
City of Albuquerque
Department of Family & Community Services
Division of Child and Family Development
Fiscal Year 2018
Request for Proposals from Non-Profit or Governmental Agencies for
Social Services/Early Childhood Care and Education Services for Fiscal Year 2019

RFP Number: RFP-DFCS-EHS-18-01

REQUEST FOR PROPOSALS

Contents:

- 1.0 Background**
- 2.0 Purpose**
- 3.0 Administrative Requirements**
- 4.0 Priority Activities/Scope of Service**
- 5.0 Eligible Responders**
- 6.0 Eligible Beneficiaries**
- 7.0 Technical Assistance**
- 8.0 Instructions for Completing Application**
- 9.0 Compliance with Social Services Agreements, Procurement Rules and Regulations**
- 10.0 Submission Process/Deadlines**

1.0 Background

The City of Albuquerque, Department of Family and Community Services has established a series of priorities for funding. The City of Albuquerque has adopted a uniform process for soliciting and reviewing project proposals. Priority Activities described in Section 4.0 may be eligible for two additional one-year funding renewals after the original one year contract term as indicated under each Scope of Service Description. Funds for this program are subject to final approval of the City Council, availability of City General Funds and where applicable, receipt of Early Head Start Grant funds from the U.S. Department of Health and Human Services.

2.0 Purpose

The purpose of this Request for Proposals (RFP) is to solicit innovative and effective proposals from qualified non-profit organizations interested in providing services for populations in need of specific social services.

The City's Department of Family and Community Services has completed a City-wide Community Assessment addressing the needs of children, infants, toddlers, expectant mothers and their families within the Albuquerque area. Based on the results of this assessment, the Department has identified a clear need for Early Head Start programming within the city of Albuquerque service area. The Community Assessment reflects the demonstrated need for center based Early Head Start programming. The City is issuing this RFP for community collaboration with an early childhood provider to fulfill the needs of eligible Early Head Start families through the provision of center based services.

Proposals will be accepted until **4:00 pm on Monday, July 16, 2018** and are to be submitted to the Office of the City Clerk.

3.0 Administrative Requirements

Potential responders to this RFP are strongly advised to become familiar with the content of the most current version of the publication entitled "*Administrative Requirements for Contracts Awarded under the City of Albuquerque, Department of Family and Community Services Social Services Program*" (hereinafter referred to as the "*Administrative Requirements*"). The publication contains uniform administrative rules for contracts awarded pursuant to the Department's Social Services Program. Contractors are expected to understand and comply with all

applicable rules contained within the publication. Among the topics covered in the publication are: Allowable Activities; Beneficiary Populations; Definitions; Application for Funding through City of Albuquerque Community Development Program; Eligible Entities; Required Assurances; Budgetary Guidelines for Community Development Contracts; Award Procedures and Contract Expenditures; Accounting for Community Development Contract Funds; Work Plans; Amendments; Program Performance Reports; Suspension and Termination Procedures; and Standard Forms for City Contracts.

The *Administrative Requirements* are available online on the Department's website at <http://www.cabq.gov/family/documents/publications/Admin-Requirements-Sept2010-FINAL.pdf/view>. A printed copy can also be obtained, Monday through Friday, between 8:00 a.m. and 5:00 p.m., at the City of Albuquerque, Department of Family and Community Services, 5th floor, Room 504, Old City Hall, One Civic Plaza, Albuquerque, New Mexico 87102.

4.0 Priority Activities/Scope of Services

Provide Center Based Early Childhood Care and Education to 16 eligible children aged from 6 weeks to 3 years. Providers must adhere to the established Head Start Program Performance Standards; 1302.21 center-based option.

The Department will allocate up to \$194,641 to provide early learning and child development services to infants/toddlers of eligible families in the City of Albuquerque Early Head Start Program, with emphasis on providing services to diverse, homeless and dual language families.

Applicants must comply with the following:

1. Provide a minimum of 1380 hours of planned classroom operations for all enrolled children receiving center-based services during post award period.
2. Implement approved curriculum to facilitate intentional learning and meet the developmental domains required by the Early Learning Outcomes Framework (ELOF) to support School Readiness.
3. Maintain enrollment for awarded center based slots.
4. Center based facility must be licensed through New Mexico Children Youth and Families Licensing Bureau.
5. Comply with the Head Start Act (2007), Revised Head Start Program Performance Standards (HSPPS), 45 CFR Chapter XIII and Uniform Administrative Requirements for Federal Grants 2 CFR 200.
6. Applicant must provide a 20% post award in-kind non-federal match.
7. Applicant must insure that in the provision of center based services all staff must possess the following credentials required for infant/toddler care:
 - a) Infant/Toddler Child Development Associate Certification (CDA).
 - b) Valid CPR/First Aid Certification.

Expected outcomes must include, but not be limited to:

1. Maintaining full enrollment of the eligible post award center-based slots.
2. Filling center-based vacancies within 30 days as required by HSPPS 1302.15.
3. Using an approved development screening tool and assessment to measure developmental progression and school readiness.
4. Adhering to and reporting on Parent Family Community Engagement (PFCE) outcomes; HSPPS 1302.50-1302.53.

Services funded by this program are to commence July 1, 2018 and continue through June 30, 2019. This contract is eligible for renewal for two additional one-year periods based upon performance and availability of Federal funds.

5.0 Eligible Responders

5.1 General Eligibility

An agency which is a unit of state or local government and/or an agency currently incorporated as a nonprofit corporation, duly registered and in good standing with the State of New Mexico Public Regulation Commission, which has not-for-profit status under 501(c)(3) of the U.S. Internal Revenue Service Code and which has demonstrated capability in providing the services for which it is applying is an eligible responder for award of a contract pursuant to this RFP. Ineligible entities as defined in Section 7.3 of the *Social Services Contracts Procurement Rules and Regulations* of the Department are restricted from submitting a proposal. A printed copy

may be obtained, Monday through Friday, between 8:00 a.m. and 5:00 p.m., at the City of Albuquerque, Department of Family and Community Services, Division of Child and Family Development, 1820 Randolph Rd SE, Albuquerque, New Mexico 87106.

5.2 Limitations on Assistance to Primarily Religious Organizations

Federal regulations and other restrictions prohibit the use of City funds to renovate, rehabilitate, or convert buildings owned by primarily religious organizations. Independent, not-for-profit entities established by primarily religious organizations, however, may be assisted. This provision does not prohibit a primarily religious organization from carrying out the eligible activities as long as such activities are carried out in a manner free from religious influences pursuant to conditions prescribed in the Representations and Certifications form (APP #8) attached to this RFP and required as an attachment to the responder's proposal.

5.3 Additional Requirements

a. Personnel Policies:

Organizations applying for a contract under this solicitation must have a written set of personnel policies and procedures that have been formally adopted by its governing board. This document must specify policies governing terms and conditions for employment; compensation and fringe benefits; holidays, vacation and sick leave; conflict of interest; travel reimbursement; and employee grievance procedures.

b. Conflict of Interest Policies:

Organizations submitting proposals under this solicitation must have in force a written conflict of interest policy that at a minimum:

(1) Applies to the procurement and disposition of all real property, equipment, supplies, and services by the agency and to the agency's provision of assistance to individuals, businesses, and other private entities.

(2) Provides that no employee, board member, or other person who exercises any decision making function with respect to agency activities may obtain a personal or financial benefit from such activities for themselves or those with whom they have family or business ties during their tenure with the agency or for one year thereafter.

c. Accounting Policies:

Responder organizations must have in place a set of accounting policies that meet the standards established by the City in the *Administrative Requirements*, Accounting for DFCS Social Services Contract Funds.

d. Active Board:

Nonprofit responders must be able to document that its governing board is constituted in compliance with approved bylaws and that it actively fulfills its responsibilities for policy direction, including regularly scheduled meetings for which minutes are kept.

6.0 Eligible Beneficiaries

Programs supported, in whole or in part, with funding awarded as a result of this RFP must be targeted to residents of Albuquerque. In accordance with the *Administrative Requirements*, programs must target residents of Albuquerque whose annual family incomes are at or below the approved U.S. Federal Poverty Guidelines established by the U.S. Department of Health and Human Services.

7.0 Technical Assistance

Technical assistance will be provided at the request of responder agencies by the City of Albuquerque Department of Family & Community Services, Devona Duran, Early Head Start Program Manager at 505.767.6500 or devonaduran@cabq.gov during regular working hours.

7.1 Pre-Proposal Meeting

Staff of the Department of Family and Community Services will conduct one **mandatory** pre-proposal conference for entities interested in submitting proposals in response to this solicitation:

Date: Monday, June 25, 2018
Time: 10:30 am
Location: Family and Community Services
Division of Child and Family Development
1820 Randolph SE
Albuquerque, NM 87106

8.0 Instructions for Completing Applications

8.1 Proposal Format

The proposal should be completed and assembled as indicated below. Appendices or non-required attachments including letters of endorsement, agency brochures, or news clips may be included if copied onto 8 1/2" x 11" paper. To expedite handling, please do not use covers, binders, or tabs. Please paginate and collate.

8.2 Cover Sheet

Responders must use the attached Proposal Summary and Certification Form (APP #1) as a cover sheet for their proposals. An authorized official of the governmental agency or of the policy board of a non-profit agency to whom agency staff are responsible must sign the form.

8.3 Project Narrative

The project narrative, not including attachments, shall not exceed 13 typed, double-spaced, with 12 point font. The narrative should be prepared according to the format outlined below.

a. Need for Project

The responder should clearly describe their understanding of the community conditions, as well as the specific population and its needs, to be addressed by the project, including gaps and overlaps in services and how this project will alleviate those gaps and/or overlaps. The responder should also include a rationale for the overall need for the project as well as their understanding of best practices to address the target population and the community needs. The responder should take into account current socio-economic factors and how Project fits with City programming priorities.

b. Inputs

What are the resources invested in this project (money, staff, organizational skills, volunteers, time, in-kind contributions, materials, facilities, equipment)? Are there any constraints on resources that may affect success of the project? Identify linkages to other agencies and resources: who are your referral sources? Who are your partners? Do you have specific Memorandum of Understandings (MOU's) in place and with whom? Identify specific source, type and amount of leveraged funding for the project. Identify if the leveraged funds are committed or anticipated, pending approval.

c. Project Methods

The responder should describe specific plans for conducting the project that identifies the solution to the defined problem, including (1) characteristics of the project, (2) major subtasks, subdivisions or sub-activities to be performed in order to complete the project, (3) specific and measurable objectives for each task, (4) time frame within which these objectives are to be accomplished. and (5) personnel (by position) who will complete the tasks, including the specific responsibilities and levels of experience and training required. Résumés of existing personnel filling these positions, or job descriptions for unfilled positions, should be included as an attachment.

d. Plan for Monitoring and Evaluation

The responder should describe a specific plan by which the agency will monitor and evaluate the project objectives and activities to include output and outcome indicators; schedule and process for monitoring project activities; and overall process for monitoring project activities, and, overall process for collecting, compiling and analyzing Project data. The responder should include in this plan a method for monitoring staff performance in attaining the above-mentioned goals, implementing the project methods and tracking performance. In addition, the responder should propose a process to monitor customer and stakeholder satisfaction with specific projects. The responder needs to also describe the method the agency will monitor outcomes for effectiveness of the proposed project. The plan

should also include methods to monitor the outcomes and the effectiveness of the project, as well as detail how information is collected to ensure accuracy of data.

e. Organizational Capability

The responder should describe the organization of the proposing nonprofit agency and the types and quantities of goods and/or services it provides, including descriptions of its experience and outcomes in providing services required in Section 4.0 Priority Activities.

8.4 Work Program Summary

On the attached Applicant Work Program Summary form (APP# 7), the responder should summarize the major activities to be performed through the project, detailed in the methods section, the specific objective for each activity (in quantifiable terms where possible), and the dates that these objectives will be completed.

8.5 Project Budget

The responder must submit a complete budget on the attached forms (APP #2-APP #6).

8.6 Insurance Requirements and Other Assurances

a. Insurance Requirements

All contractors selected pursuant to this RFP will be required to procure and maintain, through the life of each of their contracts, a commercial general liability and an automobile liability insurance policy each with liability limits in amounts not less than \$1,000,000 per occurrence and in the aggregate. If any part of the contract is sublet, the contractor must include the subcontractor in its coverage or require the subcontractor to obtain all necessary coverage. Policies must be written by companies authorized to write such insurance in the State of New Mexico.

Policies must include coverage for all operations performed for the City by the contractor, coverage for the use of all owned and all non-owned hired automobiles, vehicles, and other equipment both on and off work, and contractual liability coverage shall specifically insure the hold harmless provision of the contract. The City must be named an additional insured and the policies must provide that 30 days written notice will be given to the City before a policy is canceled, materially changed, or not renewed.

The contractor must also comply with the provisions of the Worker's Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law.

During construction, if any, a contractor must maintain Builders Risk Insurance in an amount equal to the full construction cost to cover the construction work for fire, theft, extended coverage, vandalism and malicious mischief.

If, during the life of the contract, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (Section 41-4-1 through 41-4-27 N.M.S.A. 1978), the City may require the contractor to increase the maximum limits of any insurance required.

Proof of insurance is not a requirement for submission of a proposal, but responders should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the City. Before submitting a proposal, the agency should contact its insurance agent to determine if it can obtain the required coverage.

b. Other Assurances

The responder must submit, as an attachment to its proposal, a copy of the attached Representations and Certifications form (APP #8) giving assurances regarding compliance with certain civil rights laws and assuring that funds will not be used for sectarian religious purposes.

A successful responder may consult with the City contact to assure compliance with all applicable federal, state and local regulations, laws and ordinances.

c. Audit Requirements

Contractors who expend \$750,000 or more of Federal funds during the year must have an audit conducted in accordance with the Federal Government's Office of Management and Budget Circular A-133 as amended. The audit shall be made by an independent auditor in accordance with generally accepted government auditing standards. Contractors who receive \$25,000 or more in funding from the City, and who do not fall under A-133, must have a financial statement audit conducted by an independent auditor in accordance with generally accepted auditing standards. Additional audit requirements are set out in the *Administrative Requirements*.

d. Goods Produced Under Decent Working Conditions

It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The responder certifies, by submittal of its proposal in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines "under decent working conditions" as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees can speak freely about working conditions and can participate in and form unions.

8.7 Required Attachments

The responder, including all parties to a joint venture or consortium, an individual or a non-profit agency, as applicable, must attach to its proposal: (unless current information is on file with the Department and indication to that effect is made in the proposal): (1) Acknowledgment of Amendments to the RFP, if applicable; (2) Proposal Summary and Certification Form (APP#1) completed and signed by an authorized official; (3) Project Narrative (maximum 13 pages); (4) Applicant Work Program Summary (APP#7); (5) Budget Forms as detailed in checklist; (6) Résumés of key personnel or job descriptions of unfilled positions; (7) List of references, including name of organization, contact person and telephone number, to verify performance history and customer satisfaction; (8) Copy of the organization's most recent audit as required by Section 8.6.e. above;; (9) Attachments on File (APP#9); (10) Certificate of Non-Profit Incorporation; (11) Organization's Articles of Incorporation filed with the State of New Mexico; (12) Copy of current by-laws; (13) Relevant licenses to operate as a business; (14) Listing of current board members; (15) Current organizational chart; (16) Copy of the organization's travel reimbursement policies, if travel funds are requested; (17) Copy of the organization's written accounting policies and procedures, which include procurement procedures; (18) Copy of the organization's personnel policies and procedures; (19) Copy of the organization's conflict of interest policy; (20) Certificate of Good Standing and Comparison issued by the State of New Mexico; (21) Representations and Certifications (APP#8); (22) Drug Free Work Place Requirement Certification Form (APP#10); (23) Debarment, Suspension, Ineligibility and Exclusion Certification (APP #11); (24) Certification of Receipt of Administrative Requirements (APP #12); (25) State of New Mexico Children, Youth and Families Center/Facility License; and (26) Submit copies of current staff's background checks.

9.0 Compliance with Social Services Contracts Procurement Rules and Regulations

The City of Albuquerque's Public Purchases Ordinance exempts agreements for Social Services and social maintenance program services which shall be procured in accordance with written regulations promulgated by the Department of Family and Community Services and approved by the City Purchasing Officer. The City Purchasing Officer, by approval of these regulations has delegated authority to the Department to procure Social Services in accordance with the regulations. Section 5-5-20 (A) (2) ROA 1994.

The Department of Family and Community Services has adopted the Social Services Contracts Procurement Rules and Regulations. Procurement for, and review of, proposals will comply with the procedures set out in said regulations.

9.1 Review Criteria: Proposals will be reviewed based on the following criteria:

- a.** Demonstrated understanding of the community conditions, as well as the specific population and its needs, to be addressed by the project, including gaps and overlaps in services and how this project will alleviate those gaps and/or overlaps. Provided a rationale for the overall need for the project as well as their understanding of best practices to address the target population and the community needs. Taken into account current socio-economic factors and how Project fits with City programming priorities. (20 Points)

-
- b. Comprehensive explanation of Project design including rationale for Project Objectives and activities and discussions on how activities will be implemented throughout the Project cycle and the best practices used in described Project. The specific plan describes (1) the characteristics of the project, (2) the major subtasks, subdivisions or sub-activities to be performed in order to complete the project; (3) the specific and measurable objectives for each task; (4) the time frame within which these objectives are to be accomplished.; and (5) the personnel (by position) who will complete the tasks, including the specific responsibilities and levels of experience and training required. Resumes of existing personnel filling these positions, or job descriptions for unfilled positions, are included as an attachment. (20 points)
 - c. Detailed plan for monitoring and evaluation of Project Objectives and activities to include output and outcome indicators, schedule and process for monitoring project activities, and, overall process for collecting, compiling and analyzing Project data. The plan includes monitoring staff performance in attaining the above-mentioned goals, implementing the project methods and tracking performance, as well as a process to monitor customer and stakeholder satisfaction with specific projects. The plan also includes methods to monitor the outcomes and the effectiveness of the project, as well as detail how information is collected to ensure accuracy of data. (20 points)
 - d. Organizational capacity to effectively implement Project activities and reach Project Objectives to include discussions of agency resources dedicated to the Project such as staff, skill sets, organizational skills, volunteers, time, in-kind contributions, additional funds, collaborative partnerships, etc., including descriptions of its experience and outcomes in providing similar services. If the agency has had a contract with the City providing similar services in the past three years, the City will include in the scoring, the Agency's success with meeting the Scopes of that contract. Identified linkages to other agencies and resources, including any MOU's. Identified specific source, type and amount of leveraged funding for the project, and if those funds are committed or anticipated, pending approval. (20 points)
 - e. Consistency of budget with program goals and anticipated outcomes in addition to the amount and reasonableness of administrative and unit of service costs for the proposed activities. (20 Points)

9.2 Review Process/Deadlines

a. Preliminary Staff Review

Proposals will be initially reviewed by staff of the Department of Family and Community Services to determine if the proposal is complete and conforms to this RFP. Completeness means that all required forms and attachments are included and comply with the *Administrative Requirements*. Conformity means that the proposal has been prepared according to guidelines regarding length, organization, and format as specified in section 8.0 above. Incomplete, nonconforming or late proposals may be deemed unresponsive.

b. Review Panel

The Department Director will, in writing, approve the composition of an ad hoc committee (minimum of 3 persons) from the Department of Family and Community Services and may include a representative(s) from affected neighborhoods, constituents, service users and/or citizens that will review all proposals. The proposals will be rated according to the review criteria specified in section 9.1 above. Based on these ratings, the committee will recommend contract awards and amounts to the Director of the Department. A recommendation for award does not constitute an award of contract. The award occurs after a contract is negotiated and approved by the City.

If, during the review process, additional information is needed regarding a proposal, the Department staff will request such information from the responder. In addition, responders may be interviewed directly as part of the review process. Agencies will be advised of the time and date of such interviews.

During evaluation, proposals submitted shall be kept confidential. The Department will use its best efforts to restrict distribution to those individuals involved in the review and analysis of the proposals, but in any event, the City shall not be liable for disclosure of any information contained in the proposals during the review process. The proposals shall be open to public inspection after award of contract.

9.3 Competitive Considerations

Proposals will be rated according to the review criteria in section 9.1 above. The Department may require responders being considered for an award to participate in interviews or other discussions to explain or verify any aspect of the proposal submitted. The Department reserves the right to reject any or all proposals. The Department may negotiate the terms of any proposal after making a recommendation of award, in order to development a contract in the best interest of the City or the target population. The Department may award more than one contract per Priority Activity.

9.4 RFP Appeals Process

Responders whose proposals are not selected may submit a written appeal. Letters of appeal must be submitted and arrive in the office of the Department Director not later than ten (10) working days after receipt of the notice of non-selection. Letters must be specific as to the matter being appealed. Appeals not submitted in writing, not specific in nature, or which arrive late may not be considered. The Department Director's decision concerning the appeal is final and will be provided within 30 days of receipt of the appeal letter. Letters must be addressed as follows:

Carol M. Pierce, Director
Department of Family and Community Services
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103

The envelope must clearly indicate:

APPEAL
DFCS – Social Services – RFP-DFCS-EHS-18-01

All appeals will be responded to by the Department Director in writing.

10.0 Submission Process

10.1 Submission Requirements

Submit one complete original of the proposal, including all required attachments as listed in Section 8.7 Also submit **5 copies** of the Project Narrative (8.3 above), Work Program Summary (8.4 above) and budget sections (8.5 above), and any attachments referenced in the narrative.

Both the complete original and 5 copies are required for the proposal to be considered a complete submission. Label the submitted sealed packages **Social Services – RFP-DFCS-EHS-18-01** and as "ORIGINAL" or "COPY" as appropriate. Please paginate and collate. Do not use covers, binders or tabs. Proposals must be received prior to 4:00 p.m. local time, **Monday, July 16, 2018** at the City of Albuquerque, Office of the City Clerk. Proposals will be date/time stamped by the Office of the City Clerk when they are received. Proposals stamped later than 4:00 p.m. local time, **Monday, July 16, 2018**, will be ruled non-responsive to this RFP and will not be considered for award.

The Department recommends that responders hand deliver their proposals, in advance of the deadline to:

Office of the City Clerk
Plaza del Sol
600 2nd Street NW
7th floor
Albuquerque, NM 87102

If the responder chooses to mail its proposal, certified mail is recommended and it should be sent to the following address:

City of Albuquerque
Office of the City Clerk
P.O. Box 1293
Albuquerque, NM 87103

Sufficient mailing time should be allowed to ensure delivery in advance of the deadline.

10.2 Clarification

Any explanation desired by a responder regarding the meaning or interpretation of this RFP must be requested in writing not less than ten (10) working days prior to the hour and date specified for the receipt of proposals to allow sufficient time for a reply to each responder before the submission of their proposals. All inquiries must be directed to Devona Duran, Early Head Start Program Manager, Department of Family and Community Services, 1820 Randolph RD SE, Albuquerque, New Mexico, 87106, email at devonaduran@cabq.gov or fax 505-767-6525. Oral explanations or instructions given before the deadline for receipt of proposals will not be binding. Any information given to a prospective responder concerning this RFP will be furnished to all prospective responders attending the pre-proposal conference as an amendment of this RFP, if such information is necessary to responders in submitting proposals on this RFP or if the lack of such information would be prejudicial to uninformed responders.

10.3 Acknowledgment of Amendments to the Request for Proposal

Receipt of an amendment to the RFP by a responder must be acknowledged (a) by signing and returning the amendment or (b) by letter. Such acknowledgment must be received prior to the hour and date specified for receipt of proposals.

10.4 Modification

Proposals may be modified or withdrawn by written notice provided such notice is received prior to the hour and date specified for receipt of proposals.

Proposal Checklist

Prior to submitting the proposal, the following checklist should be used to ensure that the proposal contains all elements required for a complete submittal. This checklist is used in the technical review of the application. Items in the check list with identifying numbers refer to the numbers to be found on required Department of Family & Community Services forms included as attachments to this RFP.

CHECKLIST

- Acknowledgment of Amendments to the RFP, if applicable.**
- Proposal Summary and Certification Form (APP#1) completed and signed by an authorized official.**
- Project Narrative (maximum 13 pages).**
- Applicant Work Program Summary (APP#7)**
- Budget Forms**
 - Expense Summary Form (APP #2)
 - Revenue Summary Form (APP #3)
 - Project Budget Detail Form -- Personnel (APP #4)
 - Project Budget Detail Form -- Operating Costs (APP #5)
 - Budget Detail Form: Projected Drawdown Schedule (APP #6)
- Résumés of key personnel or job descriptions of unfilled positions.**
- List of references, including name of organization, contact person and telephone number, to verify performance history and customer satisfaction.**
- Copy of the organization's most recent audit.**
- Attachments on File (APP#9)**
- Certificate of Non-Profit Incorporation**
- Organization's Articles of Incorporation filed with the State of New Mexico**
- Copy of current by-laws.**
- Relevant licenses to operate as a business.**
- Listing of current board members.**
- Current organizational chart.**
- Copy of the organization's travel reimbursement policies, if travel funds are requested.**
- Copy of the organization's written accounting policies and procedures, which include procurement procedures.**
- Copy of the organization's personnel policies and procedures.**
- Copy of the organization's conflict of interest policy.**
- Certificate of Good Standing and Comparison issued by the State of New Mexico.**
- Representations and Certifications (APP#8)**
- Drug Free Work Place Requirement Certification Form (APP#10)**
- Debarment, Suspension, Ineligibility and Exclusion Certification (APP #11).**

-
- ❑ **Certification of Receipt of Administrative Requirements (APP #12).**
 - ❑ **Copy of State of New Mexico Children, Youth and Families Department Center/Facility License.**
 - ❑ **Copies of current staff's background checks.**

Attachments - APP Forms #1-#12

City of Albuquerque
Department of Family and Community Services
APP #1: Proposal Summary and Certification Form - *Instructions*

Instructions for Completing the Proposal Summary and Certification Form

1. Enter the name of the organization submitting the application.
2. Enter the mailing address of the organization.
3. Enter the name and telephone number of a contact person from whom information about the proposal can be obtained.
4. Enter the name of the City program from which funding is being requested. The name of the program should be taken from the Request for Proposals.
5. Enter the number assigned to the RFP from the Request for Proposals.
6. Enter the priority number from the Request for Proposals if one is assigned to the area in which the applicant is seeking funds.
7. Enter the date the proposal is due to be received by the City of Albuquerque from the Request for Proposals.
8. Enter the title of the project for which the applicant is seeking funds and a brief narrative description of that project. The length of the narrative must be limited to the space available.
9. Enter the total amount of City funding requested in the proposal.

Enter the amount of matching funds to be provided by the applicant, if matching funds are requested in the Request for Proposal.

City of Albuquerque
 Department of Family and Community Services
 APP #1: Proposal Summary and Certification Form

1. Name of Applicant Organization:

2. Mailing Address (City, State, and Zip Code)	3. Name and telephone number of contact person
--	--

City Program Name (from Request for Proposals):

RFP Number: RFP-DFCS-EHS-18-01	Priority # (if applicable)	Due Date: July 16, 2018
--	----------------------------	---------------------------------------

Title of Applicant's Project and Brief Descriptive Summary:

Amount of City Funding requested:	Matching Funds Amount (if requested):	Date Submitted:
-----------------------------------	---------------------------------------	-----------------

<p>Certification: It is understood and agreed by the undersigned that: 1) Any funds awarded as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable Federal, state, and city regulations and restrictions; and 2) the undersigned hereby gives assurances that this proposal has been prepared according to the policies and procedures of the above named organization, obtained all necessary approvals by its governing body prior to submission, the material presented is factual and accurate to the best of her/his knowledge, and that she/he has been duly authorized by action of the governing body to bind the Corporation.</p>
--

a. Typed Name of Authorized Board Official:	b. Title	c. Telephone Number
---	----------	---------------------

Signature of Authorized Board Official	d. Date signed:
--	-----------------

City of Albuquerque

Department of Family and Community Services
APP #2: Expense Summary Form - *Instructions*

Instructions for Completing Expense Summary Form

Expenditure Category

Expenditures charged to Social Services category must conform to Administrative Requirements, be reasonable, allowable and allocable

Personnel Costs

Salaries and Wages: Enter the amounts budgeted to pay salaries and wages for regular staff of the organization employed to carry out project-related activities.

Payroll and Benefits: Enter the amounts budgeted to pay payroll taxes, and employee benefits. Payroll taxes should include legally mandated payroll taxes for regular employees of the organization, including FICA and unemployment insurance tax. . The amounts charged to the City must constitute an allocable percentage of salaries and wages.

Total Personnel Costs: Enter the sum of salaries and wages, payroll taxes, and employee benefits.

Operating Costs

Contractual Services: Enter the amount budgeted to pay the costs of services provided to the project through contractual agreements with organizations and individuals who are not regular employees, with the exception of the costs for conducting annual or special audits.

Audit Costs: Enter the amount budgeted to pay the costs of conducting annual or special audits of the organization. The amount budgeted to the City shall not exceed the proportion that the City contract revenue is of the total agency revenue budget.

Consumable Supplies: Enter the amount budgeted to pay the costs of supplies and equipment utilized by the project which have a price which does not exceed \$5,000 per unit.

Telephone: Enter the amount budgeted to pay for the costs of project telephone services, including installation, local service, and long-distance tolls.

Postage and Shipping: Enter the amount budgeted for project postage and shipping.

Occupancy

Rent: Enter the amount budgeted for space lease/rental costs allocable to the project.

Utilities: Enter the amount budgeted for the cost of project allocable electrical services, heating and cooling, sewer, water, and other utilities charged not otherwise included in rental or other charges for space.

Other: Enter the amount budgeted for other project allocable occupancy costs including the costs of security, janitorial services, elevator services, upkeep of grounds, leasehold improvements not exceeding \$5,000, and related occupancy costs not otherwise included in rental or other charges for space.

Equipment Lease: Enter the amounts budgeted for the purchase or lease of equipment allocable to the project

Equipment Maintenance: Enter the amount budgeted to maintain or repair existing agency equipment utilized in a funded project.

Printing and Publications: Enter the amount budgeted for the purchase and/or reproduction of project-printed materials, including the cost of photo-reproduction.

Travel Costs

Local Travel: Enter the amount budgeted for the costs of project travel within Bernalillo County, including costs for mileage reimbursement and/or allocable operating and maintenance costs of agency owned or hired vehicles use to provide transportation to staff or clients within Bernalillo County.

Out-of-Town Travel: Enter the amount budgeted for the costs of project travel outside of Bernalillo County, including costs for transportation, lodging, subsistence, and related expenses incurred by employees, board members, or clients who are in travel status on official business allocable to the project.

Conferences, Meetings, etc.: Enter the amount budgeted for the costs of registration and materials for staff, board, or clients attendance at meetings and conferences allocable to the funded project or for the costs of meetings conducted by the agency in connection with that contract.

Direct Assistance to Beneficiaries: Enter the costs budgeted for the payment of participant wages and benefits, stipends, food, clothing, and other goods and services purchased directly on behalf of clients.

Membership Dues: Enter the amount budgeted to pay the costs of dues paid by the agency on behalf of staff, board members, or the agency itself to professional organization related to the purposes of the project.

Equipment, Land, Buildings: Enter the amount budgeted for the purchase of equipment, land, and for the acquisition or construction of buildings allocable to the project, the cost of which exceeds \$5,000. Costs charged to Equipment, Land, Buildings, or renovation capital costs must conform to Administrative Requirements

Insurance: Enter the amount budgeted to pay the costs of insurance, including bonding, allocable to the project.

Total Operating Costs: Enter the sum of all line items under operating costs.

Total Direct Costs: Enter the sum of Total Personnel Costs and Total Operating Costs.

Indirect Costs: Enter the amounts budgeted to pay indirect costs for the project. Costs charged to Indirect must conform to Administrative Requirements

Total Project Expenses: Enter the sum of Total Direct Costs and Indirect Costs.

City of Albuquerque
 Department of Family and Community Services
 APP #2: Expense Summary Form

Agency Name: _____ Project Title: _____

Expenditure Category	Project Total	City Funding Requested	Percent Request
Personnel Costs			
Salaries & Wages			
Payroll Taxes and Employee Benefits			
Total Personnel Costs			
Operating Costs - Direct			
Contractual Services			
Audit Costs			
Consumable Supplies			
Telephone			
Postage and Shipping			
Occupancy			
a. Rent			
b. Utilities			
c. Other			
Equipment Lease			
Equipment Maintenance			
Printing & Publications			
Travel			
a. Local Travel			
b. Out of Town Travel			
Conferences, Meetings, Etc.			
Direct Assistance to Beneficiaries			
Membership Dues			
Equipment, Land, Buildings			
Insurance			
Total Operating			
Total Direct Costs (Personnel & Operating)			
Indirect Costs (_____%; attach Rate Letter)			
Total Project Expenses			

City of Albuquerque
Department of Family and Community Services
APP #3: Revenue Summary Form- *Instructions*

Instructions for Completing Revenue Summary Form

For government revenues received by the agency, list each agency of the federal or state government providing funding in the column “Revenue Source.”

Enter the anticipated revenues for the total agency budget from each of the listed funding sources in the column headed “Agency Total,” and show the percentage of all agency funding from that source.

DEFINITIONS:

Government Revenues

Fees from Government Agencies are funds paid to the Agency by a unit of Federal, State or local government for goods or services provided as a contractor.

Grants from Government Agencies are funds paid to the agency as a recipient or sub-recipient by a unit of Federal, State or local government.

[2 CFR Section 200.300 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.]

Other Revenues

Other Revenue means income to the agency from sources not falling into another category.

United Way Revenue

United Way Allocation means all funding provided by the United Way of Central New Mexico.

City of Albuquerque
 Department of Family and Community Services
 APP #3: Revenue Summary Form

Agency Name: _____ Project Name: _____

Revenue Sources	Agency Total	% of Agency Budget
1. Government Revenues		
Revenues from Federal Government other than Medicaid Reimbursement. <i>(List each Agency of the Federal Government)</i>		
Fees from Federal Government Agencies:		
Grants from Federal Government Agencies:		
Medicaid Reimbursements		
Subtotal Federal Agencies		
Revenues from State Government <i>(List each Agency of the State Government providing funding and the amount of funding)</i>		
Fees from State Government Agencies:		
Grants from State Government Agencies:		
Subtotal State Agencies		
Total Revenues from County Government		
Total Revenues from the City of Albuquerque		
Total Other Municipal Government Revenue		
TOTAL GOVERNMENT REVENUES FROM ALL SOURCES		
2. Other Revenue:		
Contributions		
United Way Revenue		
Other Revenue		
TOTAL OTHER REVENUES		
3. Total Revenues:		

City of Albuquerque
Department of Family and Community Services
APP #4: Project Budget Detail Form – Personnel - *Instructions*

Instructions for Completing Project Budget Detail Form – Personnel

- Line 1.* Enter the name of the agency submitting the proposal.
- Line 2.* Enter the project title as shown on the Proposal Summary and Certification form.
- Line 3.* For the column labeled “Number FTE on Project”, show the number of full time equivalent staff for each position working on this project, regardless of funding source. For the column labeled “Position Title,” give the title of each position working on this project. For the column labeled “Annual Salary,” enter the annual salary for the positions multiplied by the number of FTE for that position. For the column labeled “Amount Requested,” enter the amount of funding for the position requested from the City. For the column “Percent Requested,” enter the percent of the annual salaries for the position to be charged to the City.
- Line 4.* Enter the sums of the column “Annual Salary,” and “Amount Requested.” Enter the “Percent Requested” for total salary and wages.
- Line 5.* Enter the total amount of payroll taxes and employee benefits for project salaries in the column labeled “Annual Salary,” the “Amount Requested” from the City, and the percent of the total to be charged to the City.
- Line 6.* Enter the sum of the lines 4 and 5 in the column’s labeled “Annual Salary,” and “Amount Requested.” Enter the percentage of the total amount to be charged to the City.
- Line 7.* Enter the percentage of salaries and wages charged to FICA, Unemployment Compensation, health insurance, retirement, and other employee benefits.

City of Albuquerque
 Department of Family and Community Services
 APP #4: Project Budget Detail Form – Personnel
 Page 1 of _____

1. Agency Name:

2. Project Title:

Personnel costs: Use this form to identify all salaries, wages, payroll taxes and fringe benefits shown on the Expense Summary Form. Add additional rows as necessary.

Number FTE on Project	Position Title	Annual Salary	Amount Requested	Percent Requested
4. Salaries & Wages				
5. Payroll Taxes & Employee Benefits*				
6. Total Personnel Costs				

7. *Payroll Taxes: FICA @ _____ %; Unemployment Insurance @ _____ %
 Employee Benefits: Health Insurance @ _____ % Retirement @ _____ %
 Other @ _____ %

City of Albuquerque
Department of Family and Community Services
APP #5: Project Budget Detail Form – Operating - *Instructions*

Instructions for Completing Project Budget Detail Form -- Operating

1. Enter the name of the agency.
2. Enter the project title.
3. For each operating cost line item on the Expense Summary Form, the applicant should describe all elements included in the line item costs and indicate the basis used for determining the costs. If cost is allocated, provide the allocation plan. For indirect cost line item provide an explanation of basis for the indirect cost or an approved cost rate letter from cognizant Federal agency.

In the column headed “Project Total,” enter the total costs of the line item; in the column headed “Amount Requested,” enter the amount requested from the City, in the column headed “Amount Other,” enter the amount to be paid from other sources, and in the column headed “Percent Requested,” enter the percent of the total amount requested from the City.

City of Albuquerque
 Department of Family and Community Services
 APP #5: Project Budget Detail Form – Operating
 Page 1 of _____

1. Agency Name:

2. Project Title:

3. Direct and Indirect Costs: For each operating cost line item on the Expense Summary Form, the applicant should describe all elements included in the line item costs and indicate the basis used for determining the costs. If cost is allocated, provide the allocation plan. For indirect cost line item provide an explanation of basis for the indirect cost or an approved cost rate letter from cognizant Federal agency. (e.g., travel calculated as # of miles/month x \$/per mile x # months = total local travel). Use additional sheets as necessary.

Line Item (Non-Personnel)	Project Total	Amount Requested	Amount Other	Percent Requested

City of Albuquerque
Department of Family and Community Services
APP #6: Budget Detail Form: Projected Drawdown Schedule - *Instructions*

Instructions for Completing Budget Detail Form: Projected Drawdown Schedule

The applicant must estimate the amount and percent of City funding it anticipates expending funds it anticipates expending during each quarter of the fiscal year.

For each of the quarterly periods indicated, enter the amount of funding it projects expending in the column headed "Amount to be Requested." In the column headed "Percent of Total" enter the percentage of all City funds which will be expended during the quarter. If the applicant anticipates expending more than 25% of the total requested from the City in any one quarter, provide a brief explanation of these expenditures in the space provided.

City of Albuquerque
Department of Family and Community Services
APP #6: Budget Detail Form: Projected Drawdown Schedule

Indicate the amount and percent of total requested funds which you anticipate expending on a quarterly basis, providing a written explanation of any projected drawdowns which exceed 25% of the total requested funds in any one quarter.

Quarter Ending	Amount to be Requested	Percent of Total

Explanation:

City of Albuquerque
Department of Family and Community Services
APP #7: Applicant Work Program Summary - *Instructions*

Instructions for Completing Form

1. Enter the name of the agency.
2. Enter the project title, from the Proposal Summary and Certification form.
3. If the work summary is submitted as part of an initial application, check the box marked “new”; if it is submitted as a renewal, check the box “renewal”; if it is submitted as part of a request for work program revision, check the box marked “revision.”
4. Measurable Results

Under the column headed “Major Project Activities,” enter the major tasks or activities to be undertaken through the project. For each task listed, enter the measurable objectives of the task in the column headed “Measurable Objectives” and the date those objectives will be completed in the column headed “Date to be Completed.”

Applicants should not try to include every project activity, but should restrict their entries to major activities for which measurable objectives can be provided and for which they will be accountable if a contract is awarded.

City of Albuquerque
Department of Family and Community Services
APP #7: Applicant Work Program Summary

1. Agency Name:

2. Project Title	3. Application Type <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Revised
------------------	---

4. Measurable Results: List the major project tasks/activities, the objectives for each, and the anticipated date they will be completed.		
Major Project Activities	Measurable Objectives	Date to be Completed

(Use additional sheets if necessary)

City of Albuquerque
Department of Family and Community Services
APP #8: Representations and Certifications

The undersigned HEREBY GIVE ASSURANCE THAT:

The applicant agency named below will comply and act in accordance with all Federal laws and Executive Orders relating to the enforcement of civil rights, including but not limited to, Federal Code, Title 5, USCA 7142, Sub-Chapter 11, Anti-discrimination in Employment, and Executive Order number 11246, Equal Opportunity in Employment; and

That the applicant agency named below will comply with all New Mexico State Statutes and City Ordinances regarding enforcement of civil rights; and

That no funds awarded as a result of this request will be used for sectarian religious purposes, specifically that (a) there shall be no religious test for admission for services; (b) there shall be no requirement for attendance of religious services; (c) there shall be no inquiry as to a client's religious preference or affiliations; (d) there shall be no proselytizing; and (e) services provided shall be essentially secular, however, eligible activities, as determined by the fund source, and inherently religious activities may occur in the same structure so long as the religious activity is voluntarily and separated in time and/or location.

Agency Name _____

Typed Name of Authorized Board Official: _____

Title: _____

Signature: _____ Date: _____

City of Albuquerque
 Department of Family and Community Services
APP #9: Attachment on File

Instructions: If an applicant has received a human services contract from the Department of Family and Community Services within the past 12 months and submitted the required attachments, it is not necessary to resubmit the attachments if there has been no change in the information requested. If the documents currently on file with the City remain current, check the box marked current. If there has been any change in status of documents currently on file (e.g. changes in board members, organizational structure, etc.) check the box marked “Revised Attached” and submit the revised document with the project proposal.

Document	Current	Revised Attached
Certificate of Non-Profit Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
Current Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
Applicable Licenses	<input type="checkbox"/>	<input type="checkbox"/>
Listing of Current Board Members	<input type="checkbox"/>	<input type="checkbox"/>
Organization Chart	<input type="checkbox"/>	<input type="checkbox"/>
Travel Reimbursement Policies (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Accounting Policies and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Policies and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Conflict of Interest Statement	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Good Standing and Comparison	<input type="checkbox"/>	<input type="checkbox"/>
Resumes of Key Personnel/Job Descriptions of Open Positions	<input type="checkbox"/>	<input type="checkbox"/>
Agency's Most Recent Audit	<input type="checkbox"/>	<input type="checkbox"/>

City of Albuquerque - Department of Family and Community Services
APP #10: Drug Free Workplace Requirement Certification Form

The agency certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the agency's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees of:
 - a. The dangers of drug abuse in the workplace;
 - b. The agency's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of an agreement with the City be given a copy of the agency's drug-free workplace statement.
4. Notifying each employer that as a condition of employment under the City's agreement, that employee will:
 - a. Abide by the terms of the agency's drug-free workplace statement, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
5. Notifying the City of Albuquerque, Department of Family and Community Services within ten (10) days after receiving an employee notice or otherwise receiving actual notice of an employee drug statute conviction for a violation occurring in the workplace.
6. Taking one of the following actions within thirty (30) days of receiving notice of an employee's drug statute conviction for a violation occurring in the workplace:
 - a. Taking appropriate personnel action against such an employee, up to and including termination;
 - b. or requiring such employee to participate satisfactorily at a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of the above requirements.
8. The agency also certifies that the agency's drug-free workplace requirements will apply to all locations where services are offered under the agreement with the City of Albuquerque. Such locations are identified as follows:

Street Address: _____ City: _____
State: _____ Zip: _____ E-mail: _____

Typed Name of Authorized board Official: _____ Title: _____

Signature of Authorized Board Official

Date Signed

City of Albuquerque
Department of Family and Community Services
APP #11: Debarment, Suspension, Ineligibility and Exclusion
Certification

I certify that the agency has not been debarred, suspended or otherwise found ineligible to receive funds by any agency of the executive branch of the federal government.

I further certify that should any notice of debarment, suspension, ineligibility or exclusion be received by the agency, the City of Albuquerque, Department of Family and Community Services will be notified immediately.

Agency: _____

Typed Name of Authorized Board Official

Title:

Signature of Authorized Board Official

Date Signed:

City of Albuquerque
Department of Family and Community Services
APP #12: Certification of Receipt of *Administrative Requirements*

The undersigned HEREBY CERTIFY THAT:

1. The agency/organization has received a copy of the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque, Department of Family and Community Services, revised September 2010*; and
2. The agency/organization named below will adhere to the *Administrative Requirements* in its operation of City-funded programs.

Agency/Organization Name: _____

Typed Name of Authorized Board Official

Typed Name of Executive Director

Signature

Signature

Date: _____

Date: _____