



REQUEST FOR PROPOSAL MONTESSORI TEACHER (Mescalero Montessori) for Mescalero Apache Tribe

SUMMARY

The Mescalero Apache Early Childhood Program (MAECP) is accepting **proposals** from qualified contractors for the position of **Montessori Teacher**. Proposals will be received no later than **March 9, 2026 at 4:00 pm** at the Tribal Administrative Offices by mail: P.O. Box 227; in person at 108 Central Avenue, Mescalero, NM 88340; or via email to bshendo@mescaleroapachetribe.com. Proposals received after the above date and time, or in any other location other than Tribal Administrative Offices will **NOT** be considered.

TIMELINE		
Submission Deadline	Mar. 9, 2026	4:00 pm
Selection	Mar. 13, 2026	10:00 am

The Tribe reserves the right to reject any or all bids based on past performance and to waive technicalities and informalities and re-advertise. Only responsive bids that are determined to meet the requirements and criteria set forth by the Tribe will be considered.

BACKGROUND

The Tribe is located in southcentral New Mexico, roughly two (2) hours north of El Paso, Texas and three (3) hours south of Albuquerque. The Mescalero Apache Reservation spans 463,000 acres, is heavily forested, and is mountainous. There are 5,300 Tribal members, most of whom live on the Reservation or in the surrounding communities of Ruidoso, Tularosa and Alamogordo.

SERVICES REQUIRED

The Mescalero Apache Early Childhood Program operates a Montessori Pre-Kindergarten program for tribal children aged 3-5. The program is under a grant from the New Mexico Early Childhood Education and Care Department. MAECP is seeking qualified and/or experienced Montessori Teacher for its 3-5 y/o Montessori classroom. The position is full-time, involves commitment to Montessori certification/classes, if not yet certified.

GENERAL INSTRUCTIONS

1. The following instructions are to be considered an integral part of this proposal. The proposal **MUST BE TYPEWRITTEN AND SIGNED.**
2. No proposal may be withdrawn or modified in any way after the bid-opening deadline.
3. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidding company's responsibility to seek clarification immediately from the Mescalero Apache Tribe during the period stated herein.

4. Any variation from the specifications contained herein must be clearly stated by the bidding company in writing and submitted with his/her proposal.
5. The award of this contract shall be made to one contractor for the total bid.
6. In most cases, proposals shall be evaluated on the following items, but not necessarily in this order:
 - a. Lowest price;
 - b. Availability listed in the proposal (please be as truthful and precise and provide as much information as possible about your availability over the next 2-3 years) (please see item 8 below);
 - c. Delivery of goods/service(s);
 - d. Scope of work; and
 - e. Past record of contractor's delivery/performance to the Mescalero Apache Tribe and/or other federally-recognized Indian tribes.
7. The Tribe desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable delivery proposal may be cause for disqualification of a bid. Each proposer shall state a definite time and avoid using the terms ASAP or approximately so many days.
8. State Sales Tax is *inapplicable* to services provided and goods delivered on the Reservation. The Tribe itself is tax-exempt.
9. The Tribe reserves the right to accept or reject any and all bids, due to past performance, etc. and waive any informality. The Tribe will accept or reject all bids within three (3) weeks of the submission deadline.
10. The Tribe is not responsible for submissions not properly identified, late or undelivered mail or courier service(s).
11. The Tribe reserves the right to negotiate the fee and/or scope of work with the highest ranked proposer. If negotiations cannot be completed successfully, then the Tribe reserves the right to negotiate with the second highest ranked contractor.

PROPOSAL REQUIREMENTS

1. Executive summary (brief statement of approach to the work, understanding of the Tribe's goals and objectives and demonstrated understanding of the potential problems and concerns in relation to early childhood education and care);
2. Bidder information (name, address, telephone number, primary point of contact, secondary point of contact, total number of employees, year company was established, listing and description of litigation involving proposer in the last five (5) years);
3. Qualifications for key staff that will be assigned to the Project and relevant experience;
4. List of any and all subcontractors that the proposer will or may be using and percentage and type of work for which such subcontractors will be responsible;
5. List of at least three (3) references (include contact information and description of project(s) completed);

6. Copies of all licenses or permits required by the State of New Mexico in order for contractor to provide the services listed in the proposal.
7. Detailed pricing listing cost per service/goods provided;
8. Evidence of Montessori certification, and/or Montessori experience (reference, reports, portfolio, etc.)
9. Disclosure of any previous financial or business relationship with the Tribal President, Vice-President, other Tribal officers, or members of the Mescalero Apache Tribal Council; and
10. Statement that proposer is not currently debarred, has never been debarred or details of any prior debarment by federal, state, or local jurisdictions (dates, reason for debarment, name of jurisdiction, etc.).

QUALIFICATIONS & SCOPE OF WORK

The following are the qualifications required of the contractor:

1. Currently enrolled in an undergraduate (associates or bachelors) program closely related to early childhood education (elementary education, special education, speech pathology, child psychology, child studies, family studies); unofficial transcripts or class registration/schedule required
2. Commitment to obtain Montessori Primary (3-6) Diploma (coursework at no cost to candidate unless the candidate does not obtain diploma)
3. Experience working in a Montessori classroom for at least 6 months, and neurodiverse children
4. Demonstrated experience managing classrooms and/or programs
5. Ability to work independently, proactively and productively
6. Must possess excellent time management skills, and attention to detail
7. Ability to conceptualize, plan and organize work, analyze problems, and gather pertinent data to determine solutions
8. Comprehensive oral communication and analytical writing skills

The following is the scope of work:

1. Montessori classroom management services which include (but are not limited to) Montessori classroom structure and design layout; curriculum implementation; student records maintenance; student observations; progress reports; communication with families; coordination of activities with various community agencies; referral to IDEA Part B as necessary; collaboration with the Local Education Agency for students with IEPs; classroom and Montessori materials sanitation and upkeep; maintenance of Montessori classroom supply inventory; ensure that the Montessori method is delivered with integrity and high fidelity; continued professional development and ongoing educational advancement.
2. The contractor will work closely with the Mescalero Apache Early Childhood Program Director, Administrator, and/or designated supervisor during each contract year assigned to the contractor.

3. The Tribe will give written notice to the contractor when the Tribe has determined that project management services are required. The Tribe and the contractor will discuss availability, project guidelines, and proposed costs for the services to be provided.

POINT OF CONTACT

Please direct all inquiries to:

BRYAN SHENDO

Mescalero Apache Tribe

P.O. Box 227

Mescalero, NM 88340

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