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HANNA SKANDERA  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
Governor

August 30, 2013

**MEMORANDUM**

**TO:** Superintendents, State Chartered School Administrators, State-Supported School Administrators, and Bureau of Indian Education (BIE)-Funded High School Administrators

**FROM:** Eric Spencer, Director, College and Career Readiness Bureau 

**RE:** **DUAL CREDIT INSTRUCTIONAL MATERIALS REQUEST FOR INFORMATION (RFI) — DUE DATE SEPTEMBER 13, 2013**

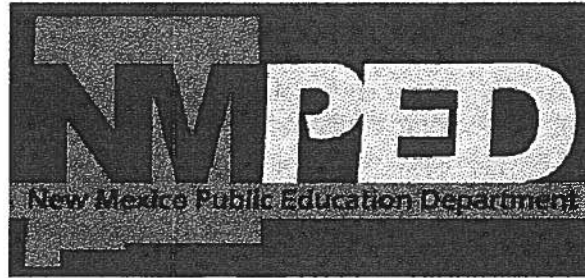
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The New Mexico Public Education Department (PED) is issuing an RFI to all New Mexico local education agencies (LEAs)—including public school districts, district charter high schools, state chartered schools, state-supported schools, and BIE-funded high schools. LEAs that demonstrate a commitment to provide high school students the opportunity to enroll in college-level academic or career technical courses offered by a postsecondary educational institution and wish to permit those enrolled students to simultaneously earn credit toward high school graduation and a postsecondary degree or certificate may submit a RFI.

The purpose of these funds is to pay the cost of the required textbooks and other postsecondary course supplies for students enrolled in dual credit courses. Purchase arrangements must be made with the bookstore at the postsecondary institution or other cost-efficient sources. The RFI due date is September 13, 2013. Once approved, the LEA will receive 85% of its award based on 2012–2013, 80<sup>th</sup> & 120<sup>th</sup> DCIM course & enrollment count averages. In April 2014, the PED will be reconciling these funds and will allocate the remaining 15% of the award and then redistribute uncommitted funds.

The Request for Information will be posted on the PED website ([www.ped.state.nm.us](http://www.ped.state.nm.us)) under (<http://ped.state.nm.us/ped/rfps.html>). If you have questions or difficulties accessing the RFI electronically, please contact me at [marcia.knight@state.nm.us](mailto:marcia.knight@state.nm.us) or 505-827-1802.

cc: Hanna Skandera, Secretary-Designate of Education  
Paul Aguilar, Deputy Secretary, Finance and Operations  
Leighann C. Lenti, Deputy Secretary for Policy and Program



## REQUEST FOR INFORMATION (RFI) DUAL CREDIT 2013-2014

### Dual Credit Instructional Material Funds

RFI Released: August 30, 2013  
Final Date to Submit RFI: September 13, 2013, by 5:00 p.m.  
*No funding will be available for RFI's received after final date.*

Estimated time to complete this RFI is 10 minutes.

**This is a Request for Information (RFI) and does not constitute an award. If this RFI results in an award, then the superintendent, state chartered school administrator, state-supported school administrator or Bureau of Indian Education (BIE)-funded high school administrator will be notified by an official award letter issued.**

**Only upon receipt of an official award letter, may the district, state chartered school, state-supported school, or BIE-funded high school submit a Budget Adjustment Request (BAR).**

#### Application Checklist

Please take the time to complete the checklist below to ensure that all required information and actions have been completed before emailing the RFI Application to David Padilla at [davidv.padilla@state.nm.us](mailto:davidv.padilla@state.nm.us) College and Career Readiness Bureau, New Mexico Public Education Department.

All pages of the 2013-2014 RFI Application for Dual Credit Instructional Materials are completed.

- Cover page
- Electronic submission of signed Dual Credit Master Agreement and updated Appendix submitted (if not already on file) to [davidv.padilla@state.nm.us](mailto:davidv.padilla@state.nm.us)
- District Assurances page signed original mailed to David Padilla at address provided on page 2.

### **Purpose**

The purpose of these funds is to pay the cost of the required textbooks and other course supplies for the dual credit course for which the eligible student is enrolled. Purchase arrangements must be with the bookstore at the postsecondary institution or other cost-efficient source. The New Mexico Public Education Department's (PED's) College and Career Readiness (CCR) Bureau is issuing a RFI to all New Mexico public school districts, state chartered schools, state-supported schools, and BIE-funded high schools.

### **Goals**

To provide high school students the opportunity to enroll in college-level academic or career technical courses offered by a postsecondary educational institution, and to permit those enrolled students to simultaneously earn credit toward high school graduation and a postsecondary degree or certificate. (This applies to local education agencies (LEAs)—public school districts including district charter high schools, state chartered schools, state-supported schools, and BIE-funded high schools, high school students who attend secondary schools, and public postsecondary institutions in New Mexico according to state rule at 6.30.7 NMAC).

Further dual credit information may be found on the PED dual credit website <http://www.ped.state.nm.us/DualCredit/index.html>.

### **Eligibility**

All public school districts and state chartered schools that demonstrate a commitment to provide students opportunity to participate in dual credit must meet the following requirements:

1. The complete and signed RFI must be electronically generated using a minimum of 12 point font.
2. A completed signed 2013–2014 Dual Credit Master Agreement with completed Appendix (if needed). A sample Dual Credit Master Agreement made is found on the dual credit website <http://www.ped.state.nm.us/DualCredit/2013/Dual%20Credit%20Master%20Agreement%20Sample.pdf>.
3. An electronic copy of the completed **RFI must be received no later than 5:00 p.m. on September 13, 2013.** Facsimile copies will not be accepted. In addition to sending the electronic copy, **one single page hard copy of the LEA's Assurances page with original signatures must be received no later than 5:00 p.m. on September 13, 2013.** All electronic copies should be sent to David Padilla at [davidv.padilla@state.nm.us](mailto:davidv.padilla@state.nm.us). Requests for an extension of this date will not be granted. Please mail the LEA's RFI Assurances page to:

**David Padilla  
College and Career Readiness Bureau  
New Mexico Public Education Department  
300 Don Gaspar  
Santa Fe, NM 87501**



## **Dual Credit Instructional Materials (DCIM) FY 2014 Allocation Guidelines**

Dual Credit Instructional Materials (DCIM) allocations are available twice with a possibility of additional funds, pending program compliance determination. The PED will monitor for compliance to program requirements to determine Local Education Agencies (LEA) eligibility to receive a second allocation. LEAs are strongly encouraged to participate in New Mexico's Dual Credit (DC) Program, as this program provides support to students in meeting graduation requirements as stated in statute at 22-13-1.1 NMSA 1978.

### **Initial Allocation—October**

To qualify for Initial Allocation (85% of eligibility) the LEA must have provided the PED the following:

1. A valid, electronic copy of completed Master Agreement and updated Appendix (if necessary); and
2. Dual Credit Instructional Materials Request for Information (RFI) due September 13, 2013.

### **Allocation Adjustment—April**

For the Allocation Adjustment (15% of the eligibility and other factors), the LEA must meet the compliance requirements listed in the Initial Allocation and have provided the PED with the following:

1. STARS DC student enrollment data (current year 40<sup>th</sup>-and 80<sup>th</sup>-day); and
2. Expended and claimed at least 100% of the Initial Allocation by March 14, 2013.

### **Possible Reasons for Rescinding Allocation**

1. Lack of submitting BAR for Initial Allocation by November 1, 2013;
3. Lack of claiming 100% of Initial Allocation by March 14, 2014; and
4. Incomplete or non-submission of data reports on STARS DC and student enrollment data current year 40<sup>th</sup>-and 80<sup>th</sup>-day.

Any funds rescinded from recipients will be available for distribution based on formal request for additional funds from LEA's having expended 100% of the initial allocation.

### **Additional Funds Request**

Additional funds are dependent upon availability of funds and are not guaranteed. To qualify for additional funds, an LEA must meet the compliance requirements listed under Initial Allocation and the following:

1. STARS DC student course enrollment and grade data (40<sup>th</sup>-and 80<sup>th</sup>-day);
2. Expended and claimed 100% of the Initial Allocation; and
3. A request in writing stating a need for additional funds prior to March 14, 2014.

**It is the LEA's responsibility to manage the Initial Allocation to meet the requirements of Subsection H (15) of 6.30.7.8 NMAC over the fall, spring, and summer semesters of the fiscal year (July 1, 2013–June 30, 2014).**

**COVER PAGE**

**LEA**

**School Name**      **Gadsden Independent School District**

**Superintendent, State Chartered School Administrator, State-Supported School Administrator or Bureau of Indian Education (BIE)-funded High School Administrator**

**Name**      **Superintendent Efren Yturralde**

**Phone**      (575) 882-6203      **e-mail**      eyturralde@gisd.k12.nm.us

**Mailing Address**      **P.O. Drawer 70, Anthony, New Mexico 88021**

**Business Manager**

**Name**      **Steve Suggs-Deputy Superintendent/Finance**

**Phone**      (575) 882-6241      **e-mail**      ssuggs@gisd.k12.nm.us

**Mailing Address**      **P.O. Drawer 70, Anthony, New Mexico 88021**

**Dual Credit Administrator**

**Name**      **Hector Giron**

**Phone**      (575) 882-6798      **e-mail**      hgiron@gisd.k12.nm.us

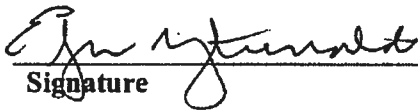
**Mailing Address**      **P.O. Drawer 70, Anthony, New Mexico 88021**

## LEA'S ASSURANCES

Required signatures include the district superintendent or administrator of the LEA where funds will be utilized. The application will not be considered complete without the required signatures.

The undersigned assures the following:

1. The information included in the enclosed RFI is true and accurate.
2. The monies received as a result of this RFI will be utilized for dual credit instructional materials in SANTA TERESA, GADSDEN, CHAPARRAL, AND DESERT PRIDE high school(s) (identify all high schools including district charter high schools) in the GADSDEN INDEPENDENT SCHOOL DISTRICT (district, state charter, state-supported school, or BIE-funded).
3. The funding received as a result of this RFI is **intended to be liquidated by June 30, 2014.**
4. The intention of this funding is to fund dual credit instructional materials for 2013–2014.
5. The LEA agrees to submit accurate high student membership count data via STARS on the 40<sup>th</sup>, 80<sup>th</sup>, and 120<sup>th</sup> day. BIE's will be contacted for the portal address to submit data.
6. The LEA agrees to submit dual credit course and student grade dual credit enrollment STARS data on the 40<sup>th</sup>, 80<sup>th</sup>, and 120<sup>th</sup> day. BIE's will be contacted for the portal address to submit data.
7. The LEA will submit an initial BAR by November 1, 2013.
8. The LEA will submit RfRs by December 15, 2013, for fall semester and by March 14, 2014, for spring semester.
9. The LEA agrees to comply with all requirements under 6.30.7 NMAC which includes updating the Master Agreement and Appendix when changes occur and approving each student on a course-by-course basis each semester based on each student's prior coursework, career pathway, or academic readiness.

  
Signature

9/4/13  
Date

Superintendent  
Title

**Superintendent,  
State Chartered School Administrator,  
State-Supported School Administrator or  
Bureau of Indian Education (BIE)-funded High School Administrator**