



# Dual Language Education of New Mexico

## Service Agreement

Company Address	P.O. Box 91508 Albuquerque, New Mexico 87199 US	Created Date	8/21/2023
		Expiration Date	8/21/2023
		Quote Number	Q-00000741
Prepared By	José Azul Cortés	Contact Name	Miriam Benitez
Phone	(505) 243-0648		
Email	azul@dlenm.org		
Bill To Name	CLV Strong Start Elementary Schools, Inc.	Ship To Name	CLV Strong Start Elementary Schools, Inc.
Bill To	Las Vegas, NV		

### Program Description

Project Title Site Visit  
Primary Facilitator Azul Cortés  
Program Goal

#### Session Description: Site Evaluation–

This site visit will provide an external perspective related to the services currently being offered to students within the Charter's bilingual programs. It will raise the collective knowledge needed for key decision-making related to program offerings while providing recommendations for program expansion and next steps.

Through analysis of program data and stakeholder interviews, program evaluators will gather information that identifies both the strengths and challenges with respect to the following:

#### Program Model:

- Appropriateness of and fidelity to the current bilingual program model being implemented
- Horizontal and vertical alignment across grade levels and content delivered in each program language
- Structures supporting sustainability and building of capacity

#### Curricular Components:

- Appropriate use of the mandated curriculum
- Adequacy/availability of instructional materials in each program language
- Identification of additional curriculum and/or assessments to ensure effective implementation and/or expansion of the program

#### Instructional Expectations:

- Current use of sheltering/scaffolding techniques during the instruction of second language learners
- Analyze the appropriate use of the target language

#### Resources:

- Adequacy of current resources
- Knowledge of/availability of additional resources

A program site report will be prepared for the purpose of:

- Providing information that will assist leadership in the effective design and implementation of an aligned, quality program based on evidence
- Capture data from the site and the interviews completed to develop areas of strength and need
- Provide "Next Step" recommendations for district and site leaders as decisions on activities, training, hiring, and allocation of resources are prioritized during the program planning year.

Services					
Service	Date	Unit of Measure	Sales Price	Quantity	Total Price
Facilitator Support: FLAT RATE TRAVEL	8/21/2023	Each	\$4,065.00	1.00	\$4,065.00
Leadership Dev.– Sustainability Training (per day, 2 facilitators)	8/21/2023	Each	\$9,025.00	2.00	\$18,050.00

Totals					
		Subtotal	\$22,115.00		
		Total Price	\$22,115.00		
		Grand Total	\$22,115.00		

## Terms & Conditions

**Terms and Conditions:** Dual Language Education of New Mexico (DLeNM) is committed to staff safety and complying with all local, state, and federal regulations regarding COVID-19. Trainers providing in-person support will (at a minimum) follow all safety requirements of the district/entity that they are working with. It is imperative that the district/school (entity) point of contact share any and all safety requirements and/or expectations with trainers prior to the live session. DLeNM trainers reserve the right to implement additional personal safety measures while on-site. Should it be determined by trainers that the risk of infection is unacceptable for face-to-face training to take place or continue as scheduled, DLeNM staff will work with the designated point of contact to either modify, postpone, cancel, or conduct the training virtually.

**Travel Costs:** For trainings involving travel, DLeNM charges a flat rate inclusive of all travel-related expenses. Please be advised that the amount listed on this service agreement is the full amount for travel that you will be charged. Any modifications to this practice will need to be negotiated with your designated point of contact prior to the full execution of this agreement.

- Travel costs are guaranteed for up to three months between the date of issuance of a service agreement and the actual training date planned. In circumstances where agreements are negotiated outside of that window, actual travel costs may be reevaluated.
- Service agreements requested and/or fully executed less than six weeks prior to a desired training date may incur additional travel costs as fees for these services increase the closer they are booked to the travel date.

**Multi-session Trainings:** district/school(s) will be invoiced at the completion of each segment unless otherwise noted above. Payment must be received within thirty days of invoice date unless otherwise agreed upon.

**Service Dates/Delivery Methods:** (in person, virtual, etc.) may be modified with approval in writing from an authorized district/school (entity) representative and the DLeNM project supervisor. This service agreement is not valid until signed by an authorized representative from the District/School and a purchase order has been issued. Please submit the signed service agreement, purchase order number, and any additional documentation to:

[accounting@dlenm.org](mailto:accounting@dlenm.org) (preferred method)  
or  
Dual Language Education of New Mexico  
Attn:  
Accounts Receivable  
P.O. Box 91508  
Albuquerque, NM 87199  
[505.243.0648](tel:505.243.0648)

I certify that I have read and understood this Service Agreement and agree to the Terms and Conditions.

Authorized Signature:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

DLeNM Representative:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_