



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 260198  
Student, Teacher and Family Survey

Addendum #A  
Questions & Answers

1. The RFP requests a comprehensive survey program with surveys of students, teachers/staff, and families (i.B.1.a). Later, the RFP references “all four surveys” (iv.F.1.d.i) Please confirm the number of distinct survey instruments desired in the statewide survey program.

**The four surveys are students, families, teachers and staff. In the past, the staff survey was a modified version of the teacher survey, but has different questions that are focused on staff roles.**

2. Does PED have the capability to provide the selected vendor with standardized, statewide rostering and contact datasets from LEAs, or does PED prefer that the vendor ingest rostering and contact files directly from LEAs? If the latter, what support should vendors expect from PED in collecting these files from LEAs (e.g., coordination, communication)?

**Currently, datasets are provided directly from the LEAs through a rostering process. PED provides contact information for key stakeholders and direct communication to superintendents and charter leaders.**

3. The RFP requires rostering protocols aligned to “existing systems.” Is this requirement related to systems across LEAs, within PED, or both? Please describe the systems within PED that are relevant to this project and any constraints of these existing PED systems that potential vendors should plan for.

**Currently, LEAs provide rosters for upload. In the future, as the statewide SIS system is rolled out this system will shift to PED providing access.**



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4. Given that two survey windows will be offered each year, will LEAs administer individual surveys twice per year, once per year in either of the two windows, or some combination depending on the individual survey?

**PED asks that LEAs participate in at least one of the survey windows, but many participate in both because they want to compare beginning of the year data to end of the year. Teacher, staff and family surveys are currently anonymous, and the two windows are designed to gather broader feedback. This past year the family survey window was much longer than the student window, with a goal of increasing access and participation.**

5. Please clarify PED's intended access model for the data dashboards: (a) full public access; (b) authenticated access only; or (c) a hybrid model (e.g., public, de-identified summary dashboard plus authenticated, role-based access to SEA/LEA dashboards).

**Currently, there is authenticated access only.**

6. The RFP requires on-site and virtual training for LEAs. Please clarify desired volume (number of sessions) and geographic distribution of on-site trainings.

**On-site trainings would be offered at state supported conferences and regional meetings, likely not exceeding 6 per year. The geographic distribution would depend on requests and the location of conferences. Total trainings, both in-person and virtual will not exceed fifteen offerings.**

7. Is there an anticipated budget or budget range for this work?

**Maximum budget of \$455,000/year**

8. PED and DOH currently administer the New Mexico Youth Risk & Resiliency Survey (NMYRRS). How should offerors understand the relationship between this new statewide survey program and NMYRRS (e.g., complementary, coordinated, or intended to supersede any part of NMYRRS)?



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**There is no formal connection. Some of the topics are similar, but the focus is more on social emotional learning competencies and perspectives on school climate rather than health.**

9. Please clarify whether LEA participation in the statewide survey program is required (e.g., under statute, administrative rule, or PED policy). If LEA participation is not required, what expectations does PED have regarding LEA participation (e.g., target participation rates)?

**The survey program has been implemented for the past three years and every year we've increased district participation. Participation is voluntary at this time. Currently, 78% of all districts are participating with a lower participation amongst charter schools. In the fall 2025 survey there was a 72% response rate amongst participating LEAs.**

10. Does PED expect any surveys in the statewide program to preserve continuity with any existing survey measures (e.g., identical items/scales to support trend comparisons), or is PED seeking entirely new instruments optimized for LEA/school improvement use? If continuity is desired, which existing survey measures does PED seek alignment (e.g., NMYRRS, Panorama)?

**PED is looking for alignment with current measures. Sample surveys will be provided to the awarded contractor.**

11. Can PED provide an estimated budget range, funding allocation, or not-to-exceed amount for this procurement?

**Not to exceed, \$455,000/year**

12. Is there an incumbent contractor for any portion of these services? If so, will PED identify the vendor(s), scope of work, and any existing survey instruments or deliverables?

**Yes. PED will provide sample survey instruments to the awarded contractor.**



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13. Sections I.B.1 and IV.F.1.d.i reference “four surveys.” Please identify the four surveys anticipated under this RFP.

**See response in question #1**

14. Will survey instruments be newly developed, adapted from validated instruments, or continued from prior PED surveys? If prior instruments exist, will PED provide access to them?

**Adapted from validated instruments and aligned with prior PED surveys. PED will provide access to prior instruments to the awarded entity.**

15. Section IV.F.1.a requests a dashboard link. Must offerors provide a fully operational platform at submission, or are representative dashboards/prototypes acceptable? What are the minimum dashboard requirements?

**No, a fully functional platform or dashboard is not required at submission, but must be in place within several months if awarded. Prototypes are acceptable for the application. Minimum dashboard requirements is a display of all data collected.**

16. Will PED provide student, staff, and family roster/contact data, or will the contractor be responsible for collecting and validating data from LEAs? What systems or integrations are required?

**See response in question #2**

17. What are the anticipated participation counts for LEAs, schools, students, teachers/staff, and families?

**89 districts, over 100 charter schools, totalling 835 individual schools, over 300,000 students, over 7000 teachers/staff and over 10,000 families.**

18. What translation and language access requirements apply, including Indigenous language support?



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**In collaboration with PED the contractor would work to identify the need for specific translations that LEAs have communicated are necessary.**

19. What privacy, security, and access-control requirements apply to survey data and reporting?

**Access, collection and control of student personal data must be in alignment with The Family Educational Rights and Privacy Act (FERPA).**

20. Do appendices, resumes, reference letters, and supplemental materials count toward the 60-page limit?

**Per the RFP, The proposal may be no longer than 60 single-spaced pages as a whole. Supplemental information may be appended to the proposal.**

21. The Implementation Plan section of the RFP (F.1.d.i, p22) references launching four surveys by October, but the scope of work identifies three stakeholder groups (students, teachers/staff, and families). Can NM PED clarify what the four surveys are?

**See response in question #1**

22. Will the four surveys be newly designed from scratch, or will the contractor be expected to adapt or build upon existing NM PED survey instruments already in use (Survey Content: RFP Section B.1, p4)?

**See response in question #14**

23. Will the contractor own/host the survey platform (RFP Section B.2 Survey Administration), or is NM PED expecting integration with an existing state-managed platform such as a state data system or LMS?

**The contractor will own/host the survey platform.**

24. The Scope of Work mentions associating teacher IDs with students served/student IDs (RFP Section B.2.a, p5); is the expectation that the surveys will be tracked at the individual level, or are they to be administered anonymously?

**Student surveys are to be tracked at an individual level. Teacher, staff and family surveys will be anonymous.**

25. Given the various NM PED bureaus involved with this project (listed in the Implementation Plan section of the RFP [F.1.d.iii], p23), will there be a specific NM PED bureau or office that will manage the contract and serve as primary point of contact for the project?

**The Safe and Healthy Schools Bureau will manage the contract and serve as a primary point of contact for the project.**

26. Regarding the data dashboard and custom reports cited in the Scope of Work (RFP Section B.4.a, p5), does NM PED have a preferred technology stack and/or data visualization platform that contactors should use or be compatible with to support this work?

**There is no preference.**

27. Some of the tasks in the Scope of Work suggest expectations for an electronic survey instrument (e.g., RFP Section [B.1.a.vi](#), B.2.a; pp4-5). Is NM PED open to a paper or hybrid approach to survey delivery?

**No, the survey must be primarily offered electronically.**

28. As the Survey Content in the Scope of Work specifies "comprehensive statewide survey programs on behalf of PED, to multiple stakeholders (e.g., educators, families, and students)" (RFP Section B.1.a, p4), is it NM PED's expectation that surveys will be administered to the total statewide population of students, teachers/staff, and families, or rather to a representative sample of each group?

**Yes, the target is the statewide population, not a sample.**



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29. Does NM PED have employees or vendors in place that can support translation into indigenous languages (RFP Section B.1.a.vii, p4)?

**No, but PED will support in collaboration with other entities to identify supports to meet the identified needs.**

30. Is the data collected from survey administration (RFP Section B.2.a, B.2.c, p5) intended to be longitudinal (i.e., following students over time) or to provide a series of cross-sectional snapshots over time?

**Primarily cross-sectional.**

31. For these comprehensive statewide survey programs (RFP Section B.1.a, p4) does NM PED have defined expectations for survey response rates and/or for an expected level of representativeness of the statewide populations?

**The goal is to continue increasing participation amongst LEAs, staff, teachers and families. Incremental goals are developed on an annual basis, with a larger goal of having 85% of all LEAs participate in the survey with a 75% response rate among students.**

32. Per i. INTRODUCTION, Section B. Scope of Work, 1. Survey Content on pg 4, what are the target survey lengths for surveys with each intended audience (educators, families/parents, and students)? i.e. How many minutes on average will it take participants to complete the survey?

**Currently, the student surveys take about 20 minutes to complete and the other surveys take approximately 15 minutes. The student survey should not surpass 30 minutes to complete and the other surveys should stay close to 15 minutes.**

33. Per i. INTRODUCTION, Section B. Scope of Work, 1. Survey Content on pg 4, the RFP is vague on the intended purpose of the surveys. Could you please share more about the potential question topics or outcomes of interest to measure?

a. Do any surveys already exist for this purpose within the PED that can be used as a starting point?



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**Current surveys cover: student sense of safety, climate, sense of belonging, social awareness and self-management. The intention of the survey is to focus on social/emotional wellbeing and competency. The family survey focuses on engagement and the teacher and staff surveys are focused on competency, confidence, support and training. Yes, current surveys exist.**

34. Per i. INTRODUCTION, Section B. Scope of Work, 1. Survey Content, a.,vii., on pg 4, please specify how many different languages and which languages will be supported for the surveys.

**Translation for as many languages as possible is preferred. In collaboration with PED the contractor would work to identify the need for specific translations that LEAs have communicated are necessary.**

35. Per i. INTRODUCTION, Section B. Scope of Work, please provide population sizes for educators, students and parents.

**See response in question #17**

36. Per i. INTRODUCTION, Section B. Scope of Work, 2. Survey Administration and Technical Assistance on pg. 5, has similar work in this area been done in the past within the PED?
- If so, what response rates were achieved with the various survey efforts?

**See responses in questions #9 and #31**

37. Per i. INTRODUCTION, Section B. Scope of Work, 2. Survey Administration and Technical Assistance on pg. 5, what is the anticipated age range for the student survey?
- For the student survey, will it be acceptable for students to complete the survey during class time?
  - Do students have daily access to electronic devices at school that they could use to take the survey?



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**Current student surveys are offered for grades 3-12. PED would like to continue surveying these grades. Students will be able to use class time to complete the survey. Students are provided access to electronic devices to complete the survey.**

38. Per i. INTRODUCTION, Section B. Scope of Work, 2. Survey Administration and Technical Assistance on pg. 5, for the family/parent survey, what contact information will be provided for families? Specifically, please specify which of the following will be provided: parent first and last name(s), email address, phone number, and or postal address?
- Will all parents of students be eligible to participate? If not, how will parents be selected for participation?

**Family participation is anonymous. They will include the school name, grade level of their student, their race/ethnicity, and special education status of their student.**

39. Per i. INTRODUCTION, Section B. Scope of Work, 2. Survey Administration and Technical Assistance, part c. on pg. 5, is it desired that the survey windows for the various surveys (educators, families/parents, and students) be staggered?
- With 2 survey windows per year, is it anticipated that survey participants will complete 2 surveys per year?

**See response in question #4**

40. Per i. INTRODUCTION, Section B. Scope of Work, 4. Data Interpretation Training & Support, i. Maintain an easy to use and accessible data dashboard for SEA and LEAs, on pg. 5: What information would need to be included in this dashboard?

**All data collected through the surveys, along with the ability to run specialized reports by school, district, region, etc.**

41. Per i. INTRODUCTION, Section B. Scope of Work, 4. Data Interpretation Training & Support: It states that “Respondents must be able to administer the first survey by October of the current calendar year.” If this is the first survey window, please specify the anticipated timeframe for the 2<sup>nd</sup> survey window.

- a. Please clarify the purpose of 2 survey windows and what would be conducted during each.
- b. Is it the same surveys completed twice per year by the same participants?

**There is a spring survey window as well. This window typically runs from April-early May. The two survey windows are to create opportunities for greater participation and for LEAs that are interested to measure growth within the year. It is the same survey in both the fall and spring. Students are often the same. All other surveys are anonymous, so it is not possible to know if it is the same or different participants.**

42. Per i. INTRODUCTION, Section C. PROCUREMENT AND CONTRACT CONTACT, please confirm that the entirety of this RFP is anticipated to be completed within one year, with the possibility of up to 3 one-year extensions.

**Confirmed.**

43. Per iv. RESPONSE FORMAT AND ORGANIZATION, Section F. RESPONSE ORGANIZATION, 1.d. Implementation Plan on pg. 21, it states “Describe how the launch of all four surveys would be managed and implemented...” Please specify what the four surveys are.

**See response in question #1**

44. Can you say more about the survey topics that you’ve chosen and what you hope to learn from the survey results? How will the survey results be used?

**The student surveys are designed to measure social emotional competency and wellbeing and student perspective on school climate. Results are used by schools and districts in many ways (measure progress, guide new and existing programs, etc). Results are used by PED to guide technical assistance, identify best practices and models that are working and weave with other types of data to create a more comprehensive picture of schools and student experiences.**

**Teacher and staff surveys are used by schools to guide professional development and adapt policies. They are used by PED to guide new teacher support programs and identify professional development and provide technical assistance.**



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**Family surveys are used by schools to adapt practices and identify opportunities for increased engagement. PED’s family cabinet uses the results to guide priorities and technical assistance.**

45. To confirm, does “design(ing) comprehensive statewide survey programs” include the development of new student, teacher/staff, and family surveys? If so, would you be open to starting survey administrations in Winter or Spring 2027?

**It would include developing/adapting questions based on current offerings. PED does not want a gap in survey administration, so the first survey would need to occur in fall 2026.**

46. In which indigenous languages do you need the surveys adapted?

**See response in question #18 and #34**

47. Do you anticipate that some family survey participants will need alternative methods to respond?

**Yes, this will be explored in partnership with LEAs and the PED leadership team.**

48. Can you clarify i.B.2.c when it says, “able to stagger administration windows for individual surveys?” Is the staggering by school or by survey?

**Staggering by survey (i.e. family survey may follow a different window than the student survey).**

49. Do you want both a data dashboard and custom PDF reports?

**Yes.**

50. For the custom reports, do you want to create a customized template for all SEA/LEA reports, or do you anticipate creating different reports for different LEAs?

**Consistent reports across LEAs. With the ability to create specialized reports for PED.**



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51. Is there a legislative deadline that dictates by when districts, charters, and schools need to review their survey results?

**No.**

52. How often or during which parts of the project would you be interested in on-site trainings? Would these on-site trainings occur in a centralized location or would travel across the state be involved?

**See response in questions # 6.**

53. Would you like the response to include a description and budget for all four years or just the first year?

**First year.**

54. What is the expected project start date?

**After 7/1/2026**

55. Can you please confirm if proposal cover, transmittal letter, Table of Contents, and/or appendices are exempt from the 60-page limit?

**Per the RFP the proposal may be no longer than 60 single-spaced pages as a whole. Supplemental information may be appended to the proposal.**

56. Is a font size smaller than 12-point permitted for tables or charts? If so, what is the acceptable font size?

**No**

57. What is the anticipated annual budget range given the potential four-year contract term?

**Maximum budget of \$455,000/year**



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58. AIR is a large nonprofit that offers health insurance to employees. We also would not allow auditing of employee health insurance enrollment records, as a protective measure for employee confidentiality. Can we satisfy the requirement of Appendix A page 6 by offering a statement regarding our health benefits policy?

**You can attach this statement to the Signed Appendix A form. Appendix A is a mandatory requirement.**

59. What is the expected contract type (e.g., Fixed Price or Time and Materials (T&M)?

#### **Fee for Service**

60. Could you please confirm whether offerors should structure the budget using the format outlined in Addendum A (Budget section of the sample contract), or if an alternative format aligned to the proposed approach is acceptable?

#### **Alternate is acceptable.**

61. If a Firm Fixed Price contract is allowed, can you confirm that the invoicing will not require detailed time & effort reporting, and will also not require travel receipts and breakdowns?

#### **It is anticipated that the contract will be set up as a Fee For Service contract.**

62. What is the anticipated budget for these services?

#### **Maximum budget of \$455,000/year**

63. How has REC 9 / PED collected this data previously? Or is this the first time this data will be collected?

#### **See previous responses in questions # 15, #30 and #40**

64. What is the anticipated vision (including volume and cadence) for data interpretation training and support?



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**PED support and collaboration occurs weekly, with additional touchpoints before and after the survey administration window.**

**LEA support and training occurs before the window, intensely throughout the window and then data interpretation training after the data is released.**

65. Does REC 9 want the vendor to include information on the work plan and budget for additional years of work?

**First year, only.**

66. What is the anticipated volume of survey responses from each of the four surveys?

**See previous responses in questions #9 and #31**