



**STATE OF NEW MEXICO**  
**DIVISION OF VOCATIONAL REHABILITATION**  
**REQUEST FOR QUOTES (RFQ)**

**STATEWIDE INDEPENDENT LIVING COUNCIL (SILC)**  
**COORDINATOR**

**RFQ#**

**19-07**

**ISSUE DATE**

**April 16, 2019**

## I. INTRODUCTION

### PURPOSE OF THIS REQUEST FOR QUOTES

The purpose of the Request for Quotes (RFQ) is to solicit quotes for the procurement of a Coordinator to help the Statewide Independent Living Council (SILC) carry out their priorities as mandated under Section 705 of the Rehabilitation Act as amended.

## II. PROCUREMENT MANAGER

The NMDVR has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Tammy Kesler, Procurement Manager

Address: 2935 Rodeo Park Drive E.

Santa Fe, NM 87505

Telephone: (505) 954-8532

Fax: (505) 954-8556

Email: [tammy.kesler@state.nm.us](mailto:tammy.kesler@state.nm.us)

### ALL QUOTES SUBMITTED MUST SPECIFICALLY IDENTIFY THE FOLLOWING INFORMATION:

Name: Tammy Kesler, Procurement Manager

Reference RFQ Number: RFQ# 19-07 – Statewide Independent Living Council Coordinator

**Any inquiries or requests** regarding this procurement shall be submitted, in writing, to the Procurement Manager. Potential contractors may contact **ONLY** the Procurement Manager regarding this procurement. Other NMDVR staff or employees do not have the authority to respond on behalf of the NMDVR.

## III. SCOPE OF WORK

### A. State Plan for Independent Living (SPIL):

1. The SILC Coordinator must assist the SILC and Designated State Entity (DSE) in preparing and updating the State Plan for Independent Living (SPIL) every three years and or as requested by Administration of Community Living (ACL) by:

- a) Working collaboratively with the SILC, Centers for Independent Living (CILs), DSE and Client Assistance Program (CAP).
  - b) Conducting Public Hearings within the State of New Mexico when renewing or amending the SPIL as required by 34 C.F.R.364.20 (g) by:
    - Collaborating with the SILC and CILs to determine the number of public hearings that are to be held, the geographic locations the public hearings are to be held and the dates the public hearings are to be held;
    - Obtaining accessible facilities to hold the public hearings;
    - Advertising the public hearing per the NM Open Meetings Act;
    - Ensuring that public hearing materials are available in alternative formats when requested by a SILC Member and or public participant.
    - Ensuring that reasonable accommodations requests by a SILC Member or public participant is scheduled and available;
    - Facilitating and administering the public hearing;
    - Recording the public hearing meetings and transcribing public hearing comments within thirty (10) days of the public hearing date; and
    - Gathering public hearing comments in written form to be included in the SPIL.
  - c) Obtaining the signatures of the SILC Chairperson and DSE after the SPIL has been approved by the SILC and prior to submitting to the DSE.
  - d) Provide the final SPIL with original signatures to ACL and make copies available to all SILC members, which includes alternative accessible formats if requested;
  - e) Review the SPIL with the SILC quarterly to ensure that the goals and objectives are being conducted;
  - f) Assist the SILC with any SPIL revisions; and
  - g) Submit all documentation related to the SPIL, which includes public hearing notes and minutes, and advertisements to the DSE on a thumb drive at the same time the Payment Request Invoice is due.
2. Under the direction of the SILC, the SILC Coordinator shall assist the SILC in achieving their goals and objectives that are set forth in the approved SPIL and in compliance with Section 704, and 705, of the Rehabilitation Act of 1973, as amended by:
- a) Per Section 705 (e) (2) of the Rehabilitation Act as amended, the SILC will be responsible for filling out, on a monthly basis, the SILC Coordinator Work Assignment(s) Form.



- b) The SILC Coordinator shall perform the work described on the Work Assignment Form.

The SILC Coordinator shall submit a copy of the SILC Coordinator Work Assignment Form to the DSE at the same time the Payment Request Invoice is due.

3. Should the SILC request the SILC Coordinator to work on special projects not mentioned in the approved SPIL, the SILC Coordinator shall, in collaboration with the SILC, report to the DSE prior to working on the special project(s) the following information:
  - a) Project(s) purpose;
  - b) Time and effort;
  - c) Estimated cost; and
  - d) Funding source

The DSE's role will be to ensure that the SILC's special projects are in compliance with Federal Rules and Regulations as it pertains to allowable costs and activities.

The SILC Coordinator shall submit all documentation such as notes, minutes and agendas related to the special project to the DSE on a thumb drive at the same time the Payment Request Invoice is due.

**B. Annual 704 Report**

1. The SILC Coordinator shall assist the SILC and DSE in preparing the Annual 704 report (Federal Report) by:
  - a) Working collaboratively with the DSE and SILC in gathering federal fiscal (October 1 – September 30<sup>th</sup>) data for SILC portion of 704 Report and
  - b) Obtaining the signatures of the SILC Chairperson and DSE after the Federal Report has been reviewed by the SILC Chairperson and DSE prior to submitting to Rehabilitation Services Administration (RSA)
2. The SILC Coordinator shall provide the final 704 Report with original signatures to the DSE and make copies available to all SILC Members, which includes alternative accessible formats if requested.

**C. SILC By-Laws**

1. The SILC Coordinator shall assist the SILC in updating and amending the SILC By-Laws when requested or as needed.
2. The SILC Coordinator shall obtain appropriate signatures for the approved By Laws.
3. The SILC Coordinator shall provide the approved and signed By-Laws to each SILC member, which includes alternative accessible formats when requested.

4. The SILC Coordinator shall submit the By-Laws and electronically (e-mail) to the DSE at the same time the Payment Request Invoice is due.

**D. SILC Membership**

1. The SILC Coordinator shall maintain files on each SILC member, which includes the member's:
  - contact information;
  - appointment and reappointment letters;
  - resignation letters;
  - un-appointment letters;
  - travel and per diem reimbursements; and
  - trainings
  - keep contract current per monthly inquiry or as needed
2. The SILC Coordinator under the direction of the SILC shall coordinate with the Governor's office on SILC Membership appointments, reappointments and recruitments and in accordance with the SILC Policies & Procedures.
3. The SILC Coordinator shall provide all documentation (notes, agendas, updated membership list(s) and minutes) related to SILC Membership to the DSE on thumb drive at the same time the Payment Request Invoice is due.

**E. SILC Meetings**

1. The SILC Coordinator shall coordinate all of SILC's meetings in compliance with the Americans with Disabilities Act <http://www.ada.gov>, the New Mexico Open Meetings Act <http://www.nmag.gov>, the SILC By-Laws, SILC Policy & Procedures and the approved SPIL by:
  - a) Establishing the quarterly meeting dates and locations for the Fiscal Year (October 1st thru September 30<sup>th</sup>) with SILC and
  - b) Reserving meeting rooms that are accessible and at no cost.
2. The SILC Coordinator shall prepare and distribute all pre and post meeting materials which include:
  - a) Advertising the meetings as per the requirements of the NM Open Meetings Act in the legal ads of a local newspaper relative to the meeting location, social media, NFB Newslines, public libraries relative to the meeting location, City Hall relative to the meeting location;
  - b) Sending out the agenda and prior meeting minutes and any other materials that may be necessary to provide the SILC one week prior to the meeting date; and
  - c) Coordinating with the IL Centers the submittal quarterly reports for each quarterly meeting.
3. The SILC Coordinator shall ensure that all meeting materials will be prepared in accessible formats (e.g. large print, Braille, CD) as requested ten (10) days prior to the meeting date.
4. The SILC Coordinator shall make arrangements for all sign language interpreters ten (10) days prior to the meeting date.



5. The SILC Coordinator shall make arrangements for the SILC meetings to be recorded and minutes transcribed.
  - a) Should the SILC Coordinator decide to record the minutes of the meetings themselves, the tapes used to record the meetings shall be provided to the DSE upon their request.
  - b) The SILC Coordinator shall submit all original invoices/receipts from organizations, companies and individuals that provide sign language interpreter and meeting minute/transcription services to the DSE upon Payment Request.
6. The SILC Coordinator shall ensure that the meeting minutes shall be transcribed on or before ten (10) days of the meeting date.
7. The SILC Coordinator shall submit all documentation (minutes, reports, agendas, and advertisements) related to SILC Meetings to the DSE on a thumb drive at the same time the Payment Request Invoice is due.

**F. SILC Policy and Procedures**

1. The SILC Coordinator shall assist the SILC in updating and amending the SILC's Policy and Procedures when requested and or as needed by working collaboratively with the SILC.
2. The SILC Coordinator shall provide the approved Policy and Procedures to each SILC member, which includes alternative accessible formats when requested.
3. The SILC Coordinator shall submit the Policy & Procedures electronically (e-mail) to the DSE at the same time the Payment Request Invoice is due.

**G. SILC Orientation Manual**

1. The SILC Coordinator shall assist the SILC in updating and amending the SILC Orientation Manual when requested and or as needed.
2. The SILC Coordinator shall submit the approved SILC Orientation Manual to each member of the SILC, which includes alternative accessible formats if requested.
3. The SILC Coordinator shall, when requested by the SILC, review the SILC Orientation Manual with all new SILC members.
4. The SILC Coordinator shall submit the Orientation Manual on a thumb drive to the DSE at the same time the Payment Request Invoice is due.

**H. SILC Website**

1. The SILC Coordinator shall maintain, keep current, and update information displayed on the SILC's website on a monthly basis. ([www.nmsilc.org](http://www.nmsilc.org))
2. The SILC Coordinator shall ensure that the fees associated with the domain name and hosting services of the website are paid and up to date.

3. The SILC Coordinator shall submit a list of what changes were approved by the SILC and made to the website, to the DSE at the same time the Payment Request Invoice is due.
4. The SILC Coordinator shall explore other social media as directed by the SILC.

**I. Financial Responsibilities and Reporting**

1. The SILC Coordinator shall prepare a monthly expenditure report that separates each cost by line item.
2. The SILC Coordinator shall track their work activity per the Scope of Work.
3. The SILC Coordinator shall submit all required documentation mentioned under Section 1, I thru X which includes all supportive documentation for goods and services with the Payment Request Invoice on or before the fifteenth (15<sup>th</sup>) of every month. If the 15<sup>th</sup> day falls on a holiday, weekend, or if the state offices are closed for any reason the contractor shall submit the Payment Request Invoice and supportive documentation to the DSE prior to the close of the next business day. Failure to do so will be reflective of the contractor's performance.
4. The SILC Coordinator shall provide the SILC with the following reports on a quarterly basis or as requested:
  - a) Budget expenditure report and
  - b) Work activity report.
5. The SILC Coordinator shall submit a budget narrative on an annual basis to the DSE by:
  - a) Working collaboratively with the SILC in determining the budget;
  - b) Having the budget approved by the SILC; and
  - c) Having the SILC Chairperson sign off on the budget narrative.
6. The SILC Coordinator shall assist the SILC in submitting budget adjustment requests (BAR) when necessary by:
  - a) Working collaboratively with the SILC in determining the budget adjustment;
  - b) Having the budget adjustment approved by the SILC; and
  - c) Having the SILC Chairperson sign off on the BAR.All budget adjustment requests shall be accompanied by a letter of justification.

**J. SILC Coordinator Evaluation**

The SILC Coordinator's work performance shall be evaluated by the Statewide Independent Living Council Members per Section 705 (e) (2) of the Rehabilitation Act as amended. This evaluation will take place on an annual basis.

***SERVICES UNDER THIS CONTRACT WILL BE PERFORMED OUT OF THE SILC COORDINATOR'S HOME/PLACE OF BUSINESS AND AT THE SILC STATEWIDE MEETINGS THROUGHOUT NEW MEXICO.***



## IV. General Requirements

### 1. Issuance of RFQ

This RFQ is being issued on behalf of the New Mexico Division of Vocational Rehabilitation on **April 16, 2019**.

### 2. Submission of Quote

ALL QUOTES MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MST/MDT ON **May 3, 2019**. Quotes received after this deadline will not be accepted. The date and time of receipt will be recorded on each quote.

### 3. Quote evaluation

An Evaluation Committee will perform the evaluation of quotes. During this time, the Procurement Manger may initiate discussions with potential contractors who submit quotes, for the purpose of clarifying aspects of the quotes. However, quotes may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by potential contractors.

### 4. Resume

Potential contractor(s) must provide resumes outlining in chronological order their professional credentials and work experience(s) relevant to the services identified in this RFQ, with the most current work experience listed first.

**Copies of licenses and certifications must be provided in addition to resume.**

### 5. Quotes

Potential contractors must submit One (1) original hard copy and One (1) hard copy of quote. Original and copy shall be in separate binders.

**No email copies of quote will be accepted.**

### 6. Budget

Budget shall not exceed \$50,000.00 including gross receipts tax. Potential contractor must provide a budget breakdown table identifying costs related to the tasks identified in the Scope of Work.

The DSE shall pay the contractor for services satisfactorily performed based upon deliverables and budget.

***THE POTENTIAL CONTRACTOR WHOSE QUOTES ARE MOST ADVANTAGEOUS TO THE STATE WILL BE RECOMMENDED FOR AWARD.***



SILC Coordinator Contract Work Assignment(s) Form  
 Month/ Period:

Name of Employee: \_\_\_\_\_

| Date Assigned                | Scope of Work | Work Description | Due Date | Hour(s) Worked | Date Completed |
|------------------------------|---------------|------------------|----------|----------------|----------------|
|                              |               |                  |          |                |                |
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|                              |               |                  |          |                |                |
| Total Number of Hours Worked |               |                  |          |                |                |

|                            |      |
|----------------------------|------|
| SILC Chair Signature       | Date |
| SILC Coordinator Signature | Date |