



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

Region 9 Education Cooperative
REQUEST FOR PROPOSAL 26002
Summer Enrichment Internship Program

Addendum #A
Questions & Answers

1. Reimburse program operators for approved program expenditures. Questions: Do these funds come from the contractor? If so, does the contractor need to budget for these funds? Or, do they come directly from NMPED?

The contract funds that will be awarded to the vendor will be sufficient for the awarded vendor to be able to award and approve program expenditures incurred by the program operators. The awarded vendor will have full budget authority to engage subcontract agreements for subawards to county, pueblo, and tribal governments and possess fiscal agency to provide reimbursements to subgrantees directly and according to their own fiduciary protocols.

2. What is the specific role of Workforce Connection Office staff in the application review and placement process (advisory, final approval, or shared decision-making)? (Section II: Preparation)

The Workforce Connection Offices of the Department of Workforce Solutions (DWS) are intended to have an advisory, complementary and support role ONLY in working with the program operators. There is no implied or expressed administrative authority conferred to Workforce Connection Office staff.

3. Who has the final authority to determine student placement—the local coordinator, the Workforce staff, or jointly? (Section II: Preparation)

Full authority for determining appropriate internship site placements rests with the Internship Coordinators retained by the Local Program Operators (county, pueblo, and tribal governments; nonprofit organizations).



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

4. How will information be shared between coordinators and Workforce staff (shared portal, secure email, database)? Do they need to be a subcontractor through this specific RFP? (Section II: Preparation)

Workforce Connections Office staff have no role in reviewing applications and no expectation or burden should be placed upon DWS offices for this activity. The role of Workforce Connections Office staff should be restricted to providing potential recommendations and referrals to potential local business sites that can operate (or have operated) rigorous internships consistent with the requirements referenced in the scope of work. The SEIP initiative is NOT a work program, and therefore no subcontract agreement is necessary nor is there need for personal intern information to be shared with their office staff.

5. Is there a required timeline for Workforce staff review to prevent delays in placement? (Section II: Preparation)

Workforce Connections Office staff have no role in reviewing applications and no expectation or burden should be placed upon DWS offices for this activity.

6. Will Workforce staff have access to student-level data (applications, demographic info, academic records)? If so, what privacy protocols (FERPA, data-sharing agreements) must be in place? (Section II: Preparation)

Please refer to the response to question number four (4) above. No intern data will be shared with DWS Workforce Connections Office personnel.

7. Do Workforce offices have sufficient staffing capacity to review applications across multiple internship sites and counties? (Section II: Preparation)

No obligation can be placed upon Workforce Connections Offices nor their staff to review applications across internship sites and/or on behalf of program operators. The responsibility for intern application review is exclusive to the program operator's retained Internship Coordinators receiving stipend for their work.



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

8. Will training or orientation be provided so Workforce staff understand the goals and framework of SEIP? (Section II: Preparation)

No formal training for Workforce Connections Office staff will be required of the awarded vendor but may be offered if determined as best practice. The framework for the SEIP is not excessively detailed nor complicated beyond a standard model of internship that the Department of Workforce Solutions has administered or currently administers.

9. Do Tribal Governments also collaborate with Workforce Connection? What local office would they engage with? (Section II: Preparation)

That decision by tribal governments to collaborate with Workforce Connections Offices is solely at their discretion. This determination can be made based upon logistical considerations such as ease of geographical access or ease of frequent communication.

10. Can the prime contractor (awardee) also operate as a direct internship site/host for student interns, or must all placements flow through local government and subcontractor operators? (Section III: Execution)

Yes, the awarded vendor may also operate as a program operator in any locations that they can execute their programs with the same fidelity as required of subgrantee governments and nonprofits; county, private, pueblo, and tribal.

11. What are the contract start and end dates? What are the internship start and end dates? (Section III: Execution)

The summer internship start dates should be after local schools have concluded the spring semester and within a few weeks of the last day of school for a period of eight weeks following the planned start date.

Contracts with program operators can begin prior to the end of the school year at the discretion of the vendor but must terminate on June 30th of each calendar year coinciding with the end of the State fiscal year.



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

12. If the contract has a June termination date, how does that align with the actual internship period, which extends into late June, July, and possibly August? (Section III: Execution)

New funding for FY27 and subsequent years will be made available to the vendor for up to 4 iterations before the scope of work needs to be put out in an RfP again. The funding flow will be quicker than has happened historically due to only one Intergovernmental Agreement being required for legislative funds to pass to the Region 9 Education Cooperative then to the awarded vendor. This will permit the execution of timely contracts to reimburse program operator expenditures for the period beginning July 1 of each summer through the end of their internship program.

13. The Scope of Work requires coordinators to collect State Student Identification Numbers (SSIDs). For awardees or subcontracted operators not directly contracting with schools/LEAs, what is the process for obtaining SSIDs? Will the Agency provide direct access to the SSID system, or must Workforce Connection Offices, LEAs, or another designated entity serve as the intermediary? (Section IV: Reporting)

Local Education Agencies are required partners in the Summer Enrichment Internship Program. They are to be used as a source for referrals of students for internships (especially at-risk students) and potentially used as intern sites. In this arrangement, the LEA can provide SSIDs for students from their LEA. In cases where this may not be directly possible (State-Authorized Charter Schools may be one example), the interns can be directed to obtain their own SSID from the school that they last attended or currently attend. If a student aged 15-18 is not currently enrolled in a school, their name, date of birth, gender and last school attended can be provided to the NM PED for lookup.

14. What are the requirements for liability insurance coverage—does it need to be secured at the state level or at the local program level? (Section I: Accountability)

Liability insurance coverage has been secured at the local program level via government operators contacting their insurer and in some instances by intern sites in similar manner. It has been reported that insurers charge very little to provide coverage to interns in addition to workers compensation which all employees are covered by at the state level.



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

15. What are the standard reimbursable expenses that have been issued in the past as a framework that the PED previously used? (Section III: Execution)

The bulk of the funding has historically been for student wages for their paid internship up to 160 hours per intern and adult coordinator stipends up to 200 hours. Additional acceptable expenditures have been for advertising, for background checks, for office supplies necessary to support administration of the program consistent with the total number of internships offered. For very large programs, expenditures for administrative support have been reimbursed including payroll processing, and communications.

16. What are the Agency's expectations for recovering or returning unused funds at the end of the contract year? (Section III: Execution)

Any funds that are not liquidated by 6/19/2026 will be reverted to the General Fund of the New Mexico Legislature. These funds will be requested for return by the vendor.

17. Could you clarify the intended learning outcomes for the interns—particularly around employability, financial literacy, career exploration, and digital literacy?

No intended learning outcomes have been identified as no responsibility is being placed upon the awarded vendor for outcomes data. It is understood that financial literacy training, for example, may be conducted by a community financial organization at no cost. Such training is not expected to fulfill a structured financial literacy education curriculum but rather only requires a training syllabus.

18. Is there an incumbent program provider? Will you make one award or is there a possibility that you might select several vendors?

There is not an incumbent program provider (vendor) currently. Only one award will be made to a single awarded vendor.

19. Are there specific labor market sectors or career clusters that should be prioritized?

No. There are no priority labor market sectors that have been identified via this scope of work. The labor market choices engaged should overlap with student interest to the extent possible.



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

20. According to the 2025 SEIP (Summer Enrichment Internship Program) guidelines, all internship programs are required to be 8 weeks in duration, with interns working 20 hours per week, totaling 160 paid hours per student - please confirm if these parameters apply to this program.

Yes. These are the parameters for the SEIP program going forward into the summer of 2026 and beyond as referenced in the scope of work.

21. Are there expectations for funding or covering transportation for interns?

A. Is the 8-week internship required to run continuously (e.g., June–July), or can it be designed in staggered blocks depending on local schedules and school calendars?

The 8-week internship is required to run continuously and cannot be designed in staggered blocks to accommodate local schedules.

B. Beyond the syllabus template, are there expectations for sharing metrics on intern outcomes—such as improved employability skills, high-wage job placement, or school-to-work transitions?

Intern outcome metrics are not being requested of the awarded vendor. Only data capturing is required as referenced in the scope of work. Anecdotal reports of high-wage job placement and school-to-work transitions are encouraged for inclusion in the post-program evaluation.

C. Is there any post-program evaluation required ?

Yes. A post-program evaluation will be required that provides final intern rosters and headcounts in addition to intern site locations and program operator expenditure reimbursement reporting.

D. Are there budget caps or targets (total or per intern) that the evaluation team expects as guidance for our cost proposal?

For purposes of the cost proposal, only large budget designations are required to be identified in the budget proposal. This means assigning from the total funding the percentages that will be allocated to program operator expenditures for intern wages and their administrative expenses versus the percentage being retained for administrative expenses incurred (expected) by the awarded vendor. Guidance will



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

be provided to the awarded vendor by NM PED to help allocate local budgets to subcontracted program operators based upon historical budget data based upon the number of interns that various program operators have placed.

E. For invoicing, the sample contract specifies monthly billing, with invoice deadlines (e.g., by June 19, 2026).

This will be the billing schedule for the FY 25/26 contract.

F. Are oral presentations required - are these presentations virtual or in-person?

If oral presentations are needed, the Procurement Manager will notify the selected offeror and make this request. The presentation, if needed, will be virtual.

G. Do we need a NM business registration prior to submission or can this be completed after the award?

There is no requirement for NM business registration prior to submission and this can be completed after the award.

H. Are there examples or templates of the redaction and submission process for confidential materials (Appendix A – E)?

The contractor/vendor will be required to follow all New Mexico State laws in regards to confidentiality with student information.

22. Is there a do not exceed amount for the proposed budget or is there a proposed budget available to share?

In accordance with the need for the RFP, the budget for this will exceed \$60,000.00.

23. Can internship coordinators also serve in other roles (e.g., training facilitator), or must they be dedicated full-time to coordination?

Yes, Internship Coordinators can serve in other capacities to support the overall internship program beyond just internship coordination.



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

24. If an organization manages multiple grants, can staff (e.g., Director, Administrative Assistant, Quality Assurance) be split between this grant and others?

Yes, an organization can assign tasks to support the SEIP to staff members that are working on multiple projects within the organization .

25. Are there minimum or maximum requirements for the employability training curriculum (e.g., hours, required content, delivery method)?

No, there are no structured requirements for the delivery of employability skills training. The only requirement is that the training is documented with a participant roster.

26. Can internship placements be offered virtually or in a hybrid format, or must all placements be in-person?

All internship placements must be in-person. Virtual internships are not reimbursable as paid internships with program funds.

27. Are internships limited strictly to the summer session, or can exceptions be made to allow placements during the school year?

Internships are restricted to the summer months of June, July and August. The 8-week internship program must commence when school is out of session at the end of the spring school semester and must conclude by the time school resumes for the fall school semester.

28. Should staff positions be considered seasonal (summer only), or can some roles be structured as year-round positions?

Staff positions should not be year-round positions supported with the funding provided by the NM PED.

29. Can the provider place a limit on the number of subcontractors per county?

Yes, the awarded vendor, at its discretion, may limit the number of subcontractors working within any county.



PROVIDING EXCEPTIONAL SERVICES
TO CHILDREN, FAMILIES, AND
COMMUNITIES ACROSS NEW MEXICO

2002 SUDDERTH DRIVE, RUIDOSO, NM 88345
(575) 257-2368 - WWW.REC9NM.ORG

30. Is the provider required to do RFP's from subcontractors or can we do a direct contract with them?

If the New Mexico procurement code will require the awarded contractor, due to their company/agency designation, to run a RFP for sub-contracts, then Yes, the contractor will be required to follow the procurement laws.

31. What is the budget?

In accordance with the need for the RFP, the budget for this will exceed \$60,000.00.

32. Can staff benefits (fringe, insurance, retirement) be included as direct costs under personnel?

Yes

33. Should we consider subcontractor costs into the budget?

Yes

34. Is there a cap or minimum on coordinator salaries or hourly rates?

The offeror can propose these rates in the cost proposal in their proposal.

35. Are travel and lodging costs for interns and/or staff allowable expenses? If so, under what conditions?

All travel and lodging rates will need to be in accordance with the New Mexico State Department of Finance (DFA) rates.

36. Will Region 9 provide a standard budget template, or can offerors submit their own detailed formats?

Offerors may submit their own.

37. Can indirect costs (e.g., HR, IT, administration) be charged to the grant? If so, at what rate or percentage?



Indirect costs cannot be taken on State awards. Administrative costs should be embedded into the proposal as direct costs.

38. Should the proposal budget include the full cost of participant wages? For example:
 $2,200 \text{ participants} \times 25 \text{ hours/week} \times 8 \text{ weeks} \times \$15/\text{hour} = \$6,600,000$.

Yes, the proposal will need to include all anticipated costs.

39. Can technology and equipment purchases be included in the budget?

Minimally, yes. The technology and the equipment to be purchased will be approved by NM PED on a case-by-case basis but can be included in the budget.

40. Can subcontractors charge for year-round positions?

No. This is a Summer Enrichment Internship Program.

41. Can rent costs be part of the budget costs?

The nature of what is to be rented will drive the answer to this question. There is not enough information to answer this definitively.

42. Is there flexibility in the June 19, 2026 contract end date if SEIP funding is extended by the state?

No, the FY 25/26 contract end date will be 6/19/2025 due to REC 9 fiscal year end needs.

43. Are subcontractor agreements required at the time of proposal submission, or only after award?

Agreements are not required to be in place at time of submission.



44. How will liability insurance requirements apply to subcontracted providers?

Sub-contractors should be insured and provide certificates of insurance otherwise liability for their actions would transfer to the contracting agency.

45. What specific data points must be collected and reported (e.g., demographics, hours completed, outcomes)?

This information is stated explicitly in the scope of work as published. Please refer to the RFP and make a more careful reading of the information provided.

46. How will program success be measured beyond the number of interns served (e.g., job placements, skill gains, certifications)?

NM PED is asking the vendor to continue to work with individual program operator sites as has been already established, to obtain and provide Student State Identification (SSID) numbers as assigned to students. NM PED will then perform data analysis on student outcomes. There will be no analysis of job placements or attempts to measure skill gains, or to track certifications.

47. Will Region 9 provide a data system for maintaining student records and required documentation, or must the contractor develop one?

No. The vendor (contractor) will be compiling intern rosters and documentation received from the program operator sites. The vendor can compile the documentation into one database or compile individual documents into electronic file folders for each site to provide the data to NM PED. This process can be agreed upon once the vendor is awarded.

48. Will Region 9 provide standardized timesheets for student payroll, or is the contractor responsible for developing them?

The vendor (contractor) will ask the program operators to continue to handle their own payroll as they have been responsible for in the five previous summers that the program has operated.



49. How will past performance be weighted compared to staffing qualifications in the evaluation process?

Both measures will be evaluated equally in determining the awarded vendor.

50. Will preference be given to providers with prior SEIP experience in New Mexico?

No. As the nature of this RPP is different in scope and scale assuming responsibilities formally performed by NM PED, no preference will be given to prior program operators.

51. Can you clarify how in-state and veteran preference points will be applied?

The preference points are applied if the applicant has the certification and includes the documentation with their application.

52. Can the provider's main office be located anywhere within New Mexico, or are there location restrictions?

There are no location restrictions on where the vendor's main office is located.

53. Will there be a single award for the entire state, or can multiple providers be selected by region?

There will be a single award made to one provider for the entire state.