



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.**