional background information.
2. Experience
3. List of references
4. Copy of current NM certification/license-Including the licensure of employees. The Contractor will make arrangements with the NM Public Education Department to ensure that their employees have the appropriate licensure.
5. Price, including and itemizing all costs. (i.e., hourly, or daily rate, gross receipt tax, travel time, and mileage).
6. Verification of Malpractice Insurance.

IV. SELECTION PROCESS

A committee of District employees will review and rate all proposals that qualify as “Responsive Applicant’s”, utilizing the following rating factors:

- | | |
|--|--------------------------|
| 1. Applicant’s credentials | 30 points maximum |
| 2. Experience | 10 points maximum |
| 3. Evidence of understanding the scope of work at district level | 10 points maximum |
| 4. Price | <u>50 points maximum</u> |
| | 100 POINTS TOTAL |

The Board reserves the right to award this proposal to the vendor supplying products or services which serve the best interests of the School District.

Applicants submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submission of proposals and prior to award for the purpose of obtaining the best and final offers. Negotiations may be conducted with responsible applicants who submit proposals found to be reasonably likely to be selected for the award (13-1-115, Procurement Code). However, proposals may be accepted without such discussions.

ANCILLARY RFP WORKSHEET

Considering the scope of service, the following information will be used to determine service pricing. Current services required, 8 hours per day/126 days per year of direct therapy services/Evaluations.

Complete all that apply.

Hourly Rate: _____

Gross receipt tax factor: _____

Total Daily Rate: _____

Number of providers: _____

Other costs to consider: _____

REQUEST FOR PROPOSALS (RFP)

Truth or Consequences Municipal Schools

Ancillary Therapy Services – School Psychological Services

Truth or Consequences Municipal Schools (TCMSD) is soliciting sealed proposals from qualified and experienced providers to deliver ancillary therapy services in support of school psychological services.

RFP Number: 2006-0001

RFP Release Date: January 29, 2026

Proposal Due Date: February 20, 2026, at 1:00 PM (MST)

Copies of the Request for Proposals may be obtained from the TCMSD Business Office or downloaded from the district website at:

<https://www.torcschools.net>

(Business Department > RFPs)

Submit sealed proposals to:

Barbara Chavez, CPO

Truth or Consequences Municipal Schools

914 North Date Street

Truth or Consequences, NM 87901

Contact Information:

Email: bchavez@torcschools.net

Phone: 575-894-8160

Late proposals will not be accepted. Truth or Consequences Municipal Schools reserves the right to reject any or all proposals and to waive any informalities or irregularities in the proposal process.