

## Exhibit I



**GALLUP-McKINLEY**  
COUNTY SCHOOLS

**Gallup-McKinley County Schools  
Procurement Office  
P.O. Box 1318  
Gallup, New Mexico 87305-1318**

# **REQUEST FOR PROPOSAL**

**Virtual (Online) School, Grades K-12  
Multi-Year Agreement**

**No. RFP-2025-15KC**

**Commodity Code(s): 92420, 92474, 92478, 92488**

GMCS Website: <a href="http://www.gmcs.org">www.gmcs.org</a>		
Mailing Address:	Physical Address:	Contact:
P.O. Box 1318 Gallup, NM 87305	640 S. Boardman Dr. Gallup, NM 87301	Katherine Crisler Procurement Director (505) 721-1088 <a href="mailto:kcrisler@gmcs.org">kcrisler@gmcs.org</a>

**Closing Date: April 28, 2025**

**Closing Time: 2:00 PM (Local-MT)**

**Issue Date: April 4, 2025**

**Pre-Proposal April 18, 2025,  
Conference 2:00 PM (Local-MT)**

Notes:

F.O.B. Point: DESTINATION

Terms: Net 30 unless otherwise stated

[MS Teams Online Meeting](#)

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**SPECIAL CONDITIONS**

1. **Term:** The intent of this solicitation is to provide services for two years to commence Date of Award and end two calendar years following. The District reserves the right to renew this agreement annually for a period of one year following the initial two year period.
  - A. Total term of this contract shall be no more than ten (10) years, except in the event that a temporary extension may be needed for coverage during the competitive solicitation and/or negotiation phase of a new RFP.
2. **Work To Be Done:** The work to be performed under this contract and in accordance with these specifications consists of furnishing curriculum, testing, equipment, labor and materials for a Virtual School.
3. **Appropriations:** The terms of this Agreement are contingent upon sufficient monies being made available by GMCS for the performance of this Agreement. If sufficient appropriations and authorizations are not made by GMCS, this Agreement shall terminate upon written notice being given by GMCS to the Contractor. The school district's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.
4. **Cancellation for Convenience:** GMCS reserves the right to cancel any contract resulting from this request for convenience by giving thirty (30) days written notice to the vendor. The District shall be liable to the vendor for any services provided or material ordered and accepted prior to termination.

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**SCOPE OF WORK**

**I. INTRODUCTION**

- A. Gallup-McKinley County Schools (GMCS) is soliciting proposals to provide an online Virtual Public School. The intent is to provide a rigorous on-line Kindergarten through 12th Grade (K-12) learning environment focused on student achievement as an option for students in New Mexico who might otherwise not be able to attend the traditional school environment.
- B. The Gallup-McKinley County School District covers an area of approximately 4,957 square miles (see attached map, Appendix "C"), and is one of the 89 public school districts in New Mexico. The District currently has 32 schools: 9 high schools, including 1 alternative high school; 7 middle schools, and 16 elementary schools. It also has three programs including an early college high school, career technical program and online virtual program. Enrollment for the District is approximately 12,587 students (K-12) in all schools and programs.
- C. The current GMCS virtual school has over 3,800 students enrolled. No minimum or maximum enrollment numbers are guaranteed.
- D. Offeror is not required to meet current enrollment levels and is cautioned against enrolling more students than the Offeror has the capacity and capability to fully support with quality staff. The successful Contractor must be fully committed to students and educational outcomes.
- E. Questions/Clarifications
  - 1. All questions concerning this Request for Proposals (RFP) shall be submitted to the Procurement Manager, through the GMCS online eBidding platform utilizing the public question and answer forum.
  - 2. Only written questions submitted via the GMCS Bonfire portal will be accepted. Responses to written questions received prior to a Question and Answer deadline will be publicly posted on the GMCS Bonfire portal.
  - 3. Offerors are hereby advised and cautioned that all communication and information shall be obtained ONLY through the Procurement Manager through the Bonfire platform. Communication with other District employees, officials, or Board Members in connection with this solicitation are not to be relied upon and may result in Offeror's proposal being disqualified.

**II. SCOPE OF SERVICES**

- A. Scope of Work
  - 1. Contractor to provide an academically-focused educational option for New Mexico

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students who are considered able to successfully participate in a virtual school environment to attain their High School Diploma.

2. Curriculum to comply with the standards as issued by the New Mexico Public Education Department (PED) standards. Current standard is "Common Core.
3. The intent is for a student to be able to "attend" classes with synchronous instruction maximized.
4. The District intends for the Virtual School to be 100% virtual to begin the contract.
  - a. The District and Contractor may mutually agree to provide the learning environment through a "blend" of live and virtual.
5. **The preferred "start" date for the Virtual School to begin is Fall of 2025.**

**B. CONTRACTOR RESPONSIBILITIES** The Contractor shall be responsible for the following, but not limited to:

1. On-Line Curriculum
2. Additional curricular offerings to include: Career Technical Education (CTE) / Project Based Learning (PBL) / Dual Credit/Credit Recovery Options/Additional Ala Carte Class Options
3. Recruiting and hiring qualified teachers
  - a. The Contractor shall remove a teacher immediately upon request of the District and provide a replacement for the class to ensure no interruption of services.
4. Providing professional development for teachers
5. Curriculum materials for instruction.
6. Providing students with functioning computer equipment including a means for internet access complete with CIPA-compliant web content filter.
7. Providing full services for Special Education students as determined by Individual Education Plan.
8. Complying with Student Assistance Team requirements
9. Complying with all applicable laws, statutes, and regulations (Federal, State, Local and Tribal) including but not limited to: class load limits, staff waiver requirements, parental reporting requirements, collection of required student data, and daily attendance information.

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10. Providing an educationally-focused program
  11. Demonstrating integrity in delivering program requirements and administration
  12. Recruiting students
  13. Providing counseling services (Academic) for students
  14. Providing technical support for students.
  15. NMPED testing in a proctored environment consistent with NMPED test administration guidelines.
- C. DISTRICT RESPONSIBILITIES The District will be responsible for the following:
1. Recruiting and hiring a Principal for the Virtual School.
  2. Developing an application process for current District students or students in the GMCS attendance areas to apply in order to attend Virtual School.
  3. NM PED Student Reporting requirements.
- D. REVIEW
1. The District and Successful Contractor shall mutually agree upon a review schedule (monthly, quarterly, semi-annually, or annually). The review is intended to provide both parties the opportunity to ensure the delivery of the instruction is adequate, student progress is sufficient, and discuss/negotiate potential changes to the existing contract.

**TECHNICAL RESPONSE**

**III. GENERAL REQUIREMENTS:**

- A. Describe the virtual school's governance structure and the capacity.
- B. Describe the virtual school's capacity to implement the proposal and provide high quality instruction.
- C. Describe the virtual school's proposed school year.
- D. Provide a narrative staffing plan and include a draft staffing chart.
- E. Describe the virtual school's plan for recruitment of students outside the District's attendance area. Include the procedure for application components including proof of guardianship and residency, and releases for general and special education records. Include how this data would be communicated with the District.
- F. Describe in detail the process and forms that the virtual school will use to notify the District

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of the number and grade level of students attending the virtual school or who have transferred to another school (GMCS or other district).

- G. Describe where the students will access the virtual school's courses, including whether it is in the home or at a location provided and overseen by the Virtual School.
- H. Describe how the virtual school will provide adequate initial and ongoing training and support for students to enable them to successfully participate in online learning. Include any orientation course for students new to online learning, how their ability to learn will be assessed, and what remedial help is available to ensure students are going to be successful learners.
- I. Describe how the virtual school will establish personalized learning plans that are standards based for every student. Describe how the learning plan will be developed for new students and available to receiving districts for students who transfer out of the virtual school
- J. Describe how virtual school's strategies for supporting all students at different ages and grade levels so that they complete courses and achieve their academic and career goals. Include a description of the settings in which these support services will be provided and qualifications of individuals who will provide the support services.
- K. In the absence of time and learning requirements, describe how the virtual school will ensure that all enrolled students will be fully engaged in teaching and learning and will have opportunities to thrive in the virtual learning environment.
- L. Describe how the virtual school will monitor student progress in order to identify areas of difficulty and assist students who need additional support.
- M. Identify how the virtual school will administer state required assessment tests.
- N. Describe how communication takes place with students and parents (or guardians), how it is monitored, and how do you address any concerns if they arise.
- O. Describe how the virtual school will involve parents and guardians as partners in the education of students, include goals for parental and family engagement.
- P. Identify proposed partner entities and describe how they were vetted and selected over other potential partners.

**IV. CURRICULUM**

- A. Describe the curriculum and instruction resources that is intended to be utilized and how the virtual school's curriculum is aligned to the New Mexico Common Core Standards in all subject areas.
- B. All courses are under the direction of certified NM teachers. Any individual needed to provide the provision of FAEP under NM state and federal guidelines.

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- C. Provide the curriculum scope and sequence for each content area at each proposed grade level to confirm alignment with New Mexico standards.
- D. The virtual school must provide a complete list of course offerings which include core, elective, world language, health, PE, CTE, STEM, dual credit and AP offerings. They must also include any career pathways that are available. How do these courses fulfill the NM graduation requirements?
- E. Describe your assessment philosophy (formative, interim).
- F. Identify any third-party curriculum or assessment vendors with whom the virtual school will contract.
- G. The contractor shall not charge any public school for the use or replication of any part of their curriculum.
- H. Describe how the virtual school will ensure that all students have access to necessary technology and materials.
- I. Describe how students and staffs are scheduled, including but not limited to:
  - 1. Mobile application
  - 2. On-line portal
- J. Describe how course requests for/by students are handled, including but not limited to:
  - 1. Student request a particular course;
  - 2. Guidance/Scheduler can use that information to build schedules;
  - 3. Automatic system can build/load based on this information.
- K. Describe how the virtual school will capture and report on State of NM specific Career and Technical Education (CTE) data at both enrollment and program levels.

**V. TECHNOLOGY**

- A. Educational courses and teaching services, including management software, learning materials, computer printers (if necessary), internet access, internet equipment and technical support services will be provided by the virtual school provider to each individual student free of charge.
- B. Describe the provisions for cyber security and reference any regulations/processes the Virtual School will follow.
- C. The equipment provided is to support the latest technology including but not limited to: operating system, web browsers

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- D. Describe the technical support available to students, including but not limited to types and hours.
- E. Describe how the virtual school will provide for an uptime availability of 99.9 % or better.
- F. Describe the capacity to support and store all critical student, program, and staff data for expedient retrieval and analysis. State where the student information system is NMPED compliant. Specify how the school will meet all NMPED reporting requirements. Specify what Student Information System (SIS) will be used.
- G. Describe how data will be shared with the District.
  - 1. What methods are used to automate data transfers, and how frequently do these updates occur?
  - 2. How do you ensure data alignment and accuracy between your system and a district SIS throughout the school year?

**VI. SPECIAL EDUCATION**

- A. Describe the standards, processes and procedures that the proposed school will employ to identify, assess, teach and support students who need customized learning plans to include, but not limited to: English language learners, 504, or students in need of special education services.
- B. Describe how services are provided for students on IEP's, English Language Learners, 504 customized accommodations for student learning.
- C. Describe how the virtual school will capture and report on State of NM required special education student data elements.

**VII. FINANCES**

- A. Summarize the entity's experience and a description of where and how it has implemented its services. Provide evidence that the entity has demonstrated positive academic results and responsible fiscal management.
- B. Explain the structure and process for managing the virtual school's finances. Who is responsible and what are his/her qualifications?



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VIII. SEQUENCE OF EVENTS – **Schedule is subject to change.**

	<b>Action</b>	<b>Responsibility</b>	<b>Date/Time (Local Mountain Time)</b>
1.	Issue RFP	District	4/4/2025
2.	Pre-Proposal Conference (Optional)  <a href="#">Microsoft TEAMS Meeting</a> Meeting ID: 265 317 928 474 Passcode: cV3xK3QW	District	4/18/2025 at 2:00 PM
3.	Deadline to Submit Written Questions	Potential Offerors	04/21/2025
4.	Response(s) to written questions, via email	Procurement Manager	04/23/2025
	<b>Deadline to Submit Proposals</b>	<b>Offerors</b>	04/28/2025 at 2:00pm
	Proposal Evaluation	Evaluation Committee	4/28/2025 – 4/30/2025
	Interviews (if held)	Evaluation Committee	TBD
	Recommendation for Award to Governing Body	Procurement Manager	05/12/2025
	Contract Negotiations	District	TBD
	Notice of Award	District	TBD
	Protest Deadline	Offerors	TBD

IX. LIABILITY INSURANCE

- A. Contractor shall obtain and maintain throughout the life of this contract, insurance at contractor's expense. Contractor shall name GMCS as additional insured (Certificate Holder) in regard to General Liability coverage and include an endorsement by the insurer that the policy may not be cancelled nor allowed to lapse without ten (10) days' notice thereof first being given to GMCS. All policies shall be endorsed to provide GMCS with ten (10) days' notice prior to any cancellation or lapse in coverage.
- B. Worker's Compensation: The Contractor shall maintain adequate Workman's Compensation Insurance with agencies licensed to do business in the State of New Mexico, for all employees.

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C. Other required coverage: The Contractor shall maintain Public Liability and Property Damage Insurance as shall protect the Contractor and the school district for all claims for damages, personal injury, wrongful death as well as claims for property damages which may arise from work covered under this contract, as such work be performed by anyone directly or indirectly employed the Contractor.

D. Coverage Required: The kinds and amounts of insurance required are as follows:

1. Commercial General Liability Insurance with combined limits of liability for bodily injury or property damage as follows:

\$1,000,000	Per Occurrence
\$2,000,000	Policy Aggregate
\$1,000,000	Products liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 50,000	Fire Legal (Damage Rented Premises)
\$ 5,000	Medical Payments

Said Policy of insurance must include coverage for contractual liability and all operations performed for the school district by the Contractor.

2. The District shall accept coverage in excess of those limits stated above if successful Contractor carries larger limits.

E. Increased Limits: During the life of the Contract (agreement) the school district may require the Contractor to increase the maximum limits of any insurance required herein. In the event that the Contractor is so required to increase the limits of such insurance, an appropriate adjustment in the contract amount will be made.

F. Certificates, renewals, and notice of cancellation shall be sent to:

Gallup-McKinley County Schools, Procurement & Business Services Director  
P.O. Box 1318, Gallup, New Mexico 87305-1318

**X. RESPONSE FORMAT AND ORGANIZATION**

A. Number of Responses – Only one (1) proposal may be submitted by each individual entity in response to this solicitation.

B. Required Forms or Input Information – Offerors shall upload forms in Portable Document File (pdf) format and input information which are stated to be required on the GMCS Bonfire eBidding portal.

C. Optional Forms or Input Information – Offerors may upload forms in Portable Document File (pdf) format or input information which are optional, but applicable to the Offeror.

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- D. Proposal Format – Proposals must be printed and **limited to FIFTY (50)** of text and/or graphic material. If there is any question as to format requirements they shall be directed to the Procurement Manager for clarification, prior to submittal of documents.
1. Cost Proposal - only **one (1) cost proposal** is to be submitted. This must be uploaded separately from the Technical Proposal.
    - a. **Offerors are cautioned** that **disclosing cost information in other parts of their proposal, other than where requested** to be input/submitted, may result in **declaring the proposal as Non-Responsive, and will not be evaluated or considered for award.**
  2. Exclusions from Page Limitation—the Cost Proposal and required or optional forms are excluded from the maximum page count.
  3. Non-Conforming Proposal – Any proposal deemed **non-conforming** by the Procurement Manager and/or Evaluation Committee Chairperson in regard to format will be considered non-responsive. Offerors shall contact the Procurement Manager to clarify questions concerning format prior to submission.

**XI. EVALUATION**

- A. Process. The purpose of the evaluation of proposals is to assess the relative merits of the proposals submitted and to make an award to the responsible Offeror(s) whose proposal(s) is/are determined to be the most advantageous to the District, taking into consideration the evaluation factors as set forth below.
1. **Point Calculations** - All calculations of point standings, including any addition or deduction of points to Offeror submittals shall occur at a meeting of the Evaluation Committee, with all members in attendance. The Committee's points for each Offeror shall be totaled and averaged, and the average translated into a rank score. The highest rank(ed) Offerors shall be considered for interviews in-person or via an online meeting platform. **The District reserves the right to award a contract without holding interviews.**

**B. EVALUATION CRITERIA**

1. **Experience/Qualifications: Corporate & Key Personnel**
  - a. Identify the specific individual(s) who will be responsible for work performed as presented in the technical proposal. Provide information that documents key personnel's qualifications, background, experience, and availability to perform all aspects of the work.
  - b. Provide evidence and discussion of prior, proven experience as a provider for the scope of work and technical requirements.

**30 Points**

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2. Technical Approach/Methodology: Extent to which the goods/services offered meet the district's requirements and preferences.
- a. Provide a response to all required services and technical response sections with a description of the approach and variety of methods used to meet District needs. **See Sections on pages 6-8**

**35 Points**

3. Other Value-Added Services: Offerors are encouraged to thoroughly describe any other value-added services and resources they feel may contribute to the success of the program. These should be identified and listed separate from the response to the Technical Approach.

**10 Points**

4. Cost Proposal: Costs proposed shall be in direct relationship to the services offered in relation to the Scope of Work. **This must be submitted SEPARATE from the Technical Proposal**. The following formula will be used to evaluate

**25 Points**

$$\text{Offeror's Points} = \frac{\text{Lowest Responsive Offer Cost}}{\text{This Offeror's Cost}} \times \text{Maximum Points}$$

The Lowest Responsive Offeror's Cost will be divided by the Offeror's cost, and then multiplied by the number of available points in the evaluation process to arrive at the final ranking of Offerors.

1. Interview/Product Demonstration: If the Evaluation Committee determines that there are sufficient responsive, responsible Offerors submitted for a geographical area, notice will be given to those Offerors to participate in the Interview/Demonstration Process. A portion of the interview will include time for a live demonstration of the proposed solution.

**100 Points**

**GRAND TOTAL POTENTIAL OF 200 POINTS**

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**C. Cost Proposal**

1. The Cost Proposal shall provide a clear explanation of how prices will be charged for in-scope services.
  - a. For comparison purposes, the price proposal **MUST** total any proposed costs for deliverables in a total price per student.
  - b. If rates will differ per grade levels, this must be clearly stated.
  - c. For comparison purposes, the total price per student shall assume student is a general education student and does not qualify for Special Education or intervention services.
2. Upload (pdf format) a complete schedule of fees that itemize all proposed costs for deliverables in direct relation to the Technical Approach and Scope of Work.  
**Price per student shall be clearly identified on this Schedule of Fees.**

**D. Optional Costs and Alternate Pricing Proposals**

1. Optional (Add-on) and Alternate pricing structures may be submitted for consideration, but **CLEARLY LABELED AS ALTERNATE PRICE PROPOSAL**. These Optional or Alternate proposals shall not be used for evaluation and scoring purposes.

**E. Final Pricing will be negotiated and included in the Final Contract.**