**State Of New Mexico**

**EARLY CHILDHOOD EDUCATION AND CARE DEPARTMENT**

# Family Support and Early Intervention Division

# Family Infant Toddler (FIT) Program

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**REQUEST FOR APPLICATION [RFA]**

**RFA Title: Call For Providers for Family Infant Toddler**

**Early Intervention Services**

**RFA No. 2025 - 0105**

# Submit all applications ELECTRONICALLY to:

# [ececd.rfa@ececd.nm.gov](mailto:ececd.rfa@ececd.nm.gov)

**Issuance Date: 2/18/2025**

**Application Due on 3/26/2025 at 3 p.m.**

This **Request for Applications (RFA)** will be used to select organizations to receive a Provider Agreement (PA) for fiscal years beginning July 1, 2025, through June 30, 2026 (Fiscal Year 2026) with an option to extend for two consecutive fiscal years. Any PA's awarded via this process are subject to available funding, contractor performance, and program priorities.

This RFA is being implemented in accordance with the Healthcare Exemption to the state procurement code, Section 13-1-98.1 (B) NMSA 1978.

The New Mexico Early Childhood Education and Care Department (ECECD) Family Infant Toddler (FIT) Program is seeking responses from agencies and organizations wishing to provide early intervention services in the State of New Mexico.

Family Infant Toddler (FIT) Program services are provided to infants and toddlers, birth to age three, who have or are at risk for developmental delays and disabilities and their families. FIT Program services are provided to help promote the child's development and parental capacity and are provided in accordance with the Individuals with Disabilities Education Act (IDEA) Part C and state rules for FIT Programs. There are two service categories: **Indirect Early Intervention Services and Direct Early Intervention Services. All services provided to children and families must be provided in the family’s preferred language.**

The FIT Program utilizes a network of provider agencies statewide that ensures appropriate delivery of early intervention services as described by the Individuals with Disabilities Education Act (IDEA) Part C, NMAC 8.9.8 New Mexico Register Volume XXXII, Issue 14, July 20, 2021, and FIT Program/Medicaid Early and Periodic Screening, Diagnostic and Treatment EPSDT services for Infants and Toddlers (birth to three) with or at risk of developmental delays and their families, ECECD Family Infant Toddler Program Service Definitions and Standards, including any revisions that are subsequently made during the period of this provider agreement.

**Awarded Providers must comply with the ECECD Background Check policy:**

Agency contractors that have or could have primary custody of children for at least twenty hours per week are required under NMSA 1978, § 32A-15-1, *et seq*.; NMSA 1978 § 9-29-8(H); NMAC 8.9.6, *et. seq*. and other applicable regulations to have background checks completed on all operators, employees, staff members, volunteers or student interns. All Information Technology (IT) contractors are also required to undergo a background check. The contractor must comply with the fingerprint based criminal background investigation process, as per current ECECD policy. The applicant for the background check is required to pay all related fees.  National as well as state abuse and neglect background checks on required individuals will be conducted in accordance with NMAC 8.9.6 and all other applicable state and federal regulations and standards. An eligibility letter must be in the IT contractor, contractor operator, employee, staff member, volunteer or student intern’s personnel file prior to that individual having access to data or having any direct contact with children participating in programs delivered by the Agency or any contractor with the Agency.

All providers must deliver the following services as defined in the **Scope of Work** - **Appendix C** to eligible families and children birth to age three:

1. Child Find Public Awareness
2. Professional Development for all Early Intervention Staff
3. Language Access supports for families and children participating in FIT services
4. Travel to the family’s natural environment for service provision
5. Comprehensive Multidisciplinary Evaluations (CME) and Individualized Family Service Plan (IFSP) Development
6. Family Service Coordination
7. Early Intervention Services (as described by IDEA Part C and NMAC 8.9.8):
   1. Assistive Technology services
   2. Audiological Services
   3. Developmental Instruction
   4. Family Therapy Counseling and Training
   5. Health Services
   6. Nursing Services
   7. Nutrition Services
   8. Occupational Therapy Services
   9. Physical Therapy Services
   10. Psychological Services
   11. Sign Language Services
       1. Social Work Services
8. Speech Language Pathology Services
9. Transportation Services
10. Transition Services
11. Vision Services

**APPLICATION SEQUENCE OF EVENTS**

ECECD will make every effort to adhere to the following schedule. Any Provider Agreement(s) resulting from this RFA will be finalized with the most advantageous Applicant(s) as per the schedule below or as soon thereafter as possible.

These dates are subject to extension at the discretion of the Agency Procurement office. Dates indicated in Application Evaluation, Notice of Awards, and Finalize Agreements are estimates only and may be subject to change without necessitating an amendment to the RFA.

|  |  |  |
| --- | --- | --- |
| Action | Responsible Party | Due Date |
| Issuance of Application | ECECD | Tuesday, February 18, 2025 |
| Pre-Application Conference | ECECD | Tuesday, February 25, 2025, 1 p.m. MST/MDT |
| Deadline to Submit Questions | Applicant | Friday, February 28, 2025,  3 p.m. MST/MDT |
| Response to Written Questions | ECECD | Friday, March 7, 2025, 5 p.m. MST/MDT |
| Submission of Application | Applicant | Wednesday, March 26, 2025, 3 p.m. MST/MDT |
| Application Evaluation | ECECD | March 27, 2025 - April 17, 2025 |
| Notice of Awards | ECECD | Thursday, May 15, 2025 |
| Deadline to Submit a Request for Review of Application Denial | Applicant | May 20 – 30, 2025 |
| Finalize Agreements for July 1, 2025 | ECECD | June, 2025 |
|  | | |

**QUESTIONS & ANSWERS**

Questions about this RFA shall be submitted via email to the RFA Administrator, Marlene Acosta, at: [ececd.rfa@ececd.nm.gov](mailto:ececd.rfa@ececd.nm.gov) no later than the date indicated in the Sequence of Events.

Written responses to written questions will be posted on the ECECD website at <https://www.nmececd.org/> for the benefit of all applicants on the date as indicated in the sequence of events. Only questions submitted in writing will be considered official.

**PRE-APPLICATION CONFERENCE**

A pre-application conference will be held via Microsoft Teams at 1 p.m. MST/MDT on Tuesday, February 25, 2025, per the Sequence of Events. Any potential Applicants that wish to attend the Pre-Application Conference may do so at the link provided next to the RFA posting. Attendance at the Pre-Application conference is voluntary. ***Questions may be asked at the Pre-Application Conference; however, any questions will be considered unofficial until submitted in writing. Any potential applicants that wish to attend a Pre-Application Conference by do so at the following link:***

***https://teams.microsoft.com/l/meetup-join/19%3ameeting\_MjBiZTEwYTMtNzZmMS00NjYyLTg5ZmMtNmE3YTY0YTM4ZDZl%40thread.v2/0?context=%7b%22Tid%22%3a%2204aa6bf4-d436-426f-bfa4-04b7a70e60ff%22%2c%22Oid%22%3a%222aa4a2f0-184c-48dc-978a-d5efbcbf7c9c%22%7d***

**APPLICATION SUBMISSION AND DUE DATE**

Organizations proposing to provide services as part of the FIT Program Provider Network must submit a complete application for this RFA **no later than 3 p.m. MDST/MST on the date as indicated in the sequence of events.**

Only electronic submissions of applications will be accepted. Responses should be provided in PDF Format. Application submissions will be electronically dated, and time stamped upon receipt by ECECD.

Applications must be electronically submitted and emailed to the following email address:

**ececd.rfa@ececd.nm.gov**

Enter in the Subject Line of the email: **“<Applicant Name> - FIT PROGRAM CALL FOR PROVIDERS, RFA 2025 - 0105”**

All submissions will be acknowledged via email with 24-hours of receipt. Should an Applicant not receive acknowledgement of receipt of application, the Applicant is responsible for contacting the Procurement Manager, Marlene Acosta, within 24 hours of submitting the application [ececd.rfa@ececd.nm.gov](mailto:ececd.rfa@ececd.nm.gov).

***Late and Incomplete submissions will not be accepted***.

**APPLICATION FORMAT AND RESPONSE**

For convenience, a FIT Application Packet is posted on the ECECD Website, beside this RFA, to allow Applicants to access all required forms in one place.

Applications that do not adhere to the requirements and response format below may be rejected.

* Applicants shall submit only one (1) application via email.
* Coversheet, Appendix A, **must** have the signature of the person authorized to obligate the program.
* Applications must be typewritten on the Response Form provided within the Application Packet.
* Type face must be easily readable font such as Ariel, Courier or Times New Roman, type size must be 12-point and single spaced.
* Narrative Response is limited to a 20-page limitation. The Coversheet, Appendix A, is not part of the page limitation.

RFA response questions are outlined below. Points will be awarded based on the thoroughness and clarity of each response. Each Application must provide a narrative response using the Response Form within the Application Packet. Awards will be considered based on community need and applicant scores.

**RFA SPECIFICATIONS**

**Coversheet – Complete and sign the Coversheet, Appendix A**

Using a narrative format, please provide the following information:

**SECTION 1: ORGANIZATIONAL CAPACITY**

1. **Background and Experience: Total Point Value: 100 pts**
2. List the Applicant’s mission and values and describe how they are suited to the services/projects proposed – **20 pts**
3. Provide a summary of the Applicant’s experience with similar services/projects of those being proposed – **30 pts**
4. 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. – **20 pts**
5. Name the county(ies) 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(ies) the Applicant proposes to serve. – **30 pts**
6. **Organizational Structure and Plan of Operation: Total Point Value: 200 pts**
7. Provide an organizational chart that includes key personnel responsible for administration, finance, clinical supervision, reflective supervision, and direct service provision. The organizational chart should identify clearly the key personnel and their role in the organization (e.g. clinical supervision, reflective supervision etc.). Additionally, include the Applicant’s plan to ensure that at least one member of each of the following disciplines is either employed or subcontracted with the organization: Physical Therapist, Speech Therapist, Occupational Therapist, Developmental Specialist Level II or higher.– **20 pts**
8. Provide the name, title, qualifications and education level for the following key roles – **50 pts**
9. Director, Owner, CEO, responsible for oversight of the organization
10. Clinician or clinicians responsible for training and mentoring staff and overseeing the quality of services to children and families. Include the Applicant’s plan for ensuring that at least one clinical lead will support FGRBI as described in Appendix C, Scope of Work, Section II, Item A, Number 2.
11. Administrative staff responsible for oversight of billing, claims reconciliation, and financial management of the Early Intervention program
12. Administrative staff responsible for the recruitment and retention of Early Intervention staff
13. Describe the management structure of the organization, including the chain of supervision – **20 pts**
14. Describe the Applicant’s plan for engaging in child find and public awareness activities to ensure that families and key referring partners within the service area are aware and able to access FIT services. - **10 pts**
15. Describe the Applicant’s plan for and/or experience with collaborating with other FIT Provider Agencies serving the same county(ies) as the Applicant. - **10 pts**
16. Describe the Applicant’s comprehensive onboarding system for all new direct service staff, including FSCs. Include detailed information on initial training and support for successful implementation of early intervention within the Eight Key Principles of Early Intervention in New Mexico. - **50 pts**
17. Describe the Applicant’s approach to ensuring that all staff, both employed and sub-contracted, attend required trainings and receive the necessary supports for implementing training content. - **40 pts**

1. **Ability to Adhere to the** [**Individuals with Disabilities Education Act (IDEA) Part C**](https://sites.ed.gov/idea/regs/c)

**as Provided in New Mexico: Total Point Value: 100 pts**

1. Describe the Applicant’s understanding of the purpose and requirements of IDEA Part C as it relates to required timelines, environment in which services must occur, requirements related to notification to families, family rights, and the way that Part C is meant to integrate with Part B Section 619, including the Applicant’s plan to ensure timely notification to the Lead Education Agency (LEA) of all potentially eligible children, as defined by NMAC 8.9.8. - **25 pts**
2. Under the IDEA, there are three compliance indicators for which service providers are required to reach 100% compliance: 1) Indicator #1, Timely delivery of IFSP services; 2) Indicator #7, Timely development of the IFSP; and 3) Indicator #8 Transition Steps and Supports. Describe the Applicant’s plan to achieve the federally required 100% compliance. - **25 pts**
3. Describe the Applicant’s plan to train staff on IDEA requirements, including resources that will be used to assist Early Intervention staff in understanding the differences between medical rehabilitation therapy and Early Intervention. - **25 pts**
4. Describe the Applicant’s system of monitoring that staff are providing services in accordance with requirements under IDEA Part C. - **25 pts**

**SECTION 2: DIRECT SERVICE PROVISION**

**A. Family Service Coordination: Total Points Value: 140 pts.**

1. Describe the model of family service coordination (FSC) that will be provided (i.e. dual role (DS and FSC); dedicated; interim; mix of models etc.) and the average caseload of an FSC. If the Applicant plans to use a blended or dual role model, include methodology for balancing the caseload if an FSC is also serving in a different role. - **20 pts**
2. Describe the process of onboarding FSCs including training provided inside and outside the organization, mentoring, shadowing, and procedural manuals. - **20 pts**
3. Describe the Applicant’s expectations for FSC’s use of their knowledge of community resources, including New Mexico’s identified Parent Training and Information Centers, IDEA Part C parental rights, requirements for notification to parents under IDEA Part C, and required timelines under IDEA Part C. - **20 pts**
4. Describe the Applicant’s expectations for FSC’s skills in facilitation of IFSP meetings, IFSP review meetings, and meetings with local school districts during the transition process. - **20 pts**
5. Describe how FSCs will help families identify family outcomes, in addition to child outcomes, on the IFSP, intended to help families access community supports and services. - **20 pts**
6. Describe the necessary steps for a successful and seamless transition from Part C to other early childhood programming, including IDEA Part B Section 619 including the development of a Transition Plan for each child close to their second birthday and a Transition Conference not less than 90 days and not more than nine (9) months prior to their third birthday. - **20 pts**
7. Describe the system of quality assurance the Applicant plans to use to support FSCs in accurately tracking required timelines and in producing quality documentation of their work. - **20 pts**

**B. Comprehensive Multidisciplinary Evaluation (CME): Total Point Value: 120 pts.**

1. Describe the Applicant’s approach to ensure that a full CME team, as defined in NMAC 8.9.8 and the FIT Service Definitions and Standards, will be available for every child referred to complete a CME within the required 45 calendar day window between the date of referral and the date of IFSP development. - **20 pts**
2. Describe the process of collecting information about the child’s medical history and the child and family’s daily routines, concerns, and priorities, to ensure all that information is utilized during the CME process. - **20 pts**
3. Describe the Applicant’s approach to ensuring at least one Infant Toddler Developmental Assessment (IDA) Lead is present on the clinical team and available to assist new evaluators in implementing proper evaluation processes including proper use and scoring of the IDA. - **20 pts**
4. Describe the Applicant’s plan to ensure that a CME report is completed, written in family-friendly language, and provided to the family in a timely manner. - **20 pts**
5. Describe how eligibility for the FIT program will be determined and documented. - **20 pts**
6. Describe the system of quality assurance the Applicant plans to use to support evaluators in producing reliable eligibility determinations via the evaluation process and conducting high quality, family-centered evaluations. - **20 pts**

**C. Provision of Early Intervention Services: Total Points Value: 240 pts.**

1. Describe the Applicant’s approach to ensuring that direct service providers have foundational knowledge of child development, both typical and atypical, knowledge of evidence-based intervention strategies, and knowledge of how to implement family-centered practices and Family Guided Routines Based Intervention (FGRBI). - **30 pts**
2. Describe the Applicant’s understanding of the purpose of Early Intervention as outlined in IDEA Part C, Include the Applicant’s understanding of family-centered, natural learning practices and the key distinctions between Early Intervention and medical-based services. - **40 pts**
3. Describe the Applicant’s understanding of a transdisciplinary team approach to Early Intervention services and how the Applicant plans to create a system that supports this approach. - **10 pts**
4. Describe the Applicant’s plan to ensure that all staff understand and successfully implement the [Eight Key Principles of Early Intervention in New Mexico](https://api.realfile.rtsclients.com/PublicFiles/d4a60d4c4e7149c9830debdc01dbe554/7f35858f-da02-4506-9683-19bc326c819b/FIT%20Key%20Principles%20for%20Providing%20Early%20Intervention) as listed below: - **70 pts**
   1. Infants and toddlers learn best through everyday experiences and interactions with familiar people in familiar contexts.
   2. All families, with the necessary supports and resources, can enhance their children’s learning and development.
   3. The primary role of a service provider in early intervention is to work with and support family members and caregivers in children’s lives.
   4. The Early Intervention process, from initial contacts through transitions, must be dynamic and individualized to reflect the child’s and family members’ preferences, learning styles, and cultural beliefs.
   5. IFSP outcomes must be functional based on children’s and families’ needs and family-identified priorities.
   6. The family’s priorities, needs, and interests are addressed most appropriately by a primary provider who represents and receives team and community support.
   7. Interventions with young children and family members must be based on explicit principles, validated practices, best available research, and relevant laws and regulations.
   8. Support for families in developing strategies to understand, interpret, and nurture their child’s development is best achieved through the use of reflective practices.
5. Describe the Applicant’s understanding of parent coaching and its role in building the capacity of the most important adults in a child’s life to intervene early and often during daily routines. - **20 pts**
6. How will the Applicant ensure that every child receives the services they need, even if the service is not currently available at the Applicant’s organization? - **20 pts**
7. How will the Applicant ensure that all service providers understand and can support social/emotional foundations of child development such as attachment and early social and emotional development for each child and family served? - **20 pts**
8. Describe the system of quality assurance the Applicant plans to use to support direct service providers to build parent capacity, accurately document their work, and maintain adherence to required timelines. - **30 pts**

**SECTION 3: MANDATORY SUPPORTING DOCUMENTATION (100 pts)**

1. Provide a Resume for the person responsible for overseeing the Applicant’s efforts to implement FGRBI. Failure to provide the required Resume will result in disqualification of the Application from further consideration. - **20 pts**
2. Provide a completed and signed Campaign Contribution Form, Appendix B. Failure to disclose contributions will result in an automatic disqualification of your application from further consideration. - **20 pts**
3. Describe the Applicant's financial status, including the results of any recent audits, and ability to meet expenditures, including payroll of proposed staff, of up to eight weeks awaiting reimbursement (financial documents are not required to be submitted with the proposal but may be requested later). - **20 pts**
4. Provide a copy of your New Mexico Taxation and Revenue Tax ID Certificate [CRS]. If you are not currently registered forms can be downloaded at:[http://www .tax.newmexico. gov/Businesses/ forms-publications.aspx](http://www.tax.newmexico.gov/Businesses/forms-publications.aspx) - **20 pts**
5. Provide Proof of insurance(s): As part of a provider agreement with the Early Childhood Education and Care Department, Family Support and Early Intervention Division, you are required to carry insurance. Please provide copies of the following:
   1. Proof of professional liability insurance; and
   2. Proof of general liability insurance. - **20 pts**

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| --- | --- |
| **RFA CRITERIA** | **POINT VALUE** |
| **Cover sheet, Appendix A** | No point value |
|  |  |
| **Response Narrative** | --- |
| **Organizational Capacity**   1. Background and Experience 2. Organizational Structure and Plan of Operation 3. Ability to Adhere to the Individuals with Disabilities Education Act | 100  200  100 |
| **Direct Service Provision**   1. Family Service Coordination 2. Comprehensive Multidisciplinary Evaluation 3. Early Intervention Services | 140  120  240 |
| **Mandatory Supporting Documentation** | 100 |
| **Total Points Available** | **1,000** |

**Appendix A – Coversheet**

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| --- |
| **ECECD Request for Application, RFA 2025-0105**  **RFA Title: Call for Providers**  **Cover Sheet - Applicant Information** |
| **Identify the following information for the submitting Applicant:**   |  |  | | --- | --- | | **Organization Name (Applicant)** |  | | **Mailing Address** |  | | **Telephone** |  | | **FED EIN ID#** |  | | A federal **Employee Identification Number** **(EIN)** is a federal tax ID number for businesses, tax-exempt organizations and other entities. [Employer identification number | Internal Revenue Service](https://www.irs.gov/businesses/employer-identification-number) | | | **National Provider Identifier (NPI)** |  | | A **National Provider Identifier (NPI)** is a unique 10-digit identification number issued by health care providers in the United States by the Centers for Medicare and Medicaid Services (CMS). [What Is An NPI Number? – NPI Lookup](https://npi-lookup.org/insights/what-is-npi-number/) | | | **\*NM CRS#** |  | | A **New Mexico Combined Reporting System (CRS)** number is a unique New Mexico sales tax number for businesses, also referred to as an NM Tax ID number. [New Mexico CRS Number - Register Online for Sales Tax](https://www.tax-id-bureau.com/new-mexico-crs-number/) | | |
| **Identify the individual authorized to contractually obligate by the organization:**   |  |  | | --- | --- | | **Contact Name** |  | | **Title** |  | | **Email address** |  | | **Telephone** |  | |
| \*If you are **not** registered as a Vendor to do business with the State of New Mexico, please contact Marlene Acosta at marlene.acosta@ececd.nm.gov or at (505) 660-9273 to get registered. |
| **Signature of Applicant:** I hereby certify that I am authorized to sign this application, that all information contained in this application contains no willful misrepresentation and that the information is true and complete to the best of my knowledge. |
| Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **The information on this form must be completed in its entirety and must include**  **a digital signature or original signature.** |

# Appendix B - CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars ($250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](http://mobile.nmonesource.com/nxt/gateway.dll?f=jumplink$jumplink_x=Advanced$jumplink_vpc=first$jumplink_xsl=querylink.xsl$jumplink_sel=title;path;content-type;home-title;item-bookmark$jumplink_d=%7bnmsa1978%7d$jumplink_q=%5bfield%20folio-destination-name:%2713-1-181%27%5d$jumplink_md=target-id=0-0-0-33795) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](http://mobile.nmonesource.com/nxt/gateway.dll?f=jumplink$jumplink_x=Advanced$jumplink_vpc=first$jumplink_xsl=querylink.xsl$jumplink_sel=title;path;content-type;home-title;item-bookmark$jumplink_d=%7bnmsa1978%7d$jumplink_q=%5bfield%20folio-destination-name:%2713-1-182%27%5d$jumplink_md=target-id=0-0-0-33797) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR APPLICATIONS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“**Applicable public official**” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“**Campaign Contribution**” means a gift, subscription, loan, advance or deposit of money

or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official, or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“**Family member**” means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“**Pendency of the procurement proces**s” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Prospective contractor**” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](http://mobile.nmonesource.com/nxt/gateway.dll?f=jumplink$jumplink_x=Advanced$jumplink_vpc=first$jumplink_xsl=querylink.xsl$jumplink_sel=title;path;content-type;home-title;item-bookmark$jumplink_d=%7bnmsa1978%7d$jumplink_q=%5bfield%20folio-destination-name:%2713-1-28%27%5d$jumplink_md=target-id=0-0-0-5285) through [13-1-199](http://mobile.nmonesource.com/nxt/gateway.dll?f=jumplink$jumplink_x=Advanced$jumplink_vpc=first$jumplink_xsl=querylink.xsl$jumplink_sel=title;path;content-type;home-title;item-bookmark$jumplink_d=%7bnmsa1978%7d$jumplink_q=%5bfield%20folio-destination-name:%2713-1-199%27%5d$jumplink_md=target-id=0-0-0-5287) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**Name(s) of Applicable Public Official(s): Michelle Lujan Grisham and Howie Morales**

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature Date Title or Position

**--OR—**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS ($250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Title or Position

**Appendix C - Scope of Work**

**NEW MEXICO EARLY CHILDHOOD EDUCATION AND CARE DEPARTMENT**

**Provision of Services under the Individuals with Disabilities Education Act (IDEA) Part C in New Mexico**

**SCOPE OF WORK FY26**

**Project Purpose:** To identify, screen, evaluate, and provide ongoing early intervention services to children in New Mexico in accordance with the Individuals with Disabilities Education Act (IDEA) Part C and the New Mexico Administrative Code (NMAC) 8.9.8.

**Deadline for Completion:** June 30, 2026, with the option to extend for two (2) additional years.

**BACKGROUND**

Under IDEA Part C, states must provide Early Intervention Services in natural environments to eligible children from birth up to the child’s third birthday. In New Mexico, the administrating agency is the Early Childhood Education and Care Department (ECECD). Services are administered by the Family Infant Toddler (FIT) Bureau, which is in the Family Support and Early Intervention (FSEI) Division of the ECECD. The FIT Bureau seeks to contract with a sufficient number of Provider Agencies to serve all counties in New Mexico, ensuring that every child who meets the eligibility criteria has access to IDEA Part C services. “[insert name]” (Contractor) shall provide early intervention services in accordance with this Scope of Work.

**OBJECTIVE**

All infants and toddlers with or at risk for developmental delay, and their families, shall receive quality early intervention supports and services that are accessible to all groups and communities throughout New Mexico; are respectful of individual family choices, priorities and cultural diversity; and are family-centered, by working in partnership with families within their everyday routines, activities, and places. All services shall be delivered in the family’s native language per NMAC 8.9.8.14.

**DELIVERABLES**

**Under the direction of the Early Childhood Education and Care Department Cabinet Secretary or designee, the Contractor shall deliver the following:**

**I. SECTION 1 - INDIRECT EARLY INTERVENTION SERVICES**: Contractor shall provide indirect services to ensure public awareness of the availability of FIT services and to ensure that all services provided are high quality. The Contractor shall:

1. **Child Find Public Awareness**: Provide Child Find and Public Awareness activities in accordance with NMAC 8.9.8, FIT Early Intervention Services regulations, and the Family Support and Early Intervention Division FIT Service Definitions and Standards, (ECECD FIT Service Definitions and Standards). As outlined in NMAC 8.9.8, through Child Find and Public Awareness activities, Contractor shall:
   1. Locate, identify, and refer children with, or who are at risk of having, a developmental delay or developmental disability.
   2. Inform parents, medical personnel, local education agencies and the general public of the availability and benefits of early intervention services and how to obtain them.
   3. Collaborate with all other FIT Provider Agencies serving the same county(ies) to inform both families and referral sources of the FIT Provider Agencies serving the applicable area to promote provider choice. Collaboration shall include but is not limited to inviting all other FIT Provider Agencies serving the same area to community events the Contractor plans to attend and ensuring that referring partners are aware of all FIT Provider Agencies in the county.
   4. Conduct Presumptive Eligibility activities or other activities which assist individual children or their families in becoming eligible for the Medicaid Program or maintaining eligibility for the Medicaid program.
   5. Submit a Child Find and Public Awareness Plan in the format provided by ECECD. The Plan must be approved by the ECECD FIT Bureau prior to reimbursement being provided for activities under this deliverable. The Plan must be updated and submitted to ECECD by July 31 of each fiscal year during the term of this Agreement.
   6. Submit monthly invoices for reimbursement to ECECD based on cost reimbursement (i.e., expenditures for child find and public awareness activities).
   7. Maintain receipts and accounting of all activities completed under this deliverable for audit purposes.
   8. Submit a quarterly report detailing specific activities completed under this deliverable in the format provided by ECECD, by October 10, January 10, April 10, and July 10 of each year during the term of this Agreement.
2. **Professional Development for Early Intervention Staff:** Provide professional development and training experiences for all of Contractor’s Early Intervention personnel to ensure that staff and subcontractors are aware of the compliance and quality indicators under IDEA Part C and are able to implement high quality, evidence-based practices in order to meet both compliance and quality requirements as detailed in the ECECD FIT Service Definitions and Standards and NMAC 8.9.8. The Contractor shall:
3. The Contractor shall engage all Early Intervention personnel in training and ongoing implementation support for Family Guided Routines Based Intervention (FGRBI), as directed by the ECECD. The Contractor shall participate in FGRBI training and implementation support as required by ECECD.
4. By July 31 of each year, submit to ECECD a professional development plan for Contractor to address the professional development needs of all personnel (both new and established) as identified by the Contractor and the individual provider. Additionally, the plan must include participation in all trainings and professional development events specifically required by the ECECD. The plan must describe how ongoing training of all staff will be conducted, including onboarding new staff and supporting existing staff to maintain compliance and quality within their role. The plan shall be in a format designated by ECECD.
5. All Early Intervention personnel, including subcontractors, must be informed of the FIT philosophy, IDEA Part C, ECECD FIT Service Definitions and Standards, and current early intervention practices being utilized in New Mexico.
6. All personnel, including independent subcontractors, must receive reflective supervision once per month at minimum, in accordance with NMAC 8.9.8.
7. Submit monthly invoices for reimbursement to ECECD based on cost reimbursement for expenditures for professional development for early intervention staff. Contractor shall maintain receipts and accounting of all staff development activities completed under this deliverable for audit purposes.
8. Submit a quarterly report detailing specific activities completed under this Scope of Work in the format provided by the ECECD FIT Program. Quarterly reports shall be submitted to ECECD by October 10, January 10, April 10, and July 10 of each year during the term of this Agreement.
9. Enter required information into the Professional Development Information System (PDIS) as follows:
   * 1. Starting July 1, 2025, Contractor shall enter required information into the PDIS for all currently employed staff members.
     2. After July 1, 2025, Contractor shall enter required information into the PDIS within 2 weeks of any new staff member beginning employment.
10. **Language Access Activities**: Contractor shall:
    1. Provide onsite, virtual, or telephonic interpretation and/or translation as needed during service delivery in order for families to receive all Early Intervention services in their native language per 8.9.8 NMAC, the Family Infant Toddler Early Intervention Service regulations, and the ECECD FIT Service Definitions and Standards.
    2. Aim to recruit and retain bilingual staff who are able to provide services to families in their native language.
    3. Provide all required written notices to families in their native language in accordance with NMAC 8.9.8.

**II. SECTION 2 – DIRECT EARLY INTERVENTION SERVICES**: Contractor shall provide direct Early Intervention services to families within the location specified below in Section III, Paragraph F, Location of Service, in accordance with IDEA Part C, NMAC 8.9.8, and the ECECD FIT Service Definitions and Standards. Contractor shall:

1. **Personnel Requirements:**
2. Employ or subcontract with at least one individual representing each of the following disciplines: Developmental Specialist II or higher (as classified by ECECD), Physical Therapist, Occupational Therapist, and Speech Therapist.
3. Employ or subcontract a minimum of one clinical lead whose role it is to assist clinicians in implementing Early Intervention practices and FGRBI. Clinical Leads must also carry a caseload that is small enough to allow them to mentor and lead other clinical staff.
4. All Early Intervention direct service providers must be listed in NMAC 8.9.8 as a qualified early intervention professional. Personnel shall be deemed “qualified” based upon the standards of their discipline and in accordance with the regulations at NMAC 8.9.8.
5. Service providers may be employees or subcontractors of the Contractor. All Early Intervention direct service providers shall have knowledge of typical and atypical infant and toddler development, working with children with disabilities and children who have experienced trauma, intervention strategies, and FGRBI.
6. Early intervention personnel early intervention personnel shall work as a transdisciplinary team to address the outcomes and strategies on the Individualized Family Service Plan (IFSP).
7. Early intervention personnel and program administrative personnel must work collaboratively with the Local Education Agency (LEA) and community early childhood partners to assist families to navigate the transition from Part C into other early childhood services, if the family so chooses. The Contractor must maintain a transition process that is compliant with the following federal requirements:
   1. Notification to the LEA of all children potentially eligible for IDEA Part B 619, as defined in NMAC 8.9.8, not less than 90 days prior to the child’s third birthday
   2. Developing a Transition Plan with all steps and supports described for all children
   3. Conduct a Transition Conference not less than 90 days and not more than nine (9) months prior to the child’s third birthday for children being evaluated for preschool special education services under Section 619 of IDEA Part B.
8. Early intervention service providers must utilize natural learning opportunities and incorporate the family's/child's daily routines, activities, and settings to promote the child's development and promote the parent/caregiver’s ability to carry out these interventions.
9. Early intervention providers shall use coaching within the Family Guided Routines-Based Intervention (FGRBI) framework to help families help their children reach their IFSP outcomes.
10. Early intervention provider agencies must collaborate with other agencies (Child Protective Services, Home Visiting Providers, Medical Providers, Early Childhood and Care Providers, etc.) to meet the needs of children and families served.
11. **FIT-KIDS:** Enter all direct services provided into the Family Infant Toddler Key Information Data System (FIT-KIDS) within 30 days of the service occurring, including any compliance related data such as reasons for delayed services and/or transition steps and supports.
12. **Child Records:** Maintain a comprehensive record for each child served. The child’s record must contain documentation of all services rendered for the services listed below, all forms signed by the family, and documentation of every interaction with the family. Contractor shall ensure each child’s record is available to the child’s parent or legal guardian and the ECECD FIT Monitoring Team upon request.
13. **Compliance and Quality Assurance Plan:** Establish, maintain, implement, and update yearly, a Compliance and Quality Assurance Plan to ensure the delivery of high-quality Early Intervention services that meet the requirements of IDEA Part C. The Compliance and Quality Assurance Plan must describe which of Contractor’s staff are responsible for assurance of compliance and quality and protocols and for timely resolution of deficiencies in quality or compliance. Contractor shall submit a copy of its Compliance and Quality Assurance Plan to ECECD by October 1 of each year under this Agreement. Participate in quarterly reviews of compliance and quality data with ECECD/FIT staff and contractors as deemed necessary by ECECD. Participate in audit activities as required by the FIT General Supervision Manual. Participate in the processes designed to rectify any compliance or quality issues.
14. **Family Service Coordination:** Provide a Family Service Coordinator to each family for the duration of the child’s time enrolled in Part C services to ensure families have access to a highly skilled professional who can conduct an intake, coordinate the Comprehensive Multidisciplinary Evaluation (CME) and Individualized Family Service Plan (IFSP), locate ongoing supportive services for children found eligible for Part C services, and assist families through the transition out of Part C. Family Service Coordination (FSC) activities must be provided in accordance with NMAC 8.9.8 and the ECECD FIT Service Definitions and Standards. FSC may be provided via a dedicated, blended, or interim model. Some activities under this deliverable are listed below (please see the ECECD FIT Service Definitions and Standards for a complete list of FSC requirements.):
    1. Submit to ECECD a plan for hire, retention, and model of FSC to be administered by the Contractor within six months of the execution of this Agreement. The plan must include a methodology to ensure that all FSCs have knowledge of community resources and early intervention practices, enabling them to be of maximum benefit to each family served.
    2. Using the FITKIDS ECECD Invoice Report, submit a monthly invoice for FSC services rendered by the date specified by ECECD. FSC services are reimbursed at a per child monthly rate for a minimum of 60 minutes of service.
    3. Ensure that FSCs use coaching within the framework of FGRBI, as described in the ECECD FIT Service Definitions and Standards, when interacting directly with families.
    4. Ensure all newly hired FSCs complete the FIT FSC Training within one year of hire.
    5. FSCs shall facilitate the IFSP meeting and must address any needed family outcomes on the IFSP related to accessing community resources, parent training opportunities, and any other supports requested by the family.
    6. All FSCs shall assist families in accessing training, leadership opportunities, and connection with other parents/guardians. All FSCs are responsible for location of all IFSP services and monitoring of the services with the family as the services are delivered.
    7. FSCs shall inform families of their rights under IDEA and all procedural safeguards within the FIT system at the beginning of each step of the early intervention process, including any change to the IFSP or transition plan.
    8. FSCs shall coordinate the transition from Part C services to other community services including, but not limited to, IDEA Part B Section 619/Preschool Special Education services. Transition steps outlined in NMAC 8.9.8 and in the IDEA Part C to Part B Transition Guidance Document shall be followed. FSCs are responsible for developing a Transition Plan with all planned steps and supports documented in the Transition section of the IFSP for all children. Additionally, they are responsible for conducting a Transition Conference not less than 90 days and not more than nine (9) months prior to the child’s third birthday for children whose families have chosen an evaluation for preschool special education services under Section 619 of IDEA Part B.
15. **Comprehensive Multidisciplinary Evaluation (CME) and Individualized Family Service Plan (IFSP) Development:** Train all personnel who conduct evaluations on the Infant-Toddler Developmental Assessment, Version 2 (IDA-2) in accordance with the ECECD FIT Standards and Definitions and the Evaluation and Assessment Guidance Document.
    1. Conduct a CME for each family referred to determine eligibility based on criteria explained in NMAC 8.9.8. Each child shall be evaluated for their developmental functional levels in the following domains: cognitive, physical/motor, communication, social/emotional, and adaptive behavior across their daily routines within each domain. The child’s health, birth history, medical history, typical daily routines, strengths, and challenges shall be incorporated into the CME.
    2. If the child is found eligible for Part C services and the family chooses to receive ongoing supportive services, an IFSP must be developed with the family within 45 calendar days of the Contractor receiving the referral for the child.
    3. Generate a CME Report and make the report available to the family either electronically or in paper form, depending on the family’s preference. The CME Report must be provided to the family within 30 days of the evaluation occurring.
    4. Determine and Document the child’s eligibility for Part C services.
    5. The IFSP team shall develop an IFSP for each eligible child and family. The IFSP team members shall at least include adults regularly caring for the child including parents and/or legal guardians, Family Service Coordinator, at least one member of the CME team, and the planned service provider if they are available.
    6. Provide a copy of the IFSP to the family within 10 business days of the parent or legal guardian signing the IFSP.
    7. Using the FITKIDS ECECD Invoice Report, submit a monthly invoice for CME and IFSP services rendered by the date specified by ECECD.
    8. Maintain clear documentation of all activities prior to, during, and after the CME and IFSP in the child’s record.
16. **Delivery of Ongoing Early Intervention Services:** Ongoing Early Intervention services must be delivered in accordance with the FSEI Service Standards and Definitions. FGRBI must be used to provide all services and supports to each family. When the Contractor enters an FGRBI Training and Implementation Cohort, all service providers must participate in fidelity measurement in accordance with the ECECD’s requirements. All Early Intervention services must be delivered in accordance with each child’s IFSP, and all direct service providers must qualify to be an Early Intervention Professional in accordance with NMAC 8.9.8. Services delivered to families must be listed in NMAC 8.9.8 under approved Part C services. Specific activities under this deliverable are listed below:
    1. Using the FITKIDS ECECD Invoice Report, submit a monthly invoice for ongoing Early Intervention services rendered by the date specified by ECECD and at the rates established by this Agreement.
    2. Deliver all Direct Early Intervention services within 30 calendar days of the parent signing the Initial, Annual, or IFSP Review and consenting to services listed on the IFSP. This does not include Evaluation and Assessment, Transdisciplinary Team Consultation, or Collaborative Consultation.
    3. All services must be provided in the child and family’s natural environment, and all intervention strategies must be embedded into the child and family’s daily routines to promote the caregiver’s capacity to intervene during activities that are repeated frequently throughout the family’s life.
    4. Early Intervention services must be provided in a range of inclusive settings, according to the family’s priorities and concerns, including but not limited to the family’s home, community settings, child care, Early Head Start.
    5. Direct service personnel are responsible for collecting data on the child’s functioning in the three Early Childhood Outcomes identified by the US Department of Education’s Office of Special Education Program. The three Early Childhood Outcomes are as follows: Establishing positive social/emotional relationships, Acquiring and using new knowledge and skills, Taking appropriate actions to meet needs. The Early Childhood Outcomes Summary process established by ECECD and UNM CDD shall be used to measure the child’s functioning within 30 days of their IFSP being written and within 30 days of exiting the FIT program.
    6. All Early Intervention services must be documented in such a way that demonstrates compliance with IDEA Part C regulations and the use of family centered practices and FGRBI.
    7. Ensure that all Early Intervention direct service providers are equipped to collaborate with community partners such as medical practitioners, early childhood educators, child protective services staff, and other FSEI-funded staff in service of supporting each family.

**III. SECTION 3: SPECIFIC REQUIREMENTS:** In addition to providing Direct and Indirect Early Intervention Services as described in Section 1 and Section 2, above, the Contractor shall comply with the following specific requirements.

1. **Background Checks:**

Contractor shall comply with the ECECD Background Check provision in accordance with Article XXI of this Agreement.

1. **FIT Site Visitation:**
2. Allow the Agency to conduct site visits to any service location when appropriate. ECECD may elect not to provide advance notice of the site visit to Contractor.
3. Provide information and access to copies of records promptly upon request by ECECD.
4. **Abuse and Neglect:**
5. Contractor is mandated by law to report any suspected abuse, neglect, or exploitation of children to the Children, Youth and Families Department Statewide Central Intake and child abuse hotline (1-855-333- SAFE [7233] or #SAFE from a cell phone), or to law enforcement or the appropriate tribal entity.
6. Provide training to staff regarding the Child Protective Services (CPS) procedure for identifying and reporting suspected child abuse, neglect or exploitation.
7. Develop and implement policies and procedures that require any employee or subcontractor knowing about or having a reasonable suspicion of child abuse, neglect or exploitation to report to the Children, Youth, and Families Department Statewide Central Intake.
8. **Medicaid Requirement:**

ECECD is the payor of last resort for all direct services. All services provided to Medicaid eligible children shall be billed to the New Mexico Health Care Authority, Medical Assistance Division. All Medicaid claims will be submitted by ECECD once per month using data entered by the Contractor into FITKIDS. The Contractor shall track Medicaid reimbursement via the Medicaid data system, Omnicaid. In the event that a claim is denied by Medicaid, the Contractor shall re-submit the claim via the FITKIDS system in order to seek reimbursement. The Contractor may not bill the ECECD for any services delivered to a child enrolled in Medicaid unless they have resubmitted a denied claim three (3) times or Medicaid has denied the claim based on Medicaid requirements beyond the Contractor’s control.

1. **Licensure:**

The Contractor agrees to retain professional licensure, accreditation, credentialing or continuing education required to perform the scope of services required under this Agreement.  Contractor agrees to make evidence of licensure or other regulatory requirements for the scope of services available to ECECD if requested in writing. All Direct Service providers must be licensed in their discipline by the appropriate licensing authority or certified by the ECECD as a Developmental Specialist. Family Service Coordinators are exempt from licensing and/or certification requirements unless they are also providing direct Early Intervention services.

1. **Subcontractors:**

The use of subcontractors is allowed. The Contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, Contractor must receive approval, in writing, from ECECD before any subcontractor is used during the term of this agreement.

1. **Location of Service:**

These FIT Program services and activities will be provided to all identified eligible children and families in the following geographic area(s): <<Insert county/counties>>

Contractor shall provide services within the county(s) specified above. Award ofadditional counties are at the sole discretion of the Agency and require an amendment to this Scope of Work.

1. **Performance Measures:**

The US Department of Education’s Office of Special Education Programs requires all states to report on the following specific results and compliance indicators. The Contractor shall allow the FIT program to monitor the Contractor’s compliance with all applicable results and compliance indicators listed below.

1. Services written on a child’s IFSP must be delivered within 30 calendar days of the parent signing the IFSP. This excludes Evaluation and Assessment, and consultation.
2. Services must happen in the child’s natural environment to the maximum extent possible.
3. States must measure the progress each child makes at both entry and exit from Part C in the following three areas:
   1. Establishing positive social/emotional relationships
   2. Acquiring and Using New Knowledge and Skills
   3. Taking Appropriate Action to Meet Needs
4. States must measure the involvement and confidence of family members participating in the Part C Program in the following three areas:
   1. The Part C program helped me know my rights under IDEA Part C;
   2. The Part C program helped me communicate my child’s needs to key community members; and
   3. The Part C program helped me help my child develop and learn.
5. States must strive to identify and serve all eligible infants.
6. States must strive to identify and serve all eligible children from birth through two.
7. The IFSP must be developed within 45 calendar days of the date of referral to Part C.
8. Each child enrolled in Part C must receive support with transition out of Part C in the following three ways:
   1. A plan must be developed with specific supports and steps for transition
   2. Notification of potentially eligible children must occur on a regular cadence based on the agreement of the public education system and the Lead Part C agency
   3. A Transition Conference must be held at least 90 days and not more than 9 months before the child turns three years old
9. The state must maintain a dispute resolution system that tracks hearing requests.
10. The state must maintain a dispute resolution system that tracks mediation requests.
11. The state must establish a State Systemic Improvement Plan that aims to improve child/family outcomes by adopting and practicing at least one evidence-based practice
12. The state must track noncompliance and timely correction of noncompliance for Indicators 1, 7, and 8 of this list.
13. **Compliance:**

Failure to comply with the requirements of this Scope of Work, FIT regulations, or requirements listed in the FIT Standards and Definitions may result in additional oversight, technical assistance, and/or sanctions from the ECECD FIT Program, up to and including termination of this Agreement. For a complete list of plans of correction and sanctions that may be imposed by the ECECD FIT Program, please refer to the ECECD FIT Service Definitions and Standard

**Attachment 2 - Budget**

This Agreement is based on a fee-for-service rate structure for Direct Services. Part C of IDEA/FIT Program is the payor of last resort. The following two funding sources must be billed prior to billing the FIT program. Families shall not be billed for any FIT services in New Mexico.

* Medicaid
* Private Insurance

**Rate Table for Direct Services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service Name** | **Procedure Code** | **Location** | **Unit** | **Rate Per Unit** |
| Family Service Coordination | T2023 TL | All | 60 min per month per child | XX |
| Comprehensive Multidisciplinary Evaluation | H2000 TL | All | 1 Evaluation per child | XX |
| Individual Early Intervention | T1027 TL | Home/Community | 15 minutes | XX |
| Individual Early Intervention | T1027 TL TT | Center/Clinic | 15 minutes | XX |
| Group Early Intervention | T1027 TL TJ | Home/Community | 15 minutes | XX |
| Group Early Intervention | T1027 TL HQ | Center/Clinic | 15 minutes | XX |
| Transdisciplinary Team Consult Meeting | T1017 TL | All | 15 minutes | XX |
| Collaborative Consultation | T1027 TL HT | All | 15 minutes | XX |

Indirect services performed under this Agreement shall be reimbursed by ECECD in accordance with the following Budget table.

**Budget Table for Indirect Services:**

|  |  |  |
| --- | --- | --- |
| Indirect Service Name | FY26 Budget | Total Contract Term Budget |
| Child Find/Public Awareness | XX | XX |
| Staff Development | XX | XX |
| Language Access | XX | XX |
| Grand Totals | XX | XX |

**COMPENSATION**

For services satisfactorily performed pursuant to the Attachment 1 - Scope of Work, Contractor shall be paid by ECECD in accordance with rates listed above.

Contractor shall input monthly billing information into the FIT-KIDS (Key Information Data System) within 30 days of the service occurring, reflecting the total allowable costs incurred during the preceding month. Source documentation substantiating the signed invoice or claim shall be made available to ECECD without notice in accordance with Article VIII, Maintenance of Records, of this Agreement for inspection.