Taos SWCD
Education Program Contractor
Description of Required Contract Work

Bids Due: March 31, 2020

Deliver Bids To: Taos SWCD
220 Chamisa Road
Taos, NM 87529
Tel. (575) 751-0584

Description

The Taos SWCD Education Program Contractor regularly visits fifth grade classrooms (at least once every 2-3 weeks each) throughout Taos County during the school year, teaching from the following accredited educational programs:

Project FLP
Project FLP (Food Land & People) is a national program that teaches students how to understand the interrelationships among agriculture, the environment, and people around the world (http://www.foodlandpeople.org/).

Project WET
Project WET (Water Education for Teachers) is a national program that is grounded in the belief that informed people are more likely to participate in the decision-making process and to make a difference through their actions (https://www.projectwet.org/).

PLT
PLT (Project Learning Tree) uses trees and forests as windows on the world to increase students’ understanding of the environment and actions they can take to conserve it (https://www.plt.org/).

This contract position begins July 1, 2020 and expires on June 30, 2021. There is a possibility for renewal for up to a total of four years. Contractor must submit a detailed invoice monthly that includes dates and time spent in each Taos County fifth grade
classroom that elects to participate. Mileage reimbursement requests must also be submitted monthly on a separate invoice.

**Contractor Minimum Qualifications/Requirements**

Bidders must meet the following qualifications/requirements:

- Must have/maintain a current New Mexico K8 License
- Must have received at least a BS in a natural resource related field
- Must have/obtain Lab Safety Certification
- Must have a minimum of five years teaching in a classroom
- Must have own reliable vehicle (documented mileage will be reimbursed at the previous years’ federal mileage reimbursement rate for personal vehicle usage)
- Must maintain personal liability insurance ($1MM min.)
- Must have excellent classroom management skills
- Must agree to a background check
- Must submit a minimum of three professional references

**Bid Submission:**

Proof of current NM K8 License (Pass/Fail)
Info on when and where a BS was earned (Pass/Fail)
Info on where minimum of five years in classroom was spent (Pass/Fail)
At least three professional references (Pass/Fail)
Hourly rate for contract work with NMGRT rate noted

**Bid Requirements Update:** There may be an update to this description on Thursday, March 12, 2020 so please check back then to make sure you meet all the requirements for this contract position.