

Central Regional Education Cooperative
REQUEST FOR PROPOSAL CREC-PED-2024-0424-01
High Quality Instructional Materials (HQIM) Heat Map

Addendum #1
Questions & Answers

1. Regarding Page 6, Section E: The RFP specifies that all proposals are to be submitted by hard copy along with six digital copies that are exact duplicates of the original. However, under Section B, Explanation of Events, it states that only electronic submissions will be accepted. Could you please confirm if proposals should be submitted via the electronic link provided in the RFP for clarification?

Carol Elliott at CREC is better able to respond. I revised the RFP – Only Electronic Submission

2. Page 8, Section F #27 defines "Written" as typewritten on standard 8 ½ x 11 inch paper. Under Sequence of Events, Action Column #4 specifies a deadline to submit Written Questions. May we send questions regarding the RFP via email to Carol Elliott, Chief Procurement Officer?

Carol Elliott at CREC is better able to respond.
I revised the RFP – Only Electronic Submission

3. Page 19, Section C #31 regarding New Mexico Preferences: Our corporation is based in Tennessee. Does this section mean that if a corporation is based outside of New Mexico, we are not required to apply for or submit the preference certificate through the New Mexico Department of Taxation & Revenue?

Carol Elliott at CREC is better able to respond. That is correct

4. Pages 23-24, Section IV Specifications A. Detailed Scope of Work – Setup and Data Integration

- Is there a requirement for where the dashboard should be hosted?
 - **There is no requirement of where the dashboard should be hosted.**

- Does this dashboard have any access restriction requirements for “citizens, families, stakeholders, and policy maker” end-users? For example, public and available to the world, or require registration but not authentication to view, or require authentication to view?
 - **The State indicates there would be three user groups - 1) Owner/Administrator, 2) Content Managers, and 3) End Users. Potential Offerors may recommend additional or different user level groups. End Users will have open public view. However, User group 1 & 2 would be the admin and would be on the back end to input data.**

5. What data source will supply the New Mexico HQIM catalog data?

- **The data source that will supply the dashboard and heatmap is a spreadsheet listing the 89 school districts and the core instructional materials they purchased for math, science, and English language arts. This purchase data is collected from instructional material annual reports submitted by each school district.**

6. What data source will supply the New Mexico PED schools and districts data?

- **Each school district’s instructional material purchase data is supplied by their individual procurement systems. They input their instructional material purchase data into their instructional material annual report.**

7. What data source will supply the New Mexico schools and districts order history data?

- **The data source that will supply the dashboard and heatmap is a spreadsheet listing the 89 school districts and the core instructional materials they purchased for math, science, and English language arts. This purchase data is collected from instructional material annual reports submitted by each school district. Each school district’s instructional material purchase data is supplied by their individual procurement systems.**

8. What is the estimated start and end date of the project, and/or what is the duration of the contract?

- **The project will commence as outlined in the RFP timeline, on page 9, after the protest period and finalization of contract with the selected vendor.**

9. How is this project being funded, such as through a federal grant, state funds, etc.?

- **This project will utilize state funding.**

10. Are timeframe in which the deliverables need to be completed? Are there major fiscal deadlines or milestones that we should incorporate into our proposed implementation plan?

- **Deliverables will need to be completed by June 27, 2024.**
- **There are not any major fiscal deadlines or milestones that need to be incorporated into the proposal. (Carol Elliott at CREC please confirm if there are fiscal deadlines potential offerors need to be aware of.) The end of FY is June 30, 2024**

11. For Scope of Work Task List section 5 (page 24), is it permitted to provide a response that would address the specifications under 5.a and 5.b or should responses provide options for both approaches?

- **Proposals should address both 5.a and 5.b.**
 - **Proposals may address 5.b in one of the two ways listed:**
 - **Provide maintenance and data updates annually based on instructional material annual report data**
- OR**
- **Provide PED program staff a manual and training on how to perform annual maintenance and data updates along with access to perform the maintenance and updates in the data dashboard.**

12. Our organization has an existing vendor contract. Members of the vendor team would support parts of this RFP work should we receive an award. We understand this arrangement to be considered as a “vendor” rather than as a “subcontractor” as they will support limited pieces of the overall project, not full bodies of work within it, and our partnership with them is not contingent upon this RFP. Could you please confirm if this type of partnership falls under CREC’s definition of vendor or subcontractor?

Carol Elliott at CREC is better able to respond.

1. Prime Contractor Responsibility

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with a State Agency which may derive from this RFP. The State Agency entering

into a contractual agreement with a vendor will make payments to only the prime contractor. The Contractor shall be ultimately responsible for all items enumerated in the Statement of Work of this Agreement.

2. Subcontractors/Consent

The use of subcontractors is allowed. The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the Department awarding any resultant contract, before any subcontractor is used during the term of this agreement, including qualifications and job descriptions for any professional service sub-contract.

The CONTRACTOR shall seek advance approval from the DEPARTMENT of all sub-contractors, including qualifications and job descriptions for any professional service sub-contact.

The CONTRACTOR shall comply, and shall ensure that all sub-contractors comply, with all applicable procurement laws and regulations.