

City of Albuquerque
Department of Family & Community Services
Fiscal Year 2012

Request for Proposals
From
Non-Profit or Governmental Agencies
For the
Provision of Health and Human Services

RFP Number: RFP-DFCS-CHSCP-12-09

REQUEST FOR PROPOSALS

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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, through the Coordinated Human Services Contract Program (CHSCP), has adopted a uniform process for soliciting and reviewing project proposals. The Request for Proposals indicates areas that are eligible for two one-year renewals after the original contract term. Funds for this program are subject to final approval of the City Council, availability of City General Funds and where applicable, receipt of Community Development Block Grant funds from the U.S. Department of Housing and Urban Development.

2.0 Purpose

The purpose of this Request for Proposals is to solicit innovative and effective proposals from qualified non-profit organizations including governmental agencies interested in providing services for populations in need of Health and Human Services. Projects included in this Request for Proposals are:

- (1) Assertive Community Treatment (ACT) Services,
- (2) Stay In School Services,
- (3) Provide Outpatient Substance Abuse Treatment Services for Youth,
- (4) Motel Vouchers and Leases for Persons Who Are Homeless,
- (5) Emergency Shelter Services for Homeless Women and Children, and
- (6) Comprehensive Dental Health Care Services

The City will accept submission of proposals to the Office of the City Clerk, City of Albuquerque, until **4:00 pm, March 16, 2012.**

3.0 Administrative Requirements

Potential responders to this Request for Proposals are 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*", as amended, (hereinafter referred to as the "*Administrative Requirements*"). The publication contains uniform administrative rules for contracts awarded pursuant to the Department's Social Services Program. The City expects contractors 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 www.cabq.gov/family/Publications.html. Potential responders can also obtain a printed copy of the *Administrative Requirements*, Monday through Friday, between 8:00 a.m. and 5:00 p.m., at the City of Albuquerque, Department of Family and Community Services, fifth floor, Room 504, Old City Hall, 400 Marquette NW, Albuquerque, New Mexico 87102.

4.0 Priority Activities

4.1 Provide Assertive Community Treatment (ACT) Services

The Department has allocated \$665,000 for ACT services. The City strongly suggests that all potential respondents to this Priority Activity familiarize themselves with Attachment A of this Request for Proposals before submitting their proposal. The entity selected for a contract under this RFP will be required to implement the program of services to persons with serious mental illness as described in Attachment A. It will be necessary for the selected respondent to become knowledgeable of the national ACT model and fidelity measures. The selected entity must follow guidelines disseminated by the National Alliance for the Mentally Ill (NAMI) in its publication "The ACT Model of Community-Based Treatment for Persons with Serious Mental Illnesses: A Manual for ACT Start-up: 2003 edition (Allness, Knoedler)". Respondents to this RFP may obtain copies of the ACT manual at www.nami.org. The City requires that all ACT programs receiving City funds adhere to this program description in detail. Modifications to the program design may only occur with the prior written consent of the City. The City will not approve requests for modifications that are inconsistent with the fidelity characteristics of assertive community treatment. The successful respondent may be required to participate in core ACT training provided by the City of Albuquerque.

Services funded by this program are to commence July 1, 2012 and continue through June 30, 2013. This contract is eligible for renewal for two additional one-year periods based upon performance and availability of funds.

4.2 Provide Stay In School Services

The Department will allocate \$198,550 for services that work with students who are at risk of dropping out of school. Services under this contract may include, but not be limited to tutoring or other educational experiences such as life and skills training that will result in improved academic achievements. Expected outcomes may include, but not be limited to (1) measurable sustained youth enrollment in program through graduation; (2) measurable improvement in grade level for reading, mathematics or other school related class work or (3) measurable increase in life skills development or employability.

Services funded by this program are to commence July 1, 2012 and continue through June 30, 2013. This contract is eligible for renewal for two additional one-year periods based upon performance and availability of funds.

4.3 Provide Substance Abuse Outpatient Treatment Services for Youth

The Department will allocate up to \$98,000 for evidence-based outpatient substance abuse treatment services for economically underserved, school-age youth to improve outcomes affecting quality of life in the

areas of health, education, and housing. The Department is particularly interested in substance abuse outpatient treatment services based on models that evaluation research has demonstrated are effective. Services in this program should include, but not be limited to: (1) administering a substance abuse assessment; (2) group and individual counseling; (3) family education and counseling; (4) referral to supportive services. The successful respondent will adhere to the Department's *Albuquerque Minimum Standards for Substance Abuse Treatment and Prevention Services* and will ensure that all clinical services meet all clinical supervision standards. Successful applicants will also include in their proposal (1) a description of how the applicant will evaluate their activities to demonstrate program effectiveness, including outcomes that specify increased scores on tests of resiliency, protective factors, and conflict management, and (2) a description of all relevant referral sources.

Services funded by this program are to commence July 1, 2012 and continue through June 30, 2013. This contract is eligible for renewal for two additional one-year periods based upon performance and availability of funds.

4.4 Provide Motel Vouchers and Leases for Persons Who Are Homeless

The Department will allocate up to \$55,000.00 for short-term motel leases and vouchers, up to seven (7) nights, for persons who are homeless. Services are intended for individuals and families who are homeless and whose circumstances are not conducive to their being housed in an overnight emergency shelter. Services for this program may include but not be limited to: (1) leases with motels, however no more than 25% of the rooms at any one motel may be leased for these purposes; (2) motel vouchers issued to individuals or families on an as needed basis; and (3) appropriate supportive services to aid in the transition of persons from the motel into other transitional or permanent housing arrangements

Services funded by this program are to commence July 1, 2012 and continue through June 30, 2013. This contract is eligible for renewal for two additional one-year periods based upon performance and availability of funds.

4.5 Provide Emergency Shelter Services for Homeless Women and Children

The Department will allocate \$44,000.00 for operations of an emergency night time shelter facility for women who are homeless and their children. Services for this program must include, but are not limited to: (1) Overnight sleeping accommodations for women who are homeless and their children; (2) Evening and morning meals; and (3) Coordination with community support services relevant to the individual needs of the residents. Shelter facilities must be properly zoned and licensed as applicable.

Services funded by this program are to commence July 1, 2012 and continue through June 30, 2013. This contract is eligible for renewal for two additional one-year periods based upon performance and availability of funds.

4.6 Provide Comprehensive Dental Health Care Services

The Department will allocate \$114,000 for the provision of comprehensive dental services for low-to very low-income persons. Services in this program should include, but not be limited to (1) Outreach to medically indigent population in need of dental care and education; (2) primary dental care; (3) dental health education for each client served, including diet evaluation and consultation; and, (4) development and maintenance of adequate client dental history and services records. Reimbursement for services shall be on a "Unit of Service" method, with reimbursement rates based on the rate schedules from the New Mexico Human Services Department – Medical Assistance Division (Medicaid).

Services funded by this program are to commence July 1, 2012 and continue through June 30, 2013. This contract is eligible for renewal for two additional one-year periods based upon performance and availability of funds.

5.0 Eligible Responders

5.1 General Eligibility

An agency that 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 6.3 of the *Social Services Contracts Procurement Rules and Regulations* of the Department are restricted from submitting a proposal. Potential responders may obtain a printed copy of these rules and regulations, Monday through Friday, between 8:00 a.m. and 5:00 p.m., at the City of Albuquerque, Department of Family and Community Services, fifth floor, Room 504, Old City Hall, 400 Marquette NW, Albuquerque, New Mexico 87102.

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 receive assistance. This provision does not prohibit a primarily religious organization from carrying out the eligible activities as long as the organization conducts such activities 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, board approved, set of personnel policies and procedures. 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 minimum 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 the constitution of its governing board is compliant with approved bylaws and that it actively fulfills its responsibilities for policy direction, including conducting regularly scheduled meetings and keeping accurate minutes of these meetings.

e. Background Clearance Policy:

If the Social Services provided under such an agreement require the Contractor to work with or be in proximity to children, or other vulnerable populations, the Contractor will not employ any person or volunteer who is registered as a sex offender in any United States jurisdiction, or who has a criminal

background unacceptable to the City. The Contractor shall ensure that all its employees and volunteers directly involved in performing services have been screened for a criminal record or registration as a sex offender as part of its hiring process, through the use of criminal background and reference checks, fingerprinting, and interviews. If an employee or volunteer is found to have such a record, the City Program Specialist assigned to the contract shall be immediately notified in writing with available details.

f. Nepotism Policy:

The nonprofit shall not employ "immediate family" or any "close relative" of any board member, officer or managing employee and shall not employ any two people who are immediate family or close relatives of each other. "Immediate family" and "close relative" are defined as any spouse, ex-spouse, child, stepchild, mother, father, grandparent, grandchild, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, first cousin, niece, nephew, uncle, aunt or the spouse or domestic partner of any such board member, officer or managing employee. Furthermore, this prohibition does prohibit the "immediate family" and "close relative" of any board member, officer or managing employee from being an unpaid volunteer of the nonprofit absent written permission from the Department Director managing the contract, which written permission shall be given on a case-by-case basis, with the reason fully articulated, and such grant of permission must be renewed annually. No waiver of this prohibition shall be presumed, and a waiver for any one person or situation must be requested annually.

6.0 Eligible Beneficiaries

Programs funded in whole or in part through this RFP must target residents of Albuquerque.

7.0 Technical Assistance

At the request of responder agencies, the City of Albuquerque Department of Family & Community Services will provide technical assistance. For technical assistance, contact: David Trembath, Program Specialist, at (505) 768-2760 during regular working hours or by e-mail at DTrembath@CABQ.GOV.

7.1 Pre-Proposal Meeting

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

Date: Friday, March 2, 2012
Time: 10:30 a.m.
Location: Old City Hall
400 Marquette NW
Department of Family and Community Services
Room 504, Main Conference Room
Albuquerque, NM 87102

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 10 typed, double-spaced, single-sided 8 1/2" x 11" pages using a 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 addressed by the project including the target population.

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 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 and Implementation

The responder should describe specific plans for conducting the project, including: (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.

Respondents should use this section to describe any evidence-based practices it will use to implement the project. Resumes of existing personnel filling these positions, or job descriptions for unfilled positions, should be included as an attachment and should indicate that the respondent requires adequate training of staff in the evidence-based practice.

d. Plan for Monitoring and Evaluation

The responder should describe a specific plan to evaluate the effectiveness of the project in attaining the specific and measurable objectives identified in the project method. Responders should describe how they plan to monitor project implementation and project performance to insure timely completion of all project objectives. In addition, the responder should propose a process to monitor customer and stakeholder satisfaction with specific program tasks and activities.

e. Organizational Capacity

The responder should briefly 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 in providing services required in Section 4.0 Priority Activities. Responders should also describe any collaborative partners that will be involved in the project.

8.4 Project Budget

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

8.5 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.

8.6 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 counseling, therapy, or other activity for which professional liability insurance is normally required, is conducted during the course of the project, the contractor selected pursuant to this RFP will be required to

procure and maintain, through the life of the contract, professional liability insurance with liability limits in an amount no less than \$1,000,000 per occurrence and in the aggregate. If the contractor sublets any part of the awarded contract, the contractor must include the subcontractor in its coverage or require the subcontractor to obtain all necessary coverage. Insurance policies must be written by companies legally authorized to write such policies 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 policy must name the City as an additional insured and the policies must provide that the City will receive 30 days written notice of a policy's cancellation, material change, or non-renewal.

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 the City is unable to enter into a contract with a respondent until the respondent has obtained the required insurance and have filed the proper certificates (or policies) 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 the agency will not use funds from this award 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 \$500,000 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. An independent auditor in accordance with generally accepted government auditing standards shall make the audit. 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 the responder clearly indicates this in the proposal):

- its certificate of not-for-profit incorporation;
- the organization's Articles of Incorporation filed with the New Mexico Public Regulation Commission;
- a copy of the organizations current by-laws;
- a listing of current board members;
- a current organizational chart;
- a copy of the organization's travel reimbursement policies, if travel funds are requested;
- a copy of the organization's written accounting policies and procedures, which include procurement procedures;
- a copy of the organization's personnel policies and procedures;
- a copy of the organization's conflict of interest policy;
- relevant licenses to operate as a business;
- a Certificate of Good Standing and Comparison issued by the State of New Mexico;
- the Debarment, Suspension, Ineligibility and Exclusion Certificate (APP #11);
- the Representations and Certifications form (APP #8);
- resumes of key personnel or job descriptions of unfilled positions;
- a copy of the organization's most recent audit as required by Section 8.6.c. above;
- a list of references including name of organization, contact person and telephone number to verify performance history and customer satisfaction;
- the Attachments on File form (APP #9); and
- the Drug Free Workplace Requirement Certification Form (APP #10).

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 that are 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 receive a score using the following criteria:

- a. Respondent demonstrated understanding of the target population and the need for the proposed services. Respondent demonstrated understanding of the community conditions addressed by the project. (15 Points)
- b. Inputs dedicated to the project (staff, additional funding sources, volunteers, organizational skills, etc.) are sufficient to support the project. (20 points)

- c. Clear description of project methods that support identified needs of the target population. Responder has clearly identified evidence-based approaches utilized by the project to achieve project objectives. Responder has clearly identified staffing capabilities. Responder has clearly identified programmatic aspects of the case management that are innovative. (30 Points)
- d. Responder has an adequate plan to monitor and evaluate project and staff performance. (10 Points)
- e. Responder has adequate organizational capacity, including collaborative partnerships, to deliver the services. (15 Points)
- f. Project budget is consistent with program goals and anticipated outcomes. Responder has identified reasonable administrative and unit of service costs for the proposed activities. (10 Points)

9.2 Review Process/Deadlines

a. Preliminary Staff Review

Proposals will receive a technical review by staff of the Department of Family and Community Services to determine if the proposal is complete and conforms to this Request for Proposals. 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. The City will consider incomplete, nonconforming or late proposals as unresponsive.

b. Review Panel

The Department Director will give written approval of 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 receive a scored rating 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 the City negotiates and approves a contract.

If, during the review process, the City needs additional information regarding a proposal, the Department staff will request such information from the responder. In addition, the City may interview responders directly as part of the review process. The City will advise agencies of the time and date of such interviews.

During evaluation, proposals submitted shall be 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 receive a rating according to the review criteria in section 9.1 above. The Department may require respondents to the RFP 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 who have non-selected proposals 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 under appeal. Appeals, not

submitted in writing, not specific in nature, or which arrive late will not receive consideration. The Department Director will provide a decision within 30 days of receipt of the appeal letter. The Department Director's decision concerning the appeal is final. The address to mail letters of appeal is:

Robin Dozier Otten, Director
Department of Family & Community Services
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103

The envelope must clearly indicate:

APPEAL DFCS – Social Services – RFP-DFCS-CHSCP-12-09

The Department Director will respond to all appeals 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 four (4) copies of the Project Narrative (8.3 above), Work Program Summary (8.4 above) and budget sections (8.5 above).

For the City to consider the submission of a proposal as complete, it must receive both the complete original and four (4) copies. Label the submitted sealed packages **Social Services - RFP-DFCS-CHSCP-12-09** and as "ORIGINAL" or "COPY" as appropriate. Please paginate and collate. Do not use covers, binders or tabs. The City must receive all proposals prior to 4:00 p.m. local time, **March 16, 2012**, at the City of Albuquerque, Office of the City Clerk. Proposals will be date/time stamped by the Office of the City Clerk as they receive them. Proposals stamped later than 4:00 p.m., **March 16, 2012**, will be ruled non-responsive to this Request for Proposals 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
400 Marquette NW
Basement #2041
Albuquerque, New Mexico 87102

If the responder chooses to mail its proposal, the City recommends certified mail. The respondent should mail the proposal packet to the following address:

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

Respondents should allow sufficient mailing time 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. Responders must direct all inquiries to David Trembath, Program Specialist, Department of Family and Community Services, P. O. Box 1293, Albuquerque, New Mexico, 87103 or fax 505-768-2799. Oral explanations or instructions given before the deadline for receipt of proposals will not be binding. The City will furnish any information given to a prospective responder concerning this RFP 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

A respondent must acknowledge receipt of an amendment to the RFP (a) by signing and returning the amendment or (b) by letter. The City must receive such acknowledgment prior to the hour and date specified for receipt of proposals.

10.4 Modification

Respondents may modify or withdraw their proposals by providing the City with written prior to the hour and date specified for receipt of proposals.

Proposal Checklist

Prior to submitting the proposal, applicants should use the following checklist to ensure that the proposal contains all elements required for a complete submittal. Items in the checklist with identifying numbers refer to the numbers found on required Department of Family & Community Services forms included as attachments to this RFP.

CHECKLIST

- Acknowledgment of Amendments to the RFP.**
- Proposal Summary and Certification Form (APP#1) completed and signed by authorized official.**
- Project Narrative (maximum 10 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)
- Resumes 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**
- Articles of Incorporation filed with the New Mexico Public Regulation Commission.**
- 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 agency's written accounting policies and procedures, including procurement procedures.**
- Copy of the organization's personnel policies and procedures.**
- Copy of the organization's conflict of interest policy.**
- Certificate of Good Standing issued by the State of New Mexico.**
- Representations and Certifications (APP#8)**
- Drug Free Work Place Requirement Certification Form (APP#10)**
- Disbarment, Suspension, Ineligibility and Exclusion Certification (APP #11).**

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
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City Program Name (from Request for Proposals):

RFP Number:	Priority # (if applicable)	Due Date:
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Title of Applicant's Project and Brief Descriptive Summary:

Amount of City Funding requested:	Matching Funds Amount (if requested):	Date Submitted:
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<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>
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a. Typed Name of Authorized Board Official:	b. Title	c. Telephone Number
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Signature of Authorized Board Official	d. Date signed:
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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 who can provide information about the proposal.
4. Enter the name of the City program from which the agency is requesting funding. The name of the program is on Page 1 of 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 the area in which the applicant is seeking funds has one assigned.
7. Enter the date the City of Albuquerque is due to receive the proposal. The due date is on Page 1 of 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.
10. Enter the amount of matching funds the applicant is providing, if the Request for Proposal request matching funds.

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			
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			
Indirect Costs			
Total Project Expenses			

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.

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 compensation. The amounts charged to the City must constitute an appropriate 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 individuals and organizations who are no 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 is of the total agency budget.

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

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

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

Occupancy

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

Utilities: Enter the amount budgeted for the cost of project related 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 related 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.

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-related printed materials, including the cost of photo-reproduction.

Travel Costs

Local Travel: Enter the amount budgeted for the costs of project-related travel within Bernalillo County, including costs for mileage reimbursement and/or 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-related 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 related 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 related 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, the cost of which exceeds \$5,000. Costs charged to Equipment, Land, Buildings, or renovation capital costs must conform to Administrative Requirements 5.4.1, 5.4.2, and 5.5.

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

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 charged to the project. The agency must have an indirect rate approved by its federal cognizant agency.

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

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 this funding constitutes of the total agency funding.

DEFINITIONS:

Contributions, Etc.

Contributions means funds donated to the agency by the general public, excluding United Way administered donor options.

Government Revenues

Fees from Government Agencies means funds paid to the agency by a unit of Federal, State or local government on a fixed price basis for services rendered.

Grants from Governmental Agencies means funds paid to the agency by a unit of Federal, State or local government on a fixed price basis for services rendered.

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 #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 the agency will charge 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 the agency will charge 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 the agency will charge 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 #5: Project Budget Detail Form – Operating
Page 1 of _____

1. Agency Name:
2. Project Title:

3. Operating Costs: For each line item included on the Expense Summary Form, describe the item and indicate the basis for determining the cost (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 #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 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.
 - a. In the column headed “Project Total,” enter the total costs of the line item;
 - b. In the column headed “Amount Requested,” enter the amount requested from the City;
 - c. In the column headed “Amount Other,” enter the amount to be paid from other sources
 - d. 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 #6: Budget Detail Form: Projected Drawdown Schedule

Indicate the amount and percent of total requested funds you anticipate expending on a quarterly basis, providing a written explanation of any projected requests for reimbursement that 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 #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.

1. For each of the quarterly periods indicated, enter the amount of funding it projects expending in the column headed "Amount to be Requested".
2. In the column headed "Percent of Total" enter the percentage of all City funds which will be expended during the quarter.
3. 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 #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 submitted is part of an initial application, check the box marked “new”; if it is a renewal, check the box “renewal”; if it is part of a request for work program revision, check the box marked “revision.”
4. Measurable Results
 - a. 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 they plan to provide measurable objectives and for which they will be accountable if they receive the contract award.

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	<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 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 is 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 a conviction of an employee for a violation of the drug statute that occurred 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:
