

REQUEST FOR PROPOSALS

RFP NO. 2026/27-001-MM

SPECIAL EDUCATION ANCILLARY SERVICES — SPEECH-LANGUAGE PATHOLOGIST (SLP)

For Contracting Agency:

Tucumcari Public Schools
P.O. Box 1046
Tucumcari, NM 88401
Telephone: 575-461-3910

Contact Person: Eva Lane-Ryen, Chief Procurement Officer

Email: e.lane@tucumcarischools.com

NIGP Commodity Codes: 92474 and 94886

DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:

DATE: Wednesday, June 24, 2026

TIME: 2:00 PM MDT

DELIVER TO: Tucumcari Public Schools Administration

The date and time received will be stamped on the proposals by the District offices. **Late Proposals will not be accepted.** It is the responsibility of the Offeror to ensure that proposals are delivered on time to the correct address.

A PRE-PROPOSAL CONFERENCE will not be held.

SECTION 1 — PURPOSE OF THIS REQUEST FOR PROPOSAL

The Board of Education, Tucumcari Public Schools, seeks qualified professionals and/or firms to provide **Speech-Language Pathology (SLP)** services for students receiving special education and related services.

SECTION 2 — CONTRACT INFORMATION

A. Contracts resulting from this RFP are contingent upon available funding and the mutual agreement between both parties.

B. Contract period will be for three (3) years beginning with fiscal year 2026-2027 and to be renewed upon Board of Education approval one (1) year at a time for subsequent fiscal years to include 2027-2028 and 2028-2029.

C. Regardless of the termination date of said contract, any work in place will be carried to completion by the same contractors without unduly prolonging the process. In no case will the agreements, including all extensions thereof, exceed a total of four (4) years in duration.

D. Those firms and/or persons selected to provide services would be required to enter into the Tucumcari Public Schools standard Professional Services contract. Failure to negotiate a fee acceptable to all parties will require the selection of another firm or persons.

E. Any contract entered into between Tucumcari Public Schools and the successful Offeror is by no means an exclusive contract for the services described herein. Tucumcari Public Schools reserves the right to issue additional requests for proposals for special needs that may arise at any time.

F. For projects that are federally funded, the selected professionals and/or firms will be required to comply with applicable federal requirements including those relative to Equal Opportunity in Employment.

G. TPS reserves the right to assign any service provider to any school or other location based upon the needs of the students. Acceptance by TPS of an offeror's proposal does not guarantee a specified number of sessions or any other work. TPS shall only pay for services rendered unless specifically agreed upon.

SECTION 3 — TUCUMCARI PUBLIC SCHOOLS CONTACT PERSONNEL

Questions regarding the RFP documents should contact:

Eva Lane-Ryen, Chief Procurement Officer

700 W. Amarosa | P.O. Box 1046

Tucumcari, New Mexico 88401

Phone: 575-461-3910

Email: e.lane@tucumcarischools.com

Questions regarding specifications and qualifications should contact:

Tucumcari Public Schools Administration

Attn: Deanne McKinney

700 W. Amarosa | P.O. Box 1046

Tucumcari, NM 88401

Phone: 575-461-3910

SECTION 4 — SUBMISSION OF PROPOSAL

A. ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION **NO LATER THAN 2:00 P.M. MDT** on the deadline date listed above. Proposals received after this deadline will not be accepted.

B. The wording "**SLP Ancillary Services RFP 2026/27-001-MM**" should be printed on the bottom left-hand corner of your sealed envelope or stated in subject line of email.

If Emailed: e.lane@tucumcarischools.com

If Mailed: Eva Lane-Ryen, Chief Procurement Officer
P.O. Box 1046
Tucumcari, NM 88401

If Hand-Delivered: Tucumcari Public Schools
Eva Lane-Ryen, Chief Procurement Officer
700 W. Amarosa
Tucumcari, NM 88401

C. A public log will be kept of the names of all offerors and/or organizations that submit proposals pursuant to Section 13-1-116 NMSA 1978.

D. TPS cannot accept bids transmitted by facsimile equipment. Proposals will not be opened publicly but will be opened in the presence of the Evaluation Committee. Proposals will be time-stamped upon receipt and held securely until the established due date. After award, proposals become open public record.

SECTION 5 — RECEIPT, WITHDRAWAL AND OPENING OF PROPOSALS

Proposals may be modified or withdrawn prior to the established due date by delivering written notice to the Procurement Department. The evaluation of proposals will be performed by an Evaluation Committee appointed by Tucumcari Public Schools. Discussions **SHALL NOT** be initiated by the offerors.

TPS may make such investigations as necessary to determine the ability of the offeror to perform the required services. TPS reserves the right to reject any proposal if the evidence submitted by, or investigation of, such offeror fails to satisfy TPS that the offeror is qualified to carry out the obligations of the contract.

All costs incurred by the offeror, including preparation, transmittal, and presentation of the RFP or for any materials involved, shall be borne by the offeror.

SECTION 6 — PROPOSAL EVALUATION

The Evaluation Committee will review all proposals and may conduct discussions with offerors who submit responsive or potentially responsive proposals. The award will be made at a regular school board meeting. Offerors will be notified of the award date.

Evaluation Criteria and Weights

Criteria	Points
1. Experience (Resume/Background)	40
2. Reliability (References & Licenses)	25
3. Provision of Program Offerings	15
4. Price Consideration	20
Total Possible Score	100

SECTION 7 — CONTRACT AWARD

The award shall be made to the responsible offeror whose proposal is most advantageous to TPS, taking into consideration the specified evaluation criteria and any other pertinent factors. TPS shall provide a written determination showing the basis for the award that shall become a permanent part of the procurement file.

Right to Waive Minor Irregularities: The Evaluation Committee reserves the right to waive minor irregularities at its sole discretion within governing laws.

Schedule of Payments: The schedule of payments will be as agreed upon during final negotiations.

Final Agreement: Once awarded, any contract issued shall be the final expression of the agreement between the parties and may not be altered, changed, or amended except in writing.

SECTION 8 — RIGHT TO PROTEST AWARD

Any protest by an offeror must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The fifteen (15) day protest period shall begin on the day following the contract award by the Board of Education. Protests must be written and include the name and address of the protestor and the procurement being protested, along with a statement of grounds for protest. Protests received after the 15-day deadline will not be accepted.

SECTION 9 — GENERAL TERMS AND CONDITIONS

Confidentiality: Any offeror may request non-disclosure of confidential data in writing at the time the proposal is submitted. Upon award, unless exempted, all materials are open for public inspection.

Status of Offerors: Offerors, their agents and employees, are independent contractors and are not employees of the school district. They shall not be entitled to leave, retirement, insurance, or any other benefits that accrue to TPS employees.

Subcontracting: No work may be subcontracted, nor may the offeror assign any interest in the agreement, without prior written consent of TPS.

Records and Statutes: The successful contractor shall maintain records as requested by applicable municipal, federal, or state laws. TPS may audit, examine, and/or make excerpts from such records at any time during normal business hours.

Termination: TPS may cancel contract for contractor's default with written notice. Either party may cancel this agreement with thirty (30) days written notice.

Conflict of Interest: Offeror warrants that he/she has no interest which would directly or indirectly conflict with the performance of this proposal.

Equal Opportunity: Each party shall be an equal opportunity employer and shall conform to all affirmative action and applicable requirements. No discrimination shall be permitted on the basis of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, or any other manner prohibited by law.

Penalties: The Procurement Code, Section 13-1-28 et seq. NMSA 1978, as amended, imposes civil and criminal penalties for its violation.

Small and Minority Businesses: TPS must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, per federal procurement requirements.

SECTION 10 — FINGERPRINTS AND BACKGROUND CHECKS

New Mexico Statute Section 22-10-3.3 NMSA 1978 requires that all contractors and contractors' employees with unsupervised access to students be fingerprinted for a state and federal criminal background check. The contractor is responsible for the cost of fingerprints and background checks (\$59.00 debit/credit card payment via IdentoGo; no checks or cash accepted). If your proposal is accepted and this is your first award with TPS, you must complete the fingerprinting process before a final contract can be issued. Contact the TPS Personnel Department at 700 West Amarosa, Tucumcari, NM 88401.

SECTION 11 — INSURANCE REQUIREMENTS

The contractor shall carry the following insurance at minimum:

- **Professional Liability Insurance:** Not less than \$1,000,000 per occurrence
- **Automobile Liability Insurance:** Up to the limits of the Tort Claims Act
- **Workers' Compensation Insurance:** As applicable

Proof of insurance must be provided to TPS prior to execution of contract. All certificates shall provide 30 days written notice before a policy is canceled, materially changed, or not renewed.

SECTION 12 — INVOICING AND PAYMENTS

A. **Prompt Payment:** TPS will strive to meet or exceed prompt payment terms established by statute.

B. Contractors shall submit invoices for payment at least monthly to the Accounts Payable Department. TPS will pay approved invoices on a monthly basis.

C. TPS holds a Class 9 Nontaxable Transaction Certificate which does **not** apply to professional services. The contractor will be responsible for payment of all New Mexico Gross Receipts Taxes.

SECTION 13 — SCOPE OF WORK: SPEECH-LANGUAGE PATHOLOGIST (SLP)

Position: Speech-Language Pathologist

Supervisor: Special Education Director / Superintendent

General Job Description and Duties

The Speech-Language Pathologist (SLP) shall provide evaluation and therapeutic services to students as identified through the IEP process and consulting/collaborating with staff. Draft student performance goals for IEPs. Provide comprehensive written reports and summaries on speech/language evaluation results. Call parent/guardian for consent and case history. Collaborate with outside organizations for transitions. The SLP shall ensure compliance with state and federal regulations governing the delivery of related services to students with disabilities.

Contractor Responsibilities

The contractor and contractor's therapists, if applicable, will fulfill the following requirements:

A. Conduct speech-language screenings, evaluations, and re-evaluations for students referred for special education services in accordance with New Mexico State Department of Education standards and TPS Special Services Department operational standards.

B. Provide direct speech-language therapy services to students as specified in their Individualized Education Programs (IEPs).

C. Participate in Eligibility/Annual Review (E/AR) Committee meetings concerning students who have completed evaluations and provide services to eligible students.

- D. Develop and implement individualized therapy plans aligned with IEP goals and objectives for each student receiving services.
- E. Determine materials and supplies necessary to meet goals and objectives as stated on each student's IEP.
- F. Provide TPS with necessary re-evaluation information for students when required.
- G. Work in coordination with the District's Program Coordinators, special education teachers, and general education staff in developing communication programs for eligible students.
- H. Submit to TPS all signed evaluation protocols and typed, signed evaluation reports within **10 calendar days** of completing testing.
- I. Provide Medicaid documentation as required by TPS.
- J. If required, submit all data required to complete 20-day reports, SDE 810 prior to TPS December 1st Pupil Report, and 515 reports.
- K. Submit to TPS within 10 days of confirmation of assignment all forms and data required to comply with all State Department of Education and federal reporting requirements.
- L. Provide a copy of appropriate license or certificates from the NM Licensure Board or other certifying agency.
- M. Assure that all services are in accordance with all licensure requirements.
- N. Contractor shall bill TPS for services rendered and shall not bill any other party (e.g., Medicaid, 3rd party insurance, or parents). Violation of this provision will result in termination of the contract.
- O. Present a positive role model for students supporting the mission of the school district.
- P. Maintain a positive and effective relationship with supervisors.
- Q. Comply with all district and campus routines and regulations.
- R. Perform other duties as assigned.

Essential Duties and Responsibilities – Case Management

1. Manage a caseload of students with speech/language needs, ensuring all IDEA-B timelines and procedural safeguards are met.
2. Schedule and conduct IEP, REED, and other required meetings at least 3–4 weeks prior to due dates, allowing for rescheduling as necessary.
3. Collaborate with outside agencies for students aged 14 and older, securing parent consent and documenting invitations.
4. Collect and review progress reports from all teachers before IEP meetings; ensure teacher participation especially when students are failing.
5. Develop measurable and data-driven IEP goals; monitor and document student progress every nine weeks, reporting to parents alongside report cards.
6. Modify goals annually if progress is insufficient, using multiple data sources beyond classroom observations.
7. Prepare IEP draft copies at least one week prior to meetings and finalize immediately after.

8. Maintain up-to-date, organized, and confidential case files in the Special Programs office, including all required documentation and prior year notes.
9. Ensure proper completion and distribution of consent for release of confidential information forms.

Tucumcari Public Schools Responsibilities

- A. Provide a list of students identified by IEP and E/AR Committee to receive services to each service provider.
- B. Provide, for each student referred, referral information including case histories, educational, family, and medical information where applicable; hearing and vision screening; completed educational diagnostic and ancillary evaluation reports; IEPs; and other relevant data necessary to design and implement therapy services.
- C. Schedule and coordinate IEP Committee meetings as appropriate.
- D. Schedule students for therapy at selected sites.
- E. Provide copies of the New Mexico State Department of Education Standards for Excellence Compliance Manual and the TPS Special Services operational standards for review by all service providers.
- F. Provide a list of acceptable billable activities that are necessary to perform the requested services.

Qualifications

1. A Master's degree in Speech-Language Pathology or Communication Disorders.
2. A valid New Mexico license as a Speech-Language Pathologist issued by the NM Speech-Language Pathology, Audiology and Hearing Aid Dispensers Board.
3. Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) from the American Speech-Language-Hearing Association (ASHA) preferred, or Clinical Fellowship Year (CFY) status with active ASHA supervision considered.
4. NM Public Education Department (PED) license or endorsement as required for work in public schools.
5. A minimum of two (2) years of experience providing speech-language services in a school-based setting preferred.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements

Sitting, standing, lifting and carrying up to 30 pounds; reaching, squatting, kneeling, and moving light furniture may be required.

Safety and Health

Knowledge of universal hygiene precautions required.

Equipment/Materials

Must know how to properly operate, or be willing to learn to operate, all assessment tools, augmentative/alternative communication (AAC) devices, and current technology including multi-media equipment.

Working Environment

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After-hours work may be required. Working on site preferred.

SECTION 14 — PROPOSAL RESPONSE FORMAT

Offerors must submit a complete proposal that includes all of the following:

1. Experience

A. In narrative form, describe your relevant experience and background in sufficient detail to assure the District that the requirements of this document are met. You may include your professional philosophy, areas of interest, professional experience with school-age children, and management structure of your firm (if applicable).

B. **A resume is required.** Ensure it is sufficiently detailed to include applicable employment or expertise in speech-language pathology, professional affiliations, academic credentials, and other pertinent information for all personnel who may participate in providing service.

2. Reliability

Attach three (3) current letters of professional reference. Include copies of current:

- NM SLP License
- ASHA CCC-SLP Certificate (if applicable)
- NM PED License or endorsement
- Professional liability insurance certificate
- Automobile liability insurance certificate

3. Provision of Program Offerings

Describe your plan for providing speech-language services to TPS students. Provide information including anticipated caseload management strategies, service delivery models (individual, group, consultation/collaboration), therapy approaches, and documentation systems. Provide any other information demonstrating competency, credibility, and responsiveness.

4. Price Consideration

A. Price shall be quoted considering payment can only be made when services are delivered and students receive such services. The proposed payment schedule shall be identified.

The Board reserves the right to negotiate with any or all offerors who submit acceptable proposals in order to achieve the best and final offer.

COST PROPOSAL FORM

TPS SLP ANCILLARY SERVICES — RFP NO. 2026/27-001-MM

This RFP Form must be submitted to Tucumcari Public Schools, P.O. Box 1046 (if mailed) or 700 W. Amarosa, Tucumcari, NM 88401 (if hand-delivered) no later than the deadline date and time listed on the cover page.

NAME: _____

REPRESENTED BY: _____

TITLE: _____

Firm Name (if applicable): _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO.: _____

FAX NO.: _____

E-MAIL ADDRESS: _____

Please provide ONE of the following:

- STATE CRS TAX ID: _____
- FED TAX ID: _____
- SS #: _____

SECTION 15 — CHECKLIST

Provide all information required in items 1–5 and acknowledge items 6–7.

- ☐ **1. EXPERIENCE/RESUME** — Narrative of background, qualifications, interest, and resume
- ☐ **2. RELIABILITY** — Three professional references, current NM SLP license, ASHA CCC-SLP, NM PED license/endorsement, professional liability and automobile insurance
- ☐ **3. PROVISION OF PROGRAM OFFERINGS** — Plan for providing services, demonstrated competency, credibility, and responsiveness
- ☐ **4. PRICE CONSIDERATION** — Completed Cost Proposal Form with all pertinent pricing information
- ☐ **5. AUTHORIZED SIGNATURE PAGE** — Signed and returned with RFP packet
- ☐ **6. ALL ENCLOSED CERTIFICATIONS** — Signed and returned with RFP packet
- ☐ **7. IF AWARDED A CONTRACT** — I am prepared to supply insurance and background check information

ACCEPTANCE

I, the undersigned, have read the attached documents and understand that the information contained herein will become a part of the Contract if I and/or my firm are the successful bidder with Tucumcari Public Schools. I have also read and understand the Background Check requirements, Insurance requirements, and Specifications, and have provided all necessary documentation as required.

FIRM and/or NAME: _____

REPRESENTED BY: _____

TITLE (if applicable): _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NOTE: THIS MUST BE RETURNED WITH RFP FORM

EXHIBIT A — AUTHORIZED SIGNATURE PAGE

THE FOLLOWING OFFEROR INFORMATION MUST BE COMPLETED AND RETURNED WITH THE RFP

Please note that the information requested on the certification form is for reporting purposes only and will not be used in evaluating or awarding an agreement.

Acknowledgement of Addenda

The undersigned acknowledges receipt of the following addenda:

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

The undersigned, as an authorized representative for the Company named below, acknowledges that the Offeror has examined this RFP with its related documents and is familiar with all of the conditions surrounding the described materials, labor and/or services. Offeror hereby agrees to furnish all labor, materials, and supplies necessary to comply with the specifications in accordance with the Terms and Conditions set forth in this RFP and at the prices stated within the RFP. The undersigned further states that the company submitting this RFP is not in violation of any applicable Conflict of Interest laws or regulations or any other related clauses included in this RFP.

COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

NEW MEXICO GROSS RECEIPTS TAX NO.:

FEDERAL EMPLOYER ID NUMBER (FEIN):

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

PRINTED OR TYPED NAME: _____

TITLE: _____

DATE: _____

EXHIBIT B — DEBARMENT AND SUSPENSION CERTIFICATION

As required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities.

The applicant certifies, by signing this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation to this proposal.

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

EXHIBIT C — RESIDENT BUSINESS PREFERENCE AND VETERAN PREFERENCE

(NMSA 1978 § 13-1-21 and § 13-1-22)

New Mexico law provides a preference for New Mexico resident businesses and resident veterans in state procurement. Please complete the applicable section below.

Resident Business Preference

To qualify as a New Mexico resident business, the offeror must be registered and licensed to do business in New Mexico and have a valid New Mexico address. **Please attach a copy of your New Mexico business registration or CRS registration.**

- ☐ The offeror qualifies as a New Mexico resident business.

NM Business Address: _____

NM CRS Tax ID: _____

Veteran Preference

- ☐ The offeror qualifies as a New Mexico resident veteran business per NMSA 1978 § 13-1-21(D).

If claiming veteran preference, attach copy of DD-214 or other documentation of veteran status.

Signature: _____ **Date:** _____