NEW MEXICO
PUBLIC EDUCATION DEPARTMENT

REQUEST FOR APPLICATION (RFA)

House Bill 2
Statewide High Impact Tutoring for Reading and Math

QUESTIONS AND ANSWERS

27512

Official Questions and Answers Document
Issued: July 9, 2026

Table of Contents

I. GENERAL INFORMATION 1

II. QUESTIONS AND ANSWERS 1

A. TUTORING MODEL REQUIERMENTS 1
1. Tutoring Schedule 1
2. Tutoring Session Length 1
3. Number of Students 1
B. STAFFING REQUIREMENTS 1
1. Number of Tutors 1
2. Tutor Proctor Meaning 2
3. Subcontracting Tutors 2
C. ELIGIBILITY 2
1. Vendors 2
2. Acknowledgment of Receipt Form 2
D. ALLOWABLE COSTS 2
1. Food and Snacks 2
2. Subcontractors 2

I. GENERAL INFORMATION

This document includes questions and answers to inquiries received during the pre-application conference and by email. Repeated questions have been consolidated for organization and clarity. Questions that the PED is unable to answer are not included.

II. QUESTIONS AND ANSWERS

A. TUTORING MODEL REQUIERMENTS

1. Tutoring Schedule

Q: Does tutoring have to take place during the school day or can it be scheduled for after school?

A: Tutoring must take place during the school day. Tutoring cannot take place after the school day.

2. Tutoring Session Length

Q: I am concerned about our ability to attract highly qualified candidates for a position lasting only 18–27 weeks. Would it be possible to extend the number of weeks to make the opportunity more attractive and sustainable for prospective candidates?

A: Tutoring sessions for individual students must be scheduled for 18-27 weeks. A school site may plan for multiple sessions in a school year maximizing the duration of time the tutors are needed.

3. Number of Students

Q: Will PED consider a grant from a small state charter with less than 30 students?

A: Yes, there is no minimum or maximum number of students required to provide services. If a school site proposes to provide services to a smaller number of students, this may affect the overall program cost per student. Rural and small schools may partner with local RECs to submit proposals that support multiple small districts and charters.

B. STAFFING REQUIREMENTS

1. Number of Tutors

Q: How many tutors should we plan to hire?

A: The number of tutors needed will depend on the number of students you intend to serve. Student to tutor ratio cannot exceed four students to one tutor.

2. **Tutor Proctor Meaning**

Q: What is a tutor proctor and what is their role?

A: A tutor proctor is a staff member who supervises students on site and in person who are participating in virtual tutoring sessions. Please note that it is a requirement to provide in-person tutoring as the primary delivery method. Virtual tutoring may be used only as a supplemental or contingency option with prior written approval from PED.

3. **Subcontracting Tutors**

Q: Can an LEA or REC subcontract tutoring delivery to an outside vendor, or must tutors be direct LEA employees?

A: Tutors must be direct LEA or REC employees.

C. ELIGIBILITY

1. **Vendors**

Q: May vendors apply for this opportunity on behalf of an LEA?

A: No, this opportunity is for LEAs and RECs to receive direct funding.

2. **Acknowledgment of Receipt Form**

Q: We missed the acknowledgment period; may we be added to the distribution list for any future communications or amendments related to this RFA?

A: The deadline to be added to the distribution list by submitting the Acknowledgment of Receipt form was June 25, 2026 by 5:00 PM MDT. Submitting an Acknowledgement of Receipt form is not a requirement for application submission. All material regarding this application will be posted on the PED's RFPs, RFIs, RFAs webpage in the Application Library. All potential applicants are responsible for checking this regularly for updates.

D. ALLOWABLE COSTS

1. **Food and Snacks**

Q: May we request food and snacks for tutoring under 56118 General Supplies and Materials?

A: No, food and snacks are not an allowable cost. Tutoring is required to take place during the school day.

2. **Subcontractors**

Q: Our district has been working with a tutoring vendor for a few years. We have seen great results and want to continue to work with them. This grant will allow our work to continue. We have attempted to hire in-person tutors without much luck. May we be approved to continue to partner with this company if our application is approved?

A: No, all vendors interested in providing services in New Mexico may submit a proposal to the RFP that is posted on the PED's RFPs, RFIs, RFAs webpage (scroll down to RFP# 27-92400-00002).