



NEW MEXICO

**Early Childhood**  
Education & Care Department

## **QUESTIONS & ANSWERS**

**State Of New Mexico**

### **EARLY CHILDHOOD EDUCATION AND CARE DEPARTMENT**

**Family Support and Early Intervention Division  
Family Infant Toddler (FIT) Program**

**DEADLINE TO SUBMIT WRITTEN QUESTIONS**

**Friday, February 28, 2025**

**RESPONSE TO WRITTEN QUESTIONS**

**Friday, March 7, 2025**

No.	Question	Answer
<b>Questions Related to Page Limits and Formatting</b>		
1.	<p>Which of the following do the Application Evaluators prefer?</p> <p>A. Not listing the questions on the Application</p> <p>B. Listing the questions and providing the answer at the end of each question section. For example:</p> <p><b><u>SECTION 1:</u></b> <b><u>ORGANIZATIONAL CAPACITY</u></b></p> <p><b>A. Background and Experience: Total Point Value: 100 pts</b></p> <ol style="list-style-type: none"> <li>1. List the Applicant’s mission and values and describe how they are suited to the services/projects proposed – <b>20 pts</b></li> <li>2. Provide a summary of the Applicant’s experience with similar services/projects of those being proposed – <b>30 pts</b></li> <li>3. Describe previous monitoring results. If the Applicant is currently providing FIT services and is currently under a Plan of Correction or Directed Plan of Correction, please describe the root cause of the identified problem, the plan for addressing those issues, and progress toward resolution. Please note that lack of progress on</li> </ol>	<p>Any of these options are acceptable. However, it is recommended that Applicants include a brief heading for each question, with the response directly following, rather than include the full question in order to save space, e.g., instead of repeating “List the Applicant’s mission and values and describe how they are suited to the services/projects proposed – <b>20 pts</b>” simply type “Mission and Values”.</p> <p>If the Applicant chooses option A, as listed here, they will need to ensure it is clear to the reader which question is being answered. If the question is not included and it is unclear what is being answered, points will be deducted accordingly or no points will be awarded.</p>

No.	Question	Answer
	<p>a Plan of Correction or Directed Plan of correction could be grounds for the rejection of your application, regardless of score. – <b>20 pts</b></p> <p>4. Name the county(s) the Applicant proposes to serve under this agreement. Describe the Applicant’s ability to meet the cultural and linguistic needs of the community it proposes to serve. Include information about unique barriers to service delivery that may exist in the county(s) the Applicant proposes to serve. – <b>30 pts</b></p> <p><b>Listing the answers to all above questions here</b></p> <p><b>C: Listing the answer to the questions under each specific question. For example:</b></p> <p><b><u>SECTION 1:</u></b> <b><u>ORGANIZATIONAL CAPACITY</u></b></p> <p><b>A. Background and Experience: Total Point Value: 100 pts</b></p> <p>1. List the Applicant’s mission and values and describe how they are suited to the services/projects proposed – <b>20 pts</b></p> <p><b>Listing answer here</b></p> <p>2. Provide a summary of the Applicant’s experience with similar</p>	

No.	Question	Answer
	<p>services/projects of those being proposed – <b>30 pts</b></p> <p><b>Listing Answer here</b></p> <p>3. Describe previous monitoring results. If the Applicant is currently providing FIT services and is currently under a Plan of Correction or Directed Plan of Correction, please describe the root cause of the identified problem, the plan for addressing those issues, and progress toward resolution. Please note that lack of progress on a Plan of Correction or Directed Plan of correction could be grounds for the rejection of your application, regardless of score. – <b>20 pts</b></p> <p><b>Listing Answer here</b></p> <p>4. Name the county(s) the Applicant proposes to serve under this agreement. Describe the Applicant’s ability to meet the cultural and linguistic needs of the community it proposes to serve. Include information about unique barriers to service delivery that may exist in the county(s) the Applicant proposes to serve. – <b>30 pts</b></p> <p><b>Listing Answer here</b></p>	
2.	The application/ scope of work states: “Applications must be typewritten on the <u>Response</u>	The Response Form was provided in a Microsoft Word format which allows the Applicant to remove the questions, if they so choose.

No.	Question	Answer
	<p>Form provided within the <u>Application Packet.</u>” Do we need to copy all responses into this packet and submit it in its original entirety? To do this would not allow us to eliminate the lengthy questions, which will impact our 20-page limitation.</p>	
3.	<p>To save space, are we able to take out the directions written in the application packet and just respond to them in the outline format given? Or will it help the readers to have the directions right there for reference?</p>	<p>Either is acceptable, however, if questions/instructions are removed, it must be clear which question the Applicant intends to answer. If the question is not included and it is unclear what is being answered, points will be deducted accordingly or no points will be awarded.</p>
4.	<p>I saw verbiage on the application that the submission needed to be 20 pages or less. Can the pages be extended past 20? The application requests information that in my opinion requires extensive answers and we are struggling to stay within the page restrictions.</p>	<p>No. Applicants must stay within the 20-page limit.</p>
5.	<p>Is it correct that all attachments will not count toward the 20-page limit? Does this include an attachment of the organizational chart even though it is a part of the narrative questions?</p>	<p>Correct. The only items that count toward the 20-page limit are the narrative answers to the questions. The organizational chart will not count towards the 20-page limit.</p>
6.	<p>Does Appendix C-Scope of Work need to be submitted/uploaded?</p>	<p>No.</p>
7.	<p>Will electronic signatures for the Appendices be accepted?</p>	<p>Yes, as long as they are authenticated.</p>
8.	<p>Regarding the organizational chart- do you want the agency’s complete organizational chart, including other departments unrelated to ECECD or only those working with FIT (including admin) services?</p>	<p>Only include those departments working with FIT services.</p>

No.	Question	Answer
9.	Is a single PDF preferred or should we send separate PDFs for each section and attachments?	A single PDF or Word document is preferred.
10.	Does the Geographic Service Areas page count toward the 20-page narrative limit?	No, it does not.
11.	Do supporting documents count in the 20-page limit? Resumes, Campaign Contribution Disclosure Form, insurances, tax registration, etc.	No, they do not.
12.	Can applicant responses be in blue ink to differentiate from the questions?	Application responses can be in blue font. All applications must be typed, rather than handwritten.
<b>Questions Related to Geographic Service Area and/or Saturation</b>		
13.	Regarding the Geographic Service Area: If our organization primarily serves one county but also provides services in parts of another, should we list both counties as areas we serve, even if we do not cover the entire second county? If we say we serve both counties, will we be expected to serve the entire county or will we be able to continue to honor unofficial boundary lines within a county? For example, we have historically served Sandoval County and the far NW Corridor of Bernalillo County. Will this arrangement continue to be acceptable if we mark both counties?	This arrangement is acceptable. You may include a note in your application that you are only applying to serve parts of a given county.
14.	If we check that we are interested in serving a county if the need arises, are we committing to providing service in that county, or we can decide at the time the need arises?	An Applicant that indicates interest in serving one or more additional counties via the far-right column in the Geographic Service Area form will have a choice if the need arises. An applicant may be considered for an award of an additional service area if they indicate interest in this column, but a commitment to serve that county would be made at the time of the award through an amended Scope of Work. In this sense, you will be able to accept or reject the additional service area award when an amended Scope of Work is discussed with ECECD.

No.	Question	Answer
15.	Should an agency only submit one application if applying for more than one county?	Yes, only one application per Applicant.
16.	What are the areas of priority/highest need for early intervention in New Mexico?	Under Part C of the Individuals with Disabilities Education Act (IDEA), states are required to offer services statewide. Therefore, the ECECD is soliciting services for all counties in New Mexico. Awards will be made based on need and score, per the RFA. Please note that an Applicant may indicate interest in serving one or more additional counties via the far-right column in the Geographic Service Area form. An applicant may be considered for an award of an additional service area if ECECD determines there are counties without adequate service coverage proposed by Applicants. An award for an additional service area may be made through an amended Scope of Work.
17.	Are there any counties with oversaturation of FIT providers that wouldn't be considered for the RFA?	All applications will be considered based on saturation and need. ECECD is soliciting services for all counties in New Mexico.
<b>Questions Related to Budget</b>		
18.	Can you please clarify the expectations regarding Attachment 2- Budget. The department determines the rates for direct services, as well as indirect services such as Child Find, Staff Development and Language Access. Not knowing the department rates will hinder our ability to appropriately respond to this section. How shall we proceed?	Attachment 2 – Budget is not a Cost Response form, it is meant to show how the budget will be structured once the rates are set by ECECD at the time the Provider Agreement is executed. This RFA does not include a requirement to provide a cost proposal.
19.	We do not submit any rate proposals, correct? The rate setting process is separate from this proposal?	Yes, that is correct.
<b>Questions Related to Resumes</b>		
14.	We do not need to have reflective supervisor resumes in the support documents, correct?	Correct.
15.	Are we able to submit more than one clinical lead resume?	Yes
16.	Do we need to send resumes for the principle managers and/or owners, or just describe	Question B2 asks for narrative information from the Applicant. No resumes are required in response to Question B2.

No.	Question	Answer
	their experience and education in B.2. of the narrative?	
<b>Questions Related to the Campaign Contribution Form</b>		
17.	On the campaign contribution form it lists Michele Lujan Grisham and Howie Morales. Are there any other public officials who need to be considered for disclosure?	The Governor and Lieutenant Governor are the only public officials who need to be considered for disclosure.
18.	Does the campaign contribution form need to be signed by the partners, or just one of the partners?	If there is more than one partner/owner of the Applicant's business, please have one Campaign Contribution and Disclosure form completed and signed per partner/owner.
<b>Miscellaneous Questions</b>		
21.	The RFA lists professional and general liability policies as required. Is a commercial crime or bonding policy not required as in the past?	That is correct. Only the types of insurances listed in the RFA are required.
23.	Are we allowed to refer the evaluator to a different section answer within the narrative portion? For example: if our organizational chart shows each personnel members' position title, could we write something to the effect of " <i>please see information provided within question B.1</i> " for question B.2?	No. Question B2 is a separate question from B1. B1 asks for a visual org chart whereas B2 asks for qualifications, not just their role.
27.	What percentage of applicants in the past are awarded?	Historically, over 90% of Applicants have been awarded as a result of RFAs for FIT Services. However, each application cycle is different depending on funding and saturation.
28.	The notice of award date coincides with the annual FIT Conference dates. Will the awards be announced at the annual FIT Conference?	No, awards will be made after the FIT Annual Meeting, beginning Thursday, May 16, 2025.