Contract Award Letter

October 16, 2026

Pacific OneSource Inc
130 W. Cochran Street, Unit A
Simi Valley, CA 93065

RFP NUMBER: 2027-02
RFP DESCRIPTION: Professional Development and Specialized Training for Public Agencies
CONTRACT NUMBER: 2027-02-C1114-ALL
Professional Development and Specialized Training for Public Agencies -

Dear Procurement Partner

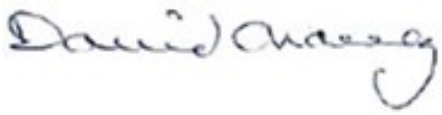
Cooperative Educational Services (CES) thank you for responding to our 2027-02 solicitation. The responses have been reviewed and it is our pleasure to inform you that your company has been selected to provide the products and services indicated in your response.

The Contract, in conjunction with the RFP documents, constitute the Agreement between the parties. Please retain all documents for your records. This Price Agreements contract, beginning September 15, 2026, and expiring September 14, 2030, pursuant to 13-1-150 NMSA.

It is the vendor's responsibility to keep pricing up to date throughout the life of the contract.

Sincerely yours,

Cooperative Educational Services



David Chavez
Executive Director, Chief Procurement Officer
Office: 505.344.5470

ACCEPTANCE OF PROPOSAL AND OFFER
AND CONTRACT AWARD

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CONTRACT

This contract award is being made by Cooperative Educational Services ("CES"), 10601 Research Rd. SE, Albuquerque, New Mexico 87123 effective this 15th day of September 2026, to Pacific OneSource Inc, with its principal office located at 130 W. Cochran Street, Unit A, Simi Valley, CA 93065, pursuant to the above referenced CES conducted Request for Proposal ("RFP") or Request for Bids ("RFB") procurement, and Contract Holder accepts the award and enters into this contract pursuant to the following terms and conditions.

RECITALS

Cooperative Educational Services (CES) is a cooperative procurement agency created by a Joint Powers Agreement as authorized by Section 11-1-1, et. seq., N.M.S.A., 1978, and Section 13-1-135 and procures tangible personal property, services and construction services ("Products, Services and/or Construction Services") pursuant to the New Mexico Procurement Code for the benefit of its Members and Participating Entities. The Members consist of public educational institutions in New Mexico that are signators to a Joint Powers Agreement establishing CES as their procurement agency. The Participating Entities are governmental and 501(C) (3) organizations that have entered into Participating Entity Agreements with CES which allow them to take advantage of the procurement efforts of CES.
The undersigned ("Contract Holder") has successfully responded to a RFP or RFB published by CES in accordance with the Procurement Code, (13-1-103, 111, 112), and Contract Holder is being awarded this RFP or RFB contract by CES which allows Contract Holder to offer Products, Services and Construction Services in accordance with the terms and conditions set forth herein and in the RFP or RFB documents and this contract award.

CONTRACT TERMS

1. The initial contract term shall be from the effective contract award date September 15, 2026, through September 14, 2030. CES reserves the right to renew the Contract through a written amendment signed by all required signatories, but in any case, the Contract shall not exceed the total number of years allowed pursuant to NMSA 1978 13-1-150. CES reserves the right to offer month-to-month extensions if it is determined by CES to be in the best interest of CES Members/Participating Entities

2. Contract Holder agrees and acknowledges that the contract terms and provisions are those contained in the above referenced RFP or RFB and agrees to furnish all Products, Services and/or Construction Services in compliance with all terms, conditions, specifications of and amendments to this RFP or RFB. Contract Holder understands that his obligations under this RFP or RFB contract extend to CES Members and Participating Entities who are third party beneficiaries of

this RFP or RFB procurement process. The Members/Participating Entities may negotiate with Contract Holder certain additional terms and conditions relating to the scope of services and other performance details. However, the terms and conditions of the RFP or RFB may not be altered or amended except with the approval of CES and in accordance with the State Procurement Code.

3. Contract Holder acknowledges and agrees that CES' purpose and function is to act as a cooperative procurement agent on behalf of its Members and Participating Entities so that they may take advantage of these procurement efforts. CES does not have any subsequent responsibility relating to the quality and fitness of any Products, or the performance of any Services and Construction Services by Contract Holder. Any purchase orders placed by a CES Member or Participating Entity with Contract Holder directly or through CES and any resulting contract between the Contract Holder and a CES Member or Participating Entity do not create any additional obligations on the part of CES.

4. For transactions which involve CES transmitting purchase orders from a Member/Participating Entity to Contract Holder, CES volunteers to act as a payment facilitator to make payments to Contract Holder with funds transferred to CES by the Member/Participating Entity in accordance with Member/Participating Entity's written instructions and to provide an accounting of all monies paid or received by CES pursuant to this Agreement. CES also volunteers to provide informal mediation services between Contract Holder and Member/Participating Entity in the event any dispute arises between them.

5. Contract Holder understand and agree that upon CES' receipt of funds from the Member/Participating Entity, CES has no right or authority to thereafter apply those funds to any purpose other than as instructed by Member/Participating Entity. CES shall incur no liability to Contract Holder except for liability arising from CES' own gross negligence or willful misconduct to the extent allowed by New Mexico law. Through this procurement process, Contract Holder is authorized to provide the described Products, Services or Construction Services. CES has no obligation or right to involve itself with the manner or method by which Contract Holder provides these Products, Services or Construction Services.

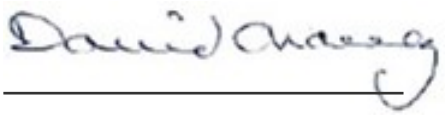
6. To the extent allowed by New Mexico law, Contract Holder agrees to hold CES harmless from all costs, expenses, attorney fees and judgments based upon claims between a Member/Participating Entity and Contract Holder in connection with the specified Products, Services or Construction Services provided by Contract Holder.

7. Contract Holder agrees that it will not assert any claim against CES in the event that a dispute arises regarding the alleged failure of Contract Holder or a Member/Participating Entity to perform as provided for in the RFP or RFB documents, any purchase order or other contract between Contract Holder and a Member/Participating Entity. This does not include claims against CES based upon the alleged gross negligence or intentional acts of CES.

8. Any liability incurred in connection with this Agreement shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, §§ 41-4-1 et seq, NMSA 1978, as amended.

The Recitals are incorporated herein as contract terms.

Agreed effective the above date.

Cooperative Educational Services	Pacific OneSource Inc
	_____
Executive Director	
Date: 10/16/2026	

GENERAL SCOPE OF WORK AND SPECIFICATIONS

PART I – INTRODUCTION

1.0 GENERAL

1.1 The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish, through competitive public solicitation and negotiation, one or more multi-year cooperative contracts between Cooperative Educational Services (CES) and successful Offeror(s).

1.2 CES desires to contract with qualified and experienced Offeror(s) to provide **Professional Development and Specialized Training for Public Agencies** for CES Members and Participating Entities.

2.0 NOTICE OF INTENT

2.1 CES intends to make multiple awards, when practicable, to ensure adequate coverage and service availability statewide.

2.2 Price agreements resulting from this RFP shall be established in accordance with the New Mexico Procurement Code, NMSA 1978, Section 13-1-150, as amended.

PART II – SCOPE OF WORK AND SPECIFICATIONS

3.0 SCOPE OF WORK

3.1 CES is requesting proposals from qualified Offerors to provide **Professional Development and Specialized Training for Public Agencies.** The desired services are intended to support workforce development, leadership growth, organizational effectiveness, operational excellence, and continuous improvement across all public agencies including but not limited to cities, counties, municipalities, higher education, K-12 and charter schools, tribal governments, state agencies, etc.

3.2 CES recognizes the importance of developing and strengthening organizational capacity through professional development, specialized training, coaching, consulting, and related services. These services should support leadership development, employee performance, strategic initiatives, operational effectiveness, data-informed decision-making, regulatory compliance, and continuous improvement. Offerors shall be capable of partnering with CES Members and Participating Entities to identify needs, implement effective solutions, measure outcomes, and support long-term organizational success.

3.3 The successful Offeror(s) shall provide a comprehensive range of professional development, specialized training, consulting, coaching, facilitation, workforce development, leadership development, organizational development, strategic planning, technical training, compliance training, instructional support, assessment services, and related professional services, including but not limited to:

a. Leadership development and executive coaching
b. Organizational development and change management
c. Strategic planning and facilitation services
d. Workforce development and employee training
e. Professional certifications and continuing education programs
f. Instructional leadership and educational leadership development
g. School improvement and educational consulting services
h. Team building and professional learning communities
i. Human resources, compliance, and workplace training
j. Technology, cybersecurity, artificial intelligence, and digital skills training
k. Data analysis, performance improvement, and continuous improvement initiatives
l. Diversity, equity, accessibility, cultural competency, and community engagement training
m. Public sector operations, management, and leadership training
n. Customized training programs, workshops, seminars, conferences, and related professional services.
o. Assessments, evaluations, and performance improvement services

3.4 The training and services shall support CES Members and Participating Entities in achieving organizational goals, improving workforce performance, strengthening leadership capacity, enhancing operational effectiveness, supporting regulatory compliance, fostering innovation, and promoting continuous improvement.

3.5 Services may be delivered in person, virtually, through hybrid formats, or through other approved delivery methods appropriate to meet the needs of CES Members and Participating Entities. Services may be provided to a variety of audiences, departments, leadership teams, employees, educators, administrators, elected officials, and other stakeholders.

4.0 DEFINITIONS, REGULATORY, AND INDUSTRY REFERENCES

This section identifies the applicable regulatory requirements, codes, standards, and industry references governing the services provided under this solicitation.

4.1 General Requirements

Where conflicts exist between referenced standards, the most stringent requirements shall apply.

Offerors shall provide all products and services in accordance with applicable federal, state, and local laws, regulations, standards, and professional practices. Depending upon the services offered, applicable references may include, but are not limited to:

4.2 Definitions

- **ADA:** Americans with Disabilities Act
- **AI:** Artificial Intelligence
- **CEU:** Continuing Education Unit
- **Change Management:** A systematic approach to preparing, supporting, and helping individuals and organizations adapt to organizational, technological, operational, or cultural changes.
- **Coaching**: A professional development process focused on improving individual or team performance through guidance, feedback, mentoring, and skill development.

- **COPPA:** Children's Online Privacy Protection Act
- **Facilitation**: The process of guiding meetings, workshops, training sessions, strategic planning sessions, or group discussions to achieve desired outcomes.
- **FERPA:** Family Educational Rights and Privacy Act
- **HR:** Human Resources
- **LMS:** Learning Management System
- **Needs Assessment**: A process used to identify organizational, departmental, leadership, workforce, training, or operational needs and opportunities for improvement.
- **NMPED: New Mexico Public Education Department**
- **Organizational Development**: Planned activities intended to improve organizational effectiveness, leadership capacity, performance, culture, and operational outcomes.
- **PII:** Personally Identifiable Information
- **Professional Development (PD):** Structured learning activities designed to improve knowledge, skills, competencies, leadership abilities, and job performance.
- **Public Agency**: Any school district, charter school, institution of higher education, municipality, county, state agency, tribal government, special district, authority, or other governmental or quasi-governmental entity eligible to utilize CES contracts.
- **SME**: Subject Matter Expert
- **STEAM**: Science, Technology, Engineering, Arts, and Mathematics
- **Strategic Planning**: A structured process used to establish organizational goals, priorities, objectives, and implementation strategies.
- **Virtual Learning**: Training, instruction, coaching, consulting, or facilitation delivered through online platforms.
- **Workforce Development**: Programs and activities designed to improve employee knowledge, skills, abilities, and professional competencies.

4.3 Regulatory and Industry References

Offerors shall provide services in accordance with applicable federal, state, and local laws, regulations, standards, and professional practices, including but not limited to:

- Americans with Disabilities Act (**ADA**)
- Children's Online Privacy Protection Act (**COPPA**), where applicable
- Family Educational Rights and Privacy Act (**FERPA**), where applicable
- Federal and State Privacy and Data Protection Requirements
- Applicable licensing, accreditation, and continuing education requirements
- Industry-recognized professional certifications, standards, and best practices relevant to the services provided
- New Mexico Public Education Department guidance and requirements (**NMPED**), where applicable

5.0 GENERAL SPECIFICATIONS

This section establishes the minimum requirements, service expectations, and delivery standards applicable to professional development, specialized training, consulting, coaching, facilitation, and related professional services provided under this solicitation. Offerors shall demonstrate the capability to provide high-quality services that support the diverse needs of CES Members and Participating Entities.

5.1 Offerors shall provide professional development, specialized training, consulting, coaching, facilitation, assessments, and related professional services as identified in their proposal.

5.2 Services may be delivered in person, virtually, through hybrid formats, or through other approved delivery methods appropriate to the needs of CES Members and Participating Entities.

5.3 Offerors shall be capable of providing services to a variety of audiences, including but not limited to leadership teams, executives, managers, supervisors, employees, educators, administrators, elected officials, boards, departments, and other stakeholders.

5.4 Offerors shall demonstrate subject matter expertise, qualifications, certifications, licenses, accreditations, or other credentials appropriate to the services being provided. Documentation supporting applicable qualifications may be required as part of the proposal submission.

5.5 Offerors shall be capable of conducting assessments, evaluations, planning activities, training programs, workshops, seminars, conferences, coaching engagements, consulting projects, facilitation sessions, and other professional development activities.

5.6 Offerors shall provide services that support measurable outcomes, organizational goals, workforce development, leadership growth, operational effectiveness, regulatory compliance, performance improvement, innovation, and continuous improvement.

5.7 Offerors shall describe methodologies, tools, technologies, resources, and best practices utilized in delivering services and measuring results.

5.8 Offerors may provide proprietary programs, curricula, assessments, learning resources, digital content, software platforms, subscription services, educational materials, training tools, third-party products, and related solutions when applicable to the services offered.

6.0 PRODUCTS, SOFTWARE, DIGITAL RESOURCES, AND RELATED SOLUTIONS

This section establishes the requirements applicable to products, software, digital resources, subscription services, assessments, curricula, and related solutions that may be offered in conjunction with professional development, specialized training, consulting, and related services under this solicitation.

6.1 Offerors may provide products, software, digital platforms, subscription services, assessments, curricula, educational materials, learning resources, toolkits, training materials, and related solutions in support of the services offered under this solicitation.

6.2 Offerors shall identify any applicable manufacturer warranties, software support agreements, subscription terms, service level agreements, maintenance agreements, licensing requirements, renewal provisions, or other support services associated with products, software, digital platforms, subscriptions, or related solutions offered under this solicitation.

6.3 Offerors shall clearly identify any third-party products, software, digital content, platforms, or solutions included as part of the proposed services.

6.4 Offerors may propose professional development services, specialized training, consulting services, products, software, digital resources, subscription services, assessments, curricula, educational materials, turnkey solutions, or a combination thereof under one or more categories established in the solicitation.

7.0 Contract Expansion

7.1 During the contract term, Offeror(s) may propose additional Professional Development, Specialized Training, Consulting Services, Products, Software, Digital Resources, and Related Solutions consistent with the scope of this RFP.

7.2 Additions may be incorporated by written contract amendment upon mutual agreement.

Omissions in this proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

COST PROPOSAL

Professional Development and Specialized Training for Public Agencies
2027-02

Pacific OneSource Inc

Product Name	Product Description	Unit Of Measure	All Regions	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8
Travel Time round trip	Cost Per Hour	cost	125	125	125	125	125	125	125	125	125
Per diem	Cost Per Day	cost		180	249	180	249	180	180	180	180
Mileage (current IRS rate)	Cost Per Mile	cost	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76
Software Costs, License Fees and Renewals if Provided. Minimum One-Year	Percent Discount off Price List	Percent	5 %	5 %	5 %	5 %	5 %	5 %	5 %	5 %	5 %
Training Materials for Workshop Training (manuals, workbooks, digital resources, assessments)	Percent Discount off Price List	Percent	5 %	5 %	5 %	5 %	5 %	5 %	5 %	5 %	5 %
Manipulatives for Professional Development & Training	Percent Discount off Price List	Percent	5 %	5 %	5 %	5 %	5 %	5 %	5 %	5 %	5 %
Online Professional Development Consulting	Cost Per Hour	cost	195	195	195	195	195	195	195	195	195
Online Training Services for Admin, Teachers and other Relevant Staff	Cost Per Hour	cost	185	185	185	185	185	185	185	185	185
Workshop Development	Cost Per Hour	cost	175	175	175	175	175	175	175	175	175
Workshop Training in Person	Cost Per Hour	cost	220	220	220	220	220	220	220	220	220
Onsite Coaching Development and Session(s)	Cost Per Hour	cost	220	220	220	220	220	220	220	220	220
Onsite or Online One-on-One Mentoring	Cost Per Hour	cost	195	195	195	195	195	195	195	195	195
Advanced Coaching Development and Session(s)	Cost Per Hour	cost	285	285	285	285	285	285	285	285	285
Professional Learning for Teachers 100% online using District Curriculum	Cost Per Hour	cost	175	175	175	175	175	175	175	175	175
Remote Support (8 AM to 5 PM) Mountain Time Zone	Cost Per Hour	cost	150	150	150	150	150	150	150	150	150
Remote Support (5:01 PM to 7:59 AM) Mountain Time Zone	Cost Per Hour	cost	210	210	210	210	210	210	210	210	210
Other Related Services	Cost Per Hour	cost	197	197	197	197	197	197	197	197	197