

HOBBS MUNICIPAL SCHOOLS**P.O. Box 1030****Hobbs, New Mexico 88241****REQUEST FOR PROPOSAL****SUBJECT: Therapeutic Educational Services****RFP NUMBER: 2627-12****COMMODITY CODE: #96258****RFP ISSUED: June 26, 2026****OPENING DATE: July 13, 2026 – 2:00 p.m.****PLACE OF OPENING:** Hobbs Municipal Schools
Administration Office
1515 E. Sanger – P.O. Box 1030
Hobbs, New Mexico 88241**BIDDER INFORMATION:**

We agree to provide the items as listed for the bid prices indicated on the attached Proposal Form.
We agree to adhere to the General Conditions and Specifications of this Request for Proposal.
(RFP)

COMPANY _____ SIGNATURE _____

ADDRESS _____ NAME (PRINT) _____

TITLE _____

TELEPHONE _____ DATE _____

E-Mail Address _____

I. PURPOSE

Hobbs Municipal Schools (HMS) is seeking competitive sealed proposals from qualified organizations to provide comprehensive Therapeutic Educational Services for students whose educational needs require intensive behavioral, emotional, mental health, and therapeutic supports in addition to academic instruction.

The District seeks a partner capable of providing a highly structured therapeutic educational environment designed to improve student academic achievement, behavioral functioning, attendance, social-emotional development, and successful reintegration into less restrictive educational settings when appropriate. Services will be requested and provided on an **as-needed basis** at the discretion of the District.

II. DISTRICT OVERVIEW

Hobbs Municipal Schools serves approximately 10,000 students across multiple elementary, middle, and high school campuses in southeastern New Mexico. The District is committed to ensuring that all students receive An appropriate public education in the least restrictive environment (LRE) while maintaining safe, supportive, and productive learning environments.

III. SCOPE OF SERVICES

The selected provider shall furnish a comprehensive Therapeutic Educational Services program including, but not limited to, the following components:

A. Educational Services

- Standards-based instruction aligned with New Mexico Academic Standards
- Individualized educational programming
- Credit recovery opportunities for secondary students
- Progress monitoring and reporting
- Support for Individualized Education Program (IEP) implementation
- Transition planning and reintegration support

B. Behavioral and Therapeutic Services

- Individual behavioral intervention planning
- Functional Behavioral Assessments (FBAs)
- Behavior Intervention Plans (BIPs)
- Social-emotional learning programming
- Crisis intervention services
- Positive behavior support systems
- Trauma-informed educational practices
- Restorative practices

CONT. III. SCOPE OF SERVICES

B. Behavioral and Therapeutic Services

- Individual behavioral intervention planning
- Functional Behavioral Assessments (FBAs)
- Behavior Intervention Plans (BIPs)
- Social-emotional learning programming
- Crisis intervention services
- Positive behavior support systems
- Trauma-informed educational practices
- Restorative practices

C. Mental Health Supports

- Individual counseling services
- Group counseling services
- Family engagement and support
- Coordination with community mental health agencies
- Mental health screening and referral processes
- Therapeutic case management services

D. Staffing Requirements

The Provider shall employ appropriately licensed and qualified personnel, including but not limited to:

- Special Education Teachers
- General Education Teachers
- Educational Assistants
- Licensed Clinical Social Workers (LCSW)
- Licensed Professional Clinical Counselors (LPCC/LPC)
- School Psychologists
- Board Certified Behavior Analysts (BCBA) (preferred)
- Behavioral Intervention Specialists
- Program Administrator/Director

All staff must meet applicable New Mexico licensure, certification, and background check requirements.

CONT. III SCOPE OF SERVICES

E. Student Services

- Attendance monitoring
- Transition planning
- Postsecondary planning
- Career exploration opportunities
- Family engagement services
- Transportation coordination as needed

IV. PROGRAM EXPECTATIONS

Proposals must demonstrate a program model that includes:

- Therapeutic educational philosophy
- Evidence-based behavioral interventions
- Trauma-informed practices
- Data-driven decision-making
- Family-centered approaches
- Strong safety and crisis management protocols
- Commitment to inclusion and transition opportunities
- Collaboration with district staff, IEP teams, and families

V. PERFORMANCE OUTCOMES

Proposals must identify measurable performance outcomes, including but not limited to:

Academic Outcomes

- Student growth measures
- Course completion rates
- Graduation rates
- Credit attainment

Behavioral Outcomes

- Reduction in behavioral incidents
- Reduction in restraints and seclusions
- Improved attendance
- Improved engagement metrics

CONT. V. PERFORMANCE OUTCOMES

Transition Outcomes

- Successful return to neighborhood schools
- Increased participation in less restrictive environments
- Postsecondary readiness indicators

VI. FACILITY AND OPERATIONS

Proposals must include a detailed description of:

- Facility requirements
- Classroom configuration
- Safety and security measures
- Student capacity
- Technology infrastructure
- Transportation needs
- Emergency response and crisis procedures

VII. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following:

1. Organizational history and experience
2. Evidence of successful therapeutic educational program operation
3. New Mexico licensure, certifications, and qualifications
4. Staffing model and organizational chart
5. Program design
6. Sample schedules
7. Safety and crisis intervention plans
8. Student outcome data from comparable programs
9. References from school districts
10. Detailed pricing proposal, including all fees and costs
11. Conflict of interest disclosure & Debarment/Suspension Certification form
12. Campaign Contribution Disclosure Form

VIII. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

- Program quality and design – **30%**
- Experience and qualifications – **20%**
- Student outcomes and evidence of effectiveness – **20%**
- Staffing model and capacity – **15%**
- Cost effectiveness – **15%**

CONT. VIII. EVALUATION CRITERIA

The District reserves the right to conduct interviews, request Best and Final Offers (BAFO), and negotiate with selected offerors as permitted under the New Mexico Procurement Code.

IX. CONTRACT TERM

The resulting contract shall commence on **August 1, 2026, and remain in effect through June 30, 2027**. The contract may be renewed annually for up to three (3) additional one-year terms upon mutual written agreement of the parties, subject to satisfactory performance, availability of funding, and approval by the Hobbs Municipal Schools Board of Education, with final renewal term expiring no later than **June 30, 2030**.

X. INSTRUCTIONS FOR SUBMISSION

All proposals must be submitted sealed and clearly marked:

“RFP No. 2627-12– Therapeutic Educational Services”

Submission Deadline:

- Date: July 13, 2026
- Time: 2:00 p.m. (MT)

Late proposals will not be accepted.

Submission Location:

Hobbs Municipal Schools
Business Office
1515 East Sanger
Hobbs, New Mexico 88240

XI. QUESTIONS AND ADDENDA

All questions regarding this RFP must be submitted via email to:

1. Jessica Carrasco, CPO
Phone (575) 433-0100 #3050
E-mail: carrascoj@hobbsschools.net
2. Jay Lashaway, Director of Finance
Phone: (575) 433-0100 #3042
E-mail: lashawayj@hobbsschools.net

CONT. XI QUESTIONS AND ADDENDA

Any changes to this RFP will be issued via written addendum and posted in accordance with procurement requirements.

XII. RESERVATION OF RIGHTS

HMS reserves the right to:

- Reject any or all proposals
- Waive minor informalities or irregularities
- Cancel or reissue this RFP
- Award in whole or in part
- Conduct negotiations with selected offerors

XIII. NON-DISCRIMINATION

1. Equal Employment Opportunity

Hobbs Municipal Schools is an Equal Opportunity Employer (30 FR 12319, 12935, 3 CFR Part. 1964-1565 Comp., p. 339), as amended by executive Order 11375. "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60. "Office of Federal Contract Compliance Programs. Equal Employment Opportunity, Department of Labor.

Hobbs Municipal Schools is also in accordance with Title VII of the Civil Rights Act of 1964,

Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Vocational Rehabilitation Act. Americans with Disabilities Act. and other federal and state laws and executive orders affective employment and equal opportunity.

Hobbs Municipal Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities.

2. Debarment/Suspension

Debarment and Suspension (Executive Orders 2549 and 12689)- A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235) "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory other than Executive Order 12549.

XIV. MANDATORY REQUIREMENTS

The individuals/company shall be fully qualified and licensed to provide services requested.

1. Campaign Contribution Disclosure Form

The Offeror must complete an unaltered Campaign Contribution Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or not an applicable contribution has been made. (See Appendix A). **Failure to complete and returned the signed, unaltered form will result in Offeror's disqualification.**

2. Conflict of Interest and Debarment/Suspension Certification Form

The Offeror must complete an unaltered Conflict of Interest and Debarment/Suspension Form and submit copy with Offeror's proposal. (See Appendix B). **Failure to complete and return the signed, unaltered form will result in Offeror's disqualification.**

XV. COOPERATIVE PROCUREMENT CLAUSE VERBIAGE

Cooperative Procurement:

The resulting contract from this Request for Proposal (RFP) is being made available for use by other state agencies, local public bodies, and authorized entities within the State of New Mexico as outlined in the New Mexico Procurement Code (NMSA 1978, 13-1-129 and 13-1-135).

The contractor agrees to extend identical pricing, terms, and conditions to any other New Mexico governmental or public entity that wishes to utilize this contract. The Agency issuing this RFP incurs no financial or legal obligation for any purchases made by other entities. All contractual negotiations, orders, and payments will be handled directly between the participating entity and the Contractor.

XVI. REQUIRED ATTACHMENTS

- Appendix A- Conflict of Interest and Debarment/Suspension Certification Form
- Appendix B- Campaign Contribution Disclosure Form

APPENDIX A

CONFLICT OF INTEREST AND DEBARMENT/SUSPENSION CERTIFICATION FORM

CONFLICT OF INTEREST

As utilized herein, the term "Vendor" shall mean that entity submitting a proposal to Hobbs Municipals Schools in response to the above referenced bids/request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge: No employee or board member of Hobbs Municipal Schools (or close relative). with the exception of the person(s) identified below. has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Hobbs Municipal Schools employee. board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: _____

List below the name(s) of any Hobbs Municipal Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Hobbs Municipal Schools' Chief Procurement Officer in the event of being suspended, debarred or debarred ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

Signature: _____ Date: _____

Name of Person Signing (typed or printed): _____

Title: _____

Email: _____

Name of Company (typed or printed): _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ Email: _____

APPENDIX B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq. NMSA 1978 and § 13-1-191.1 NMSA 1978 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](#) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](#) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of

their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____

(This field must be completed by the issuing State Agency. In most cases, the official identified will be the current Governor of New Mexico and Lieutenant Governor. If a local public body is using this template for their RFPs, it must complete this field with the applicable elected official(s).)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)