



MICHELLE LUJAN GRISHAM,
Governor

MARIANA PADILLA,
*Secretary Designate of Public
Education*

KENDRA KARP,
Interim Director

Subject: Vendor Submission for Job Development, Job Coaching, Job Placement, and Extended Services Contracts

Greetings,

The New Mexico Division of Vocational Rehabilitation will be implementing a contract process for the following services: Job Development, Job Coaching, Job Placement, and Extended Services.

All current and potential vendors interested in providing these services to NMDVR participants must submit the required documents outlined in the attached Scope of Work for consideration. If approved, the vendor and NMDVR will enter into a signed contract to be effective 7/1/2025. AS of 7/1/2025, NMDVR will not continue the services mentioned outside of a signed contract.

Submission Deadline:

Required documents must be submitted for consideration by **April 10, 2025** to Kathy.Abernathy@dvr.nm.gov. Please note that **late submissions will not be reviewed** during this consideration cycle.

Once the documents have been vetted, reviewed, and approved, NMDVR will contact the vendor to route the contract for signatures. Vendors will be notified once the contract is fully executed.

Information Sessions:

Information sessions regarding the contract process for these services will be held on:

[March 17, 2025 @ 11:00AM and March 18, 2025 @ 9:00AM, over Zoom]

If you have any questions, please feel free to contact Kathy Abernathy at the email address above.

Thank you for your interest, and we look forward to your participation.

Sincerely,
Kathy Abernathy

NMDVR RSU Staff Manager
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