Robin Dozier Otten, Director

Richard J. Berry, Mayor

September 27, 2010

SUBJECT: Changes to the Administrative Requirements for Contracts Awarded Under the City of Albuquerque

To Whom It May Concern:

This letter is to inform you that the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque* has been updated from the previous version dated July 2008.

The purpose of the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque* is to provide uniform administrative rules for City of Albuquerque contracts awarded by the Department of Family and Community Services and to provide the steps required to successfully manage and execute the contract.

This document and the forms associated with the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque* may be found on the Department's website: http://www.cabq.gov/family/publications/Admin-Req.html

Please read the document and contact the Program Specialist assigned to your contract with any questions you may have regarding the changes.

The changes to the document include:

General Changes

Reformatted to follow the formatting guidelines of the New Mexico Administrative Code, as well as to correct grammar and provide consistency in phrasing, for example:

- Any use of "exception" has been removed or changed to "waiver"
- Any use of "Agency" or referral to any entity with a contract with DFCS was changed to "Contractor"
- Any use of "instruction" pertaining to these rules has been changed to "rules"

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Substantive Changes

8. Definitions

- Relocated all the definitions within the document to this location
- Creation and refinement of definitions, including:
 - Contractor
 - Sex Offender
 - o Nepotism
 - Vulnerable Population
 - o Addition of an option for a 501(c)(6) corporation to qualify on a case-by-case basis

9. Introduction

- Clarification of Applicability
- Addition of waiver language

10. Eligibility for Funding for DFCS Social Service Contracts

- Addition of regulations on Background Clearance and Nepotism and removed previous Personnel Policies
- Addition of Background Clearance requirements
- Addition of Anti-Nepotism provision
- Language on professional liability insurance changed

11. Budgetary Guidelines for DFCS Social Services Contracts

• Changes to Indirect Costs language

13. Accounting for DFCS Social Services Contract Funds

- Updates to language on Acquisition and Title and Disposition
- Changes to section on Allowable flexibility
- Updates to language on Retention of Contract Records

16. Interpretation of a Rule

Additional language on formal interpretation of a rule and the waiver or exception process

17. Standard Forms for City Contracts

Changed the reference to documents "in the appendix" to documents "at the Department's website: http://www.cabq.gov/family/Admin-Requirements.html"

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Appendix

- Removed all forms
- Added an index
- Added a list of resources

Should you have any questions regarding the attached please feel free to call me at 768-2870 or Linda Rumpf, Public Hearing Officer, at 768-2931.

Sincerely,

Robin Dozier Otten Family and Community Services Director

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