



NEW MEXICO

# **Early Childhood**

## **Education & Care Department**

### **REQUEST FOR PROPOSALS**

### **Infant and Toddler Contracted Slots Pilot Program**

**RFP #: 2026-1000**

**AMENDMENT #1**

**RFP Release Date:** Monday, September 22, 2025

**Proposal Due Date:** Monday, October 20, 2025

**Proposals must be submitted via email to:**

[ececd.rfp@ececd.nm.gov](mailto:ececd.rfp@ececd.nm.gov)

## **Request for Proposal #2026-1000 is amended as described herein:**

### **CHANGE TO SECTION I.A PURPOSE OF THIS REQUEST FOR PROPOSALS, page 2:**

From:

#### **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The purpose of this Request for Proposals is to solicit responses from **currently licensed** child care providers, with at least a 3-star FOCUS rating, and Nations, Pueblos, and Tribes who are willing to participate in the FOCUS rating program and interested in providing contracted slot services in the State of New Mexico. The contracted slots pilot program will prioritize providers serving infants and toddlers with developmental delays, families at or below 200% of the federal poverty level, and those residing in underserved geographic areas.

To:

#### **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The purpose of this Request for Proposals is to solicit responses from **currently licensed** child care providers, with at least a 3-star FOCUS rating (including 5-star rated providers through ECECD national accreditation), and Nations, Pueblos, and Tribes who are willing to participate in the FOCUS rating program and interested in providing contracted slot services in the State of New Mexico. The contracted slots pilot program will prioritize providers serving infants and toddlers with developmental delays, families at or below 200% of the federal poverty level, and those residing in underserved geographic areas.

### **CHANGE TO SECTION I.F DEFINITION OF TERMS, page 5:**

To add the following definition:

“National Accreditation” means one of the 7 ECECD approved national accrediting bodies as listed in 8.9.3.7(N)(1)(a) NMAC.

### **CHANGE TO SECTION II.B EXPLANATION OF EVENTS, pages 10-12:**

From:

#### **3. Deadline to Submit Written Questions**

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until 3:00PM MT as indicated in Section II.A, Sequence of Events. All written questions must be addressed to the Procurement Manager as declared in Section I.D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

**4. Response to Written Questions** Written responses to the written questions will be provided via e-mail, on or before the date indicated in Section II.A, Sequence of Events, to all potential Offerors who timely submitted an Acknowledgement of Receipt Form (Section II.B.2 and APPENDIX A). The Questions and Answers will be posted to: <https://www.nmeccd.org/grants-rfps-andprocurement-opportunities/>

#### **5. Submission of Proposal**

Only electronic proposal submission is allowed. Proposals must be submitted electronically via email to [eecd.rfp@eecd.nm.gov](mailto:eccd.rfp@eecd.nm.gov). Refer to Section III.B.1 for instructions. Hard copy proposals submitted by mail or hand delivery, or facsimile or other electronic means other than through the email provided above, will not be accepted.

ALL PROPOSALS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE VIA EMAIL NO LATER THAN 3:00 PM MT ON THE DATE INDICATED IN SECTION II.A, SEQUENCE OF EVENTS. NO LATE PROPOSAL WILL BE ACCEPTED.

It is the Offeror's responsibility to ensure all documents are completely submitted electronically via email to [eecd.rfp@eecd.nm.gov](mailto:eccd.rfp@eecd.nm.gov) by the deadline set forth in this RFP. Please ensure that you, as the Offeror, allow adequate time for large uploads and to fully complete your submittal by the deadline. A submission that is not both: (1) fully complete; and (2) received via email by the deadline, will be deemed late. Further, a submission that is not fully complete and received via email by the deadline because the response was captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any anti-virus or other security software will be deemed late. In accordance with statute and rule, NO LATE OR INCOMPLETE PROPOSAL CAN BE ACCEPTED.

A log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to §13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors Infant and Toddler Contracted Slots Pilot Program 11 during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.

#### **6. Proposal Evaluation**

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in Section II.A, Sequence of Events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

**7. Selection of Finalists** The Evaluation Committee will select, and the Procurement Manager will notify, the finalist Offerors as per schedule Section II.A, Sequence of Events or as soon as possible thereafter. The finalists will be selected based on the highest cumulative scores as summarized in Section V.A, Evaluation Point Summary.

#### **8. Oral Presentations**

Finalist Offerors, as selected per Section II.B.7 above, may be required to conduct an oral presentation at a venue to be determined as per schedule Section II.A., Sequence of Events, or as soon as possible thereafter. If Oral Presentations are held, Finalist Offerors may be required to make their presentations through electronic means (Microsoft Teams, Zoom, etc.). The Agency will provide Finalist Offerors with an agenda and applicable details (such as scheduled presentation date and time, time limits, etc.) including an invitation to the event. Whether or not Oral Presentations will be held is at the sole discretion of the Evaluation Committee.

## **9. Finalize Contractual Agreements**

After approval of the Evaluation Committee Report, any contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s), taking into consideration the evaluation factors set forth in this RFP, as per Section II.A, Sequence of Events, or as soon as possible thereafter. The most advantageous proposal may or may not have received the most points. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the timeframe specified, the State reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

## **10. Contract Awards**

The award is subject to appropriate Department and State approval. Upon receipt of the signed contractual agreement, the Agency Procurement office will award as per Section II.A, Sequence of Events, or as soon as possible thereafter. Infant and Toddler Contracted Slots Pilot Program 12

**11. Protest Deadline** Any protest by an Offeror must be submitted timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to Section 13-1-172 NMSA 1978 and 1.4.1.82 NMAC, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar-day protest period shall begin on the day following the notice of award of contract(s) and will end at 3:00 pm MT on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below.

The protest must be directed to:

Shelley Strong

Protest Office

ECECD Office of General Counsel

PO Drawer 5619

Santa Fe, NM 87502-5619

[ECECD-OGC@eecd.nm.gov](mailto:ECECD-OGC@eecd.nm.gov)

Protests received after the deadline will not be accepted.

To:

### **3. Pre-Proposal Conference**

A pre-proposal conference will be held as indicated in Section II.A, Sequence of Events, beginning at **10AM** MST/MDT via **Zoom @** <https://nmececdorg.zoom.us/j/82052692323>

**Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager** (see Section I.D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All questions answered during the Pre-Proposal Conference will be considered unofficial until they are posted in writing. All written questions will be addressed in writing on the date listed in Section II.A, Sequence of Events. A public log will be kept of the names of potential Offeror(s) that attended the pre-proposal conference.

Attendance at the pre-proposal conference is highly recommended, but not a prerequisite for submission of a proposal.

### **4. Deadline to Submit Written Questions**

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[ECECD-OGC@ececd.nm.gov](mailto:ECECD-OGC@ececd.nm.gov)

Protests received after the deadline will not be accepted.

**CHANGE TO SECTION I.V.A.1.D. SPECIFICATION OF TERMS, page 5:**

From:

D. FOCUS Rating. The provider currently has a 3-Star FOCUS rating or higher and shall achieve a 5-STAR "FOCUS" rating across all FOCUS criteria within 18 months of the execution of this agreement. If any provisions of FOCUS are in conflict with the specified requirements of this agreement, the requirements of this agreement shall apply.

To:

D. FOCUS Rating. The provider currently has a 3-Star FOCUS rating or higher and shall achieve a 5-STAR "FOCUS" rating across all FOCUS criteria within 18 months of the execution of this agreement. If any provisions of FOCUS are in conflict with the specified requirements of this agreement, the requirements of this agreement shall apply. ECECD approved national accreditation is the equivalent of FOCUS 5-star for this purpose.

**CHANGE TO SECTION V.B.1.E. EVALUATION FACTORS, page 36:**

From:

E. The provider currently has a 3-Star FOCUS rating or higher and agree to achieve a 5-STAR "FOCUS" rating across all FOCUS criteria within 18 months;

To:

E. The provider currently has a 3-Star FOCUS rating or higher and agree to achieve a 5-STAR "FOCUS" rating across all FOCUS criteria within 18 months, or meets the FOCUS 5-star through an ECECD approved national accrediting body;

**CHANGE TO APPENDIX H, PROVIDER REQUIRED QUALIFICATIONS FORM, page 62:**

From:

☐ E. The provider currently has a 3-Star FOCUS rating or higher and within 18 months, the Contracted Provider will achieve a 5-STAR "FOCUS" rating across all FOCUS criteria except for staff:child and group size, which are stated herein.

To:

☐ E. The provider currently has a 3-Star FOCUS rating or higher and within 18 months, the Contracted Provider will achieve a 5-STAR "FOCUS" rating across all FOCUS criteria or meets FOCUS 5-star through an ECECD approved national accrediting body and agrees to follow the staff to child ratios and group size, which are stated herein.

**All other sections of this Request For Proposals (RFP) shall remain the same.**