

City of Albuquerque
Department of Family & Community Services
Area Agency on Aging
Request for Proposals from Nonprofit or Governmental Agencies for
Social Services for Fiscal Year 2024

RFP Number: RFP-2023-364-FCS-MB

REQUEST FOR PROPOSALS

Contents:

- 1.0 Background**
- 2.0 Purpose, Deadline and Submission Method**
- 3.0 Administrative Requirements and Guiding Regulations**
- 4.0 Outcome Measures and Scope of Services**
- 5.0 Eligible Responders**
- 6.0 Eligible Beneficiaries**
- 7.0 Technical Assistance**
- 8.0 Instructions for Completing Proposal**
- 9.0 Compliance with Social Services Contract Procurement Rules and Regulations**
- 10.0 Review Criteria and Scoring Process**
- 11.0 Submission Process**
- 12.0 Proposal Checklist**

1.0 Background

The City of Albuquerque has established priorities for funding and they include the following goals:

Goal 1: Human and Family Development: People of all ages have the opportunity to participate in the community and economy and are well sheltered, safe, healthy, and educated.

Goal 2: Public Safety: The public is safe and secure, and shares responsibility for maintaining a safe environment.

The Department of Family and Community Services mission is to provide quality health and social services, housing, recreation and education to improve the quality of life for the entire Albuquerque Community.

In addition, the Department of Family and Community Services has established a priority to fund projects that address the Social Determinants of Health to achieve greater well-being and equity for all. Substantial evidence confirms the link between social, economic and physical conditions and health outcome disparities. Social Determinants of Health include access to healthcare services, availability of services to support housing and behavioral health stability, lifelong education options, public safety and social services¹.

¹ U.S. Department of Health and Human Services. Healthy People 2020 “Social Determinants of Health.” 2015

Within the Department of Family and Community Services, the City of Albuquerque/Bernalillo County Area Agency on Aging, administers federal Older Americans Act funds, state funds and local funds to provide a wide range of social, nutritional and at-risk services to persons age 60 and over within Bernalillo County. Two or more agreements may be awarded for each service described in Section 4.2. The availability of funds for each service is subject to annual approval of the Area Plan by the New Mexico Aging and Long-Term Services Department, final approval of the City Council, and where applicable availability of City General Funds.

The City of Albuquerque Department of Family and Community Services adopted a process to solicit and review project proposals through the promulgated rule update November 24, 2021, as specified in the [*FCS Social Services Contracts Procurement Rule*](#) available on the Department's website at <https://www.cabq.gov/family/partner-resources/request-for-proposals>.

Funds for projects in this RFP are subject to final approval of the City Council and availability of City General Funds and where applicable, receipt of state and/or federal grant funds.

1.1 City Acknowledgement of Federal Funding

A contract awarded pursuant to this RFP may include federal funds. All respondents must prepare and attach APPENDIX #13.

2.0 Purpose, Deadline and Submission Method

The purpose of this Request for Proposals (RFP) is to solicit effective proposals from qualified nonprofit organizations or government agencies interested in providing services for older adults and their caregivers so older adults may age in the home of their choice with dignity.

The City's Department of Family and Community Services completes City-wide Community Needs Assessments on an ongoing basis. The City of Albuquerque/Bernalillo County Area Agency on Aging (MetroAAA) recently completed a needs assessment for older adults and received approval on their PSA #1 Area Plan on Aging for State Fiscal Years 2023–2026 as required to receive federal Older Americans Act funds and State of New Mexico Aging and Long-Term Services Department funds.

Proposals will be accepted until **5:00 p.m. MST on Wednesday, November 30th, 2022**, and must be submitted online through the City's Bonfire portal at:

<https://cabq.bonfirehub.com/portal/?tab=openOpportunities>
<https://cabq.bonfirehub.com/opportunities/77930>

In order to submit, responders must be registered in the Bonfire system. Registration takes some time to complete. It is recommended responders register in advance of the deadline as late proposals will not be accepted. For information on how to access and interact with Bonfire, please visit <https://cabq.bonfirehub.com/portal/support> or contact support@gobonfire.com

3.0 Administrative Requirements and Guiding Regulations

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, including but not limited to, appropriate accounting software systems producing a general ledger; adequate documentation retention of payables and receivables; and a payroll reporting system that demonstrates approval of timesheets and labor distribution reports.

The *Administrative Requirements* are available on the Department's website at <https://www.cabq.gov/family/partner-resources/request-for-proposals> and in the Documents section the Bonfire portal at: <https://cabq.bonfirehub.com/opportunities/77930>

Potential responders to this RFP are also strongly advised to become familiar with the City of Albuquerque/Bernalillo County Area Agency on Aging (MetroAAA) PSA 1 Policies and Procedures available in the Documents section the Bonfire portal at: <https://cabq.bonfirehub.com/opportunities/77930>

Contractors are expected to understand and comply with all applicable policies and procedures contained within the publications.

4.0 Outcome Measures, Scope of Services, and Service Period

4.1 Outcome Measures and Social Determinants of Health

The City of Albuquerque is focused on improving the well-being of all people and has identified racial equity as a priority goal to address longstanding, racially disparate economic and social outcomes. In addition, the Department of Family and Community Services prioritizes investment in services that can demonstrate improved outcomes related to the customer's needs.

The City of Albuquerque Department of Family and Community Services is committed to providing cost effective services that will improve the well-being of participants and Albuquerque as a whole. Respondents will be required to participate in evaluation activities that will be designed to protect individual privacy and aligned with the service delivery.

The Department of Family and Community Services has established a priority to fund projects that lead to improved outcomes so seniors are able to age with dignity. This involves a focus on addressing the social determinants of health to achieve greater well-being and equity for all. Substantial evidence confirms the link between social, economic and physical conditions and health outcome disparities. Social Determinants of Health include access to healthcare services, availability of services to support housing and behavioral health stability, lifelong education options, public safety and social services². Entities contracting with the Department of Family and Community Services may be expected to collect Social Determinants of Health data in a uniform manner to inform the City and public on unmet needs that need attention and aggregate progress of city-funded services. Progress will reported by race/ethnicity or other relevant demographics.

² U.S. Department of Health and Human Services. Healthy People 2020 "Social Determinants of Health." 2015

Explanation of Outcomes

Seniors are Able to Age with Dignity: Vulnerable seniors access and utilize the appropriate care and support resources of their choice so they are able to age in place and maintain health, safety, independence and dignity. Seniors maintain connection to their community and access services that support their health and well-being.

Indicators of progress during the service period may include:

- Decrease in feelings of loneliness
- Increased satisfaction with life
- Increase/maintain access to home-based services and supports to age in place
- Reduce/maintain nutritional risk score
- Engage with community services, social events and educational opportunities

Community Building

In addition to the above outcomes, the City is dedicated to helping all our residents and neighborhoods to be their best selves. Contractors are expected to engage with the community and build productive relationships with their neighbors as they provide services to improve outcomes for all of Albuquerque. Examples include, but are not limited to, joining the local Neighborhood Association, updating neighbors on services and progress, maintaining their surroundings as clean and litter free, reminding participants to maintain respect of the neighborhood and promptly responding to any 311 inquiries.

4.2 Scopes of Services to Older Adults and Caregivers

This request for proposals is focused on services for older adults, age 60 or older, and their caregivers.

Emphasis in the delivery of all services funded through this solicitation is placed on service delivery to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement, with particular targeting to low income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with the Older Americans Act.

“Greatest economic need” is need resulting from an income level at or below the federal poverty level. Means testing is prohibited.

“Greatest social need” is need caused by noneconomic factors which include physical and mental disabilities; language barriers; and cultural, social or geographical isolation, including isolation caused by racial or ethnic status, that restricts an individual’s ability to perform normal daily tasks or which threatens an individual’s capacity to live independently.

In order to effectively address these service needs, Offerors must demonstrate a connection between the proposed activities and outputs to the identified outcomes, and define metrics and measurement tools to reliably assess progress toward achieving the identified outcomes.

The proposed project may be required to work collaboratively with other entities as identified and requested by the City.

4.2.1 Case Management Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$720,000 for Case Management services for persons age 60 and over to enable them to remain in the home of their choice and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting units of services provided.

Case Management Services are defined as access or care coordination in circumstances where an older person is experiencing diminished functioning capacities, personal conditions or has other characteristics which require the provision of services by formal service providers or family caregivers. Case Management involves assessing the needs, and arranging, coordinating, and monitoring an optimum package of services to meet the needs of the older individual so they may continue to live in the home of their choice and enhance the quality of their life. Case Management functions as a linkage between the consumer, family caregivers, and service providers to facilitate an appropriate, comprehensive and coordinated response to needs and maximize all resources and services available in the community to meet these needs.

Case Management includes the following separate but related activities: in-home assessment of the consumer and family caregiver(s), developing care plans, authorizing services, arranging for services, advocacy on behalf of the older individual for needed services or resources in accordance with the wishes of the older individual, coordinating services between providers, monitoring services to assure that services are being delivered as planned, and reassessment of the consumer and/or family caregiver(s) every six (6) months.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.2 Information and Assistance Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$450,000 for Information and Assistance services for persons age 60 and over to enable them to remain in good health, be active in their community and delay or avoid institutionalization, and for informal caregivers of persons age 60 and over enable informal caregivers to continue and improve providing care, thereby delaying or avoiding institutionalization of the care recipient. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting units of services provided.

Information and Assistance services are defined as services that provide individuals with current information on opportunities and services available to the individuals within their communities, over the phone, online, and in person. Providers will assess the needs and capacities of the individual and link the individual to the appropriate opportunities and services that are available. Information and Assistance services include ensuring individuals are aware of the opportunities

available to them, and to the maximum extent practicable that the individuals receive the services needed through adequate follow-up procedures. Successful applicants will also provide comprehensive and objective information and support as necessary for individuals and their caregivers/families about all medical, non-medical (e.g. housing) and other community services; institutional services; eligibility criteria, etc. to link them with the opportunities, services and resources available to help meet their particular needs. Information and Assistance will include hands-on assistance with filling out forms, letter writing, etc. on an as-needed basis.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.3 Outreach/Client Finding Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$26,500 for Outreach/Client Finding services to identify and engage persons age 60 and over or their caregivers to provide services to enable them to remain in good health, be active in their community and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Outreach/Client Finding services are defined as interventions with individuals initiated for the purpose of identifying potential clients (not existing clients) and encouraging their use of existing services and benefits as is beneficial. The service units for outreach are to be individual, one-on-one contacts between a service provider and a client regarding all appropriate services and benefits for the individual. Activities that involve contact with multiple current or unidentified potential clients, such as distributing publications or mass media activities, are not considered outreach. An activity focused on recruitment for a single or limited set of services is not considered outreach.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations may be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.4 Transportation Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$1,375,000 for Transportation services for persons age 60 and over to enable them to remain in good health, be active in their community and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Successful applicant(s) will be responsible for the scheduling, routing and provision of one-way trips (from/to a location) to various locations in the Bernalillo County area to carry older persons to and from medical appointments, health care services, social services, meal programs, senior centers, shopping, recreational activities, etc. Clients may have various physical and mental

conditions, including difficulty in walking or accessing a vehicle. Clients may be using canes, walkers or wheel chairs. Approved caregivers may accompany clients.

Types of transportation services are Fixed Route and Demand Response. Multiple agreements may be awarded for one or more type. Fixed Route transportation follows a prescribed route according to a schedule: The older individual does not reserve a ride in advance; the client is in a designated location at a designated time to gain access to the service. Demand Response transportation is requested in advance and is designed to carry older individuals from specific origin to specific destination upon request. Demand Response transportation may be for an individual or group and trips or routes are established based on requests received.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.5 Assisted Transportation Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$75,000 for Assisted Transportation services for persons age 60 and over to enable them to remain in good health in the home of their choice and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Successful applicant(s) will be responsible for the scheduling, routing and provision of one-way trips (from/to a location) to various locations in the Bernalillo County area to carry older persons to and from medical appointments, health care services, social services, meal programs, senior centers, shopping, recreational activities, etc. Clients may be using canes, walkers or wheel chairs. Clients may have various physical and mental conditions, including difficulty in walking or accessing a vehicle. Assisted Transportation includes escorting an older individual who has difficulties (physical or cognitive) using regular vehicular transportation. The “trip” may include the following: assisting the older individual from preparation for the trip; assisting the older individual from their place of residence into the vehicle providing transportation; assisting the older individual from the transporting vehicle to the destination, such as the doctor’s office staying with the older individual at the point of destination; and the reverse for a return trip. Approved caregivers may accompany clients.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.6 Legal Assistance Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$692,000 for persons age 60 and over with economic or social need to enable them to remain in their home environment and delay

or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Legal assistance services are defined as legal advice and representation provided by an attorney to older individuals with economic or social need as outlined in the Older Americans Act, Sections 102(a)(23 and 24), and in the implementing regulation at 45 CFR Section 1321.71. Legal services may include to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney. Priority issues include: income, health care, long-term care, nutrition, housing, utilities, protective services, defending older persons against guardianship and protective services, abuse, neglect and age discrimination.

The successful applicant(s) shall:

- (1) have staff with expertise in specific areas of law affecting older persons in economic or social need, for example, public benefits, institutionalization and alternatives to institutionalization;
- (2) demonstrate the capacity to provide effective administrative and judicial representation in the areas of law affecting older persons with economic or social need;
- (3) demonstrate the capacity to provide support to other advocacy efforts, for example, the long-term care ombudsman program;
- (4) demonstrate the capacity to provide legal services to institutionalized, isolated, and homebound older individuals effectively; and
- (5) demonstrate the capacity to provide legal assistance in the principal language spoken by clients in areas where a significant number of clients do not speak English as their principal language.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.7 Adult Day Care Services/Respite Adult Day Care Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$1,150,000 for Adult Day Care services for frail persons age 60 and over to enable them to remain in their home environment and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting hours of services provided.

Adult Day Care services are defined as services or activities provided to adults who require care and supervision in a protective setting for a portion of a 24-hour day. Includes out of home supervision, health care, recreation, and/or independent living skills training offered in centers. Involves structured therapeutic, social and rehabilitative health services in a congregate setting on a regularly scheduled basis one (1) or more days a week for four (4) or more hours per day. Activities and services which will be considered toward meeting this requirement include but are not limited to: small and large group activities including field trips and outings; intergenerational activities and opportunities to interact with well elderly, if appropriate; individualized activities designed specifically for a client; provision of rest with quiet area; assistance to a client with toileting needs, grooming, mobility, feeding and medication management; rehabilitation services,

and exercise; family support and counseling; transportation to and from the adult day care center; meals and snacks.

Such services are to be provided at an existing licensed facility within Bernalillo County and/or five (5) city-owned facilities which are currently utilized to provide day care services.

The City-owned facilities are located at: Barelmas Senior Center - 714 7th Street SW; Bear Canyon Senior Center - 4645 Pitt NE; North Valley Senior Center - 3825 4th Street NW; Los Volcanes Senior Center - 6500 Los Volcanes NW; South Valley Respite Center - 2008 Larrazolo Rd SW. The capacity of the Bear Canyon Center is 20 participants, the South Valley Respite Center is 26 participants, and the other centers are 30 participants. Current participants of day care services at each facility will be transitioned to continue service delivery offered by the successful applicant. As each of the locations serve lunches Monday through Friday, arrangements may be made with the City's Department of Senior Affairs for participant lunches.

Services for clients at any facility may be funded through a combination of funds available in this solicitation, donations, cost sharing with participants, Medicaid, private fees and/or other funding sources.

Any applicant submitting a proposal to provide services at the City-owned sites must note the following: The approximate rental rate is \$1,000 per month at the South Valley Respite Center, and between \$1,400 and \$1,800 per month at the other City-owned sites plus applicable charges for utilities for the designated space. Rental costs will be prorated based on the funding source of participants.

All program activities and the health and safety of clients will be supervised by program staff. A staff person will be physically present with the client(s) at all times. Client activities will be planned by a joint effort of staff, clients, family/caregivers, volunteers and other interested parties. The planning for, and the conduction of activities, must be an on-going activity and will be reviewed and evaluated biannually or as necessary. Activities will be designed to promote personal growth and the enhancement of the client's self-esteem by providing opportunities to: Learn new skills and adaptive behaviors; Improve capacity for independent functioning; Provide for group interaction in social and therapeutic activities.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. Such payments will be paid for services provided to participants who are not Medicaid or eligible for other supplemental reimbursement sources available to the successful applicant(s). The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.8 Nutrition Services (Congregate and Home Delivered Meals) Scope of Work

The Area Agency on Aging will allocate up to approximately \$1,275,000 for Congregate Meal nutrition to enable persons age 60 and over in Bernalillo County to maintain socialization, remain healthy and delay or avoid institutionalization. The Area Agency on Aging will also allocate up to approximately \$1,250,000 for Home Delivered Meal nutrition services to referred eligible persons age 60 and over in Bernalillo County to enable them to remain independent in their home

environment and delay or avoid institutionalization. Multiple agreements may be awarded, including agreements for congregate meals, home delivered meals, and home delivered specific diet meals (including but not limited to diabetic diet, renal diet, dialysis diet, bland diet, mechanical soft diet, pureed diet, or vegetarian diet). Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting units of services provided.

The successful applicant(s) will develop monthly menus in compliance with 9.2.18 NMAC taking into consideration the ethnic, cultural and special dietary needs of the population served. All meals must meet recommended dietary allowance requirements or dietary reference intake standards and be varied and appealing, with careful consideration given to special dietary needs of older adults. Menus are to be evaluated and signed by a nutrition professional or evaluated with a computer software program, then approved by and reviewed by the Area Agency on Aging. Meals are to be considered heart healthy and generally acceptable to diabetics. Special diet meals and therapeutic meals will meet standards for those diets as approved by the nutrition professional and the Area Agency on Aging. Menus are to be printed and disseminated to applicable consumers, congregate meal sites, the Area Agency on Aging and the media monthly. Surveys regarding meal quality and customer service are to be distributed, collected and analyzed on an ongoing basis, by selecting several meal recipients randomly at each site or one each delivery route monthly. In addition, a formal survey of a representative cross-section of all meal participants is to be done, no less than every two years with direction from the Area Agency on Aging.

Congregate and Home Delivered meals will be delivered Monday through Friday, for a minimum of 250 serving days annually. All meals must be prepared in sanitary environments, utilizing high quality raw food products, in compliance with acceptable meal preparation standards. All purchases and contracts for goods and services will comply with federal uniform administrative requirements, cost principles, purchasing practices and audit requirements for federal awards as outlined in 2 CFR Part 200 and 45 CFR Part 75. All food items will be obtained from sources that comply with all laws relating to food, food labeling, and food safety and processing and will be of a grade and quality approved by Area Agency on Aging. Raw food products are to be of high quality and purchased from reliable food vendors. A physical and perpetual inventory process of all raw food supplies, vehicles, equipment and supplies is to be maintained and approved by Area Agency on Aging. Kitchen personnel are to receive on-going training in food safety, temperature control, HACCP, sanitation, etc.

Proper meal transportation procedures must be maintained by the successful applicant(s) at all times, which includes but is not limited to: food packaging, storage, sanitation, and maintenance of appropriate temperatures.

Congregate Meal nutrition services: Approximately 750 meals will be prepared daily and distributed between the hours of 9:00 AM and 1:30 PM to approximately twenty-three (23) congregate meals sites and senior centers within Bernalillo County. The number of meals and meal sites may change do to closures or new site identification. Providers are responsible for the ordering, receiving, holding, and serving of meals at each location. Meals may be served by provider staff, volunteers, or other trained individuals, but the provider remains responsible for compliance with 9.2.18 NMAC and Area Agency on Aging Policies and Procedures. In addition, the provider is responsible for outreach, monthly planning, programming and delivery of recreational, socialization and educational activities to meal site participants. They maintain coordination with other sections, divisions and organizations to set up training, transportation (special events and mini trips), classes, exercise, GEHM Clinic, intergenerational programs, and

RSVP Volunteers. Providers are also responsible for collecting participant registration information, maintaining their site's inventory, ordering and picking up supplies, making meal reservations, cleaning up after meal service and providing training such as nutrition education, sanitation, etc. to volunteers and consumers.

Home Delivered Meal nutrition services: Approximately 600 meals will be prepared daily and delivered between the hours of 9:00 AM and 1:30 PM to homebound persons within Bernalillo County, which includes the area bounded by the county lines. Home Delivered Meal consumers may also require Cold/Frozen Home Delivered Meals and Emergency Meals. Meals will be prepared and packaged according to delivery, such as home delivered meals, special diet home delivered meals and weekend home delivered meals. Meals to be used for weekend home delivered meal service (including cold and frozen meals) must be planned, prepared packaged and stored for future use.

Home Delivered Cold and Frozen Home Delivered Meals: An estimated 800 individually packaged cold and frozen meals, including milk, bread and fruit, (which meet all nutritional standards) must be prepared weekly and delivered to approximately 400 people. Commercially purchased frozen meals may be utilized with approval of the Area Agency on Aging, and all meals should have a minimum of three (3) month shelf life. Cold or frozen meals must be from a different menu for each day's meal, and distributed per the schedule. This schedule is subject to change or adjustment with short notice requests for additional or less meals.

Home Delivered Emergency Meals: Shelf-stable emergency meals are to be provided to each Home Delivered Meal nutrition services client no later than October 31st of each year. If weather or other emergency conditions occur that would prevent meal delivery from taking place and no frozen meals were provided in preparation, clients are to be advised to consume the emergency meals. A replacement meal is to be delivered to those clients affected by non-delivery within five (5) days after delivery is resumed. The meals are to meet the minimum of 1/3 RDA's and suitable for consumption by seniors. Opening and heating instructions (in English and Spanish) are to be included in each meal package.

Home Delivered Meal drivers are to keep in contact with their office to report problems or delays in meal delivery. Drivers will be trained to provide information and assistance to clients, which may include providing telephone numbers of the City of Albuquerque Senior Information and Assistance Program and Case Management. Home Delivered Meal drivers are not to provide chore service, accept gratuities, personal donations or other than non-pecuniary gifts. Permission slips will be obtained and kept in a file that allows drivers to enter homes when the client is unable to come to the door. Drivers will be expected to knock, announce the meal and enter some homes where the client is unable to come to the door. They will obtain permission to enter the home and give the meal to the client whenever possible, placing it either on a table, on a counter or in a refrigerator. Physical, visual or auditory contact with the client or caregiver is needed to leave a meal. Home Delivered Meal drivers under no circumstances leave a meal outside unattended. Drivers may have alarm or door codes as well as keys to enter gated apartment complexes. Drivers are expected to provide gatekeeper services by reporting possible abuse of senior clients, including physical, mental and financial abuse. Drivers are to immediately report unusual situations involving clients, including finding them deceased, injured or not in their normal state or condition to the City of Albuquerque Department of Senior Affairs Case Management, the State's Adult Protective Services and/or police/sheriff's office or fire department. Drivers are to report unsafe living environments in client's homes.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The City will partially fund services using Nutrition Services Incentive Program (NSIP) funding to reimburse purchases of domestically grown or produced food. The successful applicant will invoice for NSIP-eligible food separately based on direction from the Area Agency on Aging, and reduce the fixed rate accordingly. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.9 Recreation Services/Senior Center Activities Scope of Work

The Area Agency on Aging will allocate up to approximately \$480,000 for Recreation Services/Senior Center Activities for persons age 60 and over in Bernalillo County to enable them to maintain socialization, remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Recreation Services/Senior Center Activities are defined as activities for enjoyment or socialization, such as performing arts, games, art therapy, music therapy, dance/movement therapy and/or crafts. Participation may be active (performer or leader) or passive (spectator). Services must be completed by program staff or volunteers organized and overseen by program staff.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.10 Physical Fitness/Exercise Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$300,000 for Physical Fitness/Exercise Services for persons age 60 and over in Bernalillo County to enable them to maintain socialization, remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Physical Fitness/Exercise services are defined as individual or group exercise activities (with or without equipment), such as walking, running, swimming, sports and/or Senior Olympics physical conditioning/training. Services may be completed by program staff or volunteers organized and overseen by program staff.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.11 Evidence-Based Health Promotion and Disease Prevention Programs Scope of Work

The Area Agency on Aging will allocate up to approximately \$120,000 for Evidence-Based Programs serving persons age 60 and over to enable them to remain healthy and delay or avoid institutionalization. Multiple agreements may be awarded for one or more evidence-based program. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting hours or units of services provided.

Evidence-based Programs are defined as providing at the highest criteria level, defined by Older American Act, as follows: Proven effective with older adult population, using Experimental or Quasi-Experimental Design (Experimental designs use random assignment and a control group. Quasi-experimental designs do not use random assignment.); Fully translated in one or more community site(s); Include developed dissemination products that are available to the public; Published in a peer-review journal; Proven effective with older adult population, using some form of a control condition (e.g. pre-post study, case control design, etc.); Some basis in translation for implementation by community-level organization; Demonstrated through evaluation to be effective for improving the health and wellbeing or reducing disease, disability and/or injury among older adults; Ready for translation, implementation and/or broad dissemination by community-based organizations using appropriately credentialed practitioners. Examples of Evidence-Based Programs include but are not limited to: A Matter of Balance, Tai Ji Quan: Moving for Better Balance, EnhanceFitness, and the Chronic Disease Self-Management series. Multiple agreements may be awarded for one or more evidence-based program.

Successful applicant(s) will be responsible for administering the proposed Evidence-Based Program in compliance with the specifications of the organization that developed and/or licenses the Program, preserving fidelity to the Program design, recruiting participants to attend the Program, providing quality control during implementation, and collecting and reporting service delivery data. Requirements may include purchase and maintenance of a license, purchase of equipment/materials, specific training and credentialing of staff, specific record keeping and reporting.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.12 Caregiver Support Services (Counseling, Support Groups, Training, etc.) Scope of Work

The Area Agency on Aging will allocate up to approximately \$200,000 for Caregiver Support Services for informal caregivers of persons age 60 and over or relative caregivers age 60 or over with primary caregiving responsibilities for a child, individuals with a disability or Alzheimer's disease and related disorders. Caregiver Support services enable informal caregivers to continue and improve providing care, thereby delaying or avoiding institutionalization of the care recipient. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to the National Aging Program Information System (NAPIS) for registering, tracking and reporting hours or units of services provided.

Activities and services which will be considered toward meeting this requirement include but are not limited to: caregiver support groups, group therapy and/or counseling; caregiver skills training and development; outreach, information and assistance to caregivers so they access available services and resources, and adequate follow-up procedures ensuring to the maximum extent practicable the caregiver receives the services needed; in-person training in settings which allow multiple family caregiver needs, such as support, respite, and resource connection, to be met concurrently. Multiple agreements may be awarded for one or more program.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.13 Senior Supplemental Nutritional Support Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$100,000 for Senior Supplemental Nutritional Support Services for persons age 60 and over in Bernalillo County to enable them to remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Senior Supplemental Nutritional Support services are fresh foods, specifically produce, provided directly to seniors through mobile and traditional food pantries as appropriate at sites seniors already frequent, like low-income senior housing and senior centers. The primary goal of Senior Supplemental Nutritional Support services is to improve senior health through sound nutrition by providing healthy foods to seniors struggling with food insecurity.

Successful applicant(s) will be responsible for meeting Feeding America food safety requirements. Payment under this solicitation will be earned through a fixed rate for services provided. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.14 Health Screening, Education and Maintenance Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$150,000 for Health Screening, Education and Maintenance Services for persons age 60 and over in Bernalillo County to enable them to remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Health Screening, Education and Maintenance services include routine screenings, such as blood pressure, blood sugar, hearing, and/or vision screening at sites seniors already frequent, like congregate meal sites, low-income senior housing and senior centers. Clinic sessions may include: physical and/or mental examinations or assessments, diabetes and/or hypertension screening and education, medication management and/or adverse drug reaction education, and dental

examinations. Education and Maintenance regarding falls prevention and other health concerns may include an in-home evaluation and education supports.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.15 Medication Management Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$35,000 for Medication Management Services for persons age 60 and over in Bernalillo County to enable them to remain healthy and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Medication Management Services include monitoring, screening and education to prevent incorrect medication usage and adverse drug reactions. Examples include conducting “brown bag” medication assessments at a senior center, or during a scheduled home visit, a licensed registered nurse assists with organizing medications.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.16 Home Repair/Retrofit/Maintenance Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$650,000 for Home Repair/Retrofit/Maintenance Services for persons age 60 and over to enable them to maintain their independence as they age in place with dignity and delay or avoid institutionalization.

Home Repair/Retrofit/Maintenance services are defined as assistance with improving or maintaining the residences and essential appliances of persons age 60 and over. Services may be completed by program staff and volunteers organized and overseen by program staff.

Home Repair/Retrofit/Maintenance services are minor home repair services such as basic plumbing, electrical, security, heating, window repair or replacement, minor ceiling, wall and roof repair, etc. Examples include winterizing a consumer’s swamp cooler, installing grab bars, replacing door knobs, installing interior and exterior doors, installing windows, replacing plastic cooler lines, replacing copper water tubing, installing basic commodes, unclogging backed up sewer lines.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients.

Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.17 Chore Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$400,000 for Chore services for persons age 60 and over to enable them to maintain their independence as they age in place with dignity and delay or avoid institutionalization.

Chore services are defined as assistance with heavy housework, yard work or sidewalk maintenance for persons age 60 and over at their place of residence. Services may be completed by program staff and volunteers organized and overseen by program staff.

Chore Services are non-routine home maintenance chores including, but not limited to, yard work, painting, installing and patching screens, trimming bushes and small trees, hauling away yard debris, spraying of a weed control product, painting the home exterior, and installing safety equipment (i.e. fire extinguisher, smoke detector).

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.2.18 Grocery Delivery Services Scope of Work

The Area Agency on Aging will allocate up to approximately \$120,000 for Grocery Delivery Services for persons age 60 and over in Bernalillo County to enable them to remain healthy in the home of their choice and delay or avoid institutionalization. Successful applicant(s) will follow the requirements of the Area Agency on Aging with respect to tracking and reporting units of services provided.

Grocery Delivery services involve assisting older adults with the ordering of food and items available at a grocery store, facilitating payment, and confirming delivery of items orders. Providers will navigate and facilitate grocery ordering and delivery for older shoppers with technology and mobility challenges. Grocery shopping and delivery may be completed by staff or volunteers, or through online shopping sites. The service may include a curated list of grocery essentials available to order over the phone and online (i.e. milk, eggs and bread, and add up to 25 custom items per order). The service will include updating older adults who do not use technology regarding delivery.

Payment under this solicitation may be earned through a fixed rate for services provided or through cost reimbursement with proper documentation as outlined in the *Administrative Requirements*. The successful applicant(s) will utilize program income from participant donations in addition to fees paid by the City, as approved by the Area Agency on Aging, to provide services to clients. Donations shall be requested, but no barrier to service based on ability to make a donation or pay a fee for a client funded by this program will exist.

4.3 Service Period

Services funded by this RFP are to commence July 1, 2023 and continue through June 30, 2024. Agreements awarded may be renewed for an additional year or more, at the discretion of the City based upon performance and availability of 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 Secretary of State, 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. Basic eligibility requirements are identified in the [Administrative Requirements for Contracts Awarded Under the City of Albuquerque Department of Family and Community Services \(Administrative Requirements\)](#), § 10 (A)(1).

Ineligible entities as defined in Section 7 (C) of the [Social Services Contracts Procurement Rules](#) of the Department are restricted from submitting a proposal.

Entities that have had an Agreement terminated by the City for cause for a period of two (2) years beyond the date of Agreement termination, are not eligible to submit a proposal, unless such entities request and receive written authorization of eligibility from the Director of the Department, based upon adequate, written justification for allowing an exception. Such written justification will include an explanation of how the previous cause for termination will not impact the project for which funding is being requested due to specific remedial actions taken by the entity. The written request and Director determination shall be maintained on file with the relevant RFPs, RFQs and/or contracts within the two-year timeline.

Ineligible entities as defined in Section 7 (C) of the [Social Services Contracts Procurement Rules](#) of the Department are restricted from submitting a proposal.

The *Administrative Requirements* and *Social Services Contracts Procurement Rules* are available on the Department's website at

<https://www.cabq.gov/family/partner-resources/request-for-proposals>

5.2 Limitations on Assistance to Primarily Religious Organizations

Contractors are required to assure that no funds awarded through the program will be used for sectarian religious purposes. Independent, not-for-profit entities established by primarily religious organizations, however, may be assisted as long as: a) there is no religious test for admission for services; b) there is no requirement for attendance at religious services; c) there is no inquiry as to a client's religious preference or affiliation; d) there is no proselytizing; and e) services provided are secular and non-sectarian. See *Administrative Requirements*, § 10 (C) (4) (c). 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 (Appendix #8) attached to this RFP and required as an attachment to the responder's proposal.

5.3 Minority and Women's Business Enterprises § 5-6-1 et seq. ROA 1994

It is the policy of the City to take affirmative action to assure that a fair share of City purchases of goods and services is made from enterprises owned and controlled by minorities and women.

As part of this policy, the City undertakes to assure there are no undue or unnecessary requirements imposed by the City that inhibit or prevent purchases of goods and services from businesses that are otherwise qualified to provide such goods and services. It is further City policy to impose similar affirmative action upon prime contractors providing goods and services to the City with regard to subcontractors involved in such work to assure a fair share of business for minority and women's business enterprises.

As part of the above-described policy, the City shall directly solicit bids and offers of goods and services from minority and women's business enterprises to the extent necessary to ensure that they are aware of the opportunities in this RFP. § 5-6-6 ROA 1994. The City uses the following website to identify minority and women's business enterprises, and solicits bids from the enterprises identified: https://web.sba.gov/pro-net/search/dsp_dsbs.cfm.

In addition to the requirements of § 5-6-1 et seq. ROA 1994, the City will implement and fulfill any Federal requirements applicable to the City with regard to minority and women's business enterprises. § 5-6-10 ROA 1994.

5.4 Preferences for City Local, Small and/or Veteran-Owned Businesses and Pay Equity

Please Note: preference points are NOT available for this solicitation because all or a part of the funds used are from federal grant sources.

A valid Pay Equity Reporting Form MUST be attached: All bids and proposals shall include a Pay Equity Reporting Form or Certificate which can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative> or in the Solicitation Instructions. Offerors who believe they are exempt because they are an out-of-state contractor that has no facilities and no employees working in New Mexico are not required to report data, but must still submit a Pay Equity Reporting Form with the box verifying their exempt status checked. **Any Proposal that does not include a Pay Equity Reporting Form or Certificate shall be deemed nonresponsive**, as stated in the Public Purchases Ordinance, 5-5-31 (A). **NOTE: THE PAY EQUITY REPORTING FORM REQUIRED BY THIS PROVISION IS NOT A PAY EQUITY CERTIFICATE, NOR DOES IT QUALIFY YOU FOR THE PAY EQUITY PREFERENCE.** PAY EQUITY CERTIFICATES ARE AUTOMATICALLY ISSUED TO QUALIFYING VENDORS WITHIN TWO BUSINESS DAYS OF SUBMITTING THE PAY EQUITY REPORTING FORM. PLEASE VISIT THE WEBSITE OR CONTACT THE GENDER PAY EQUITY TASK FORCE WITH QUESTIONS: OEI@CABQ.GOV

5.5 ADA Compliance

Contractors must agree to meet all the requirements of the Americans with Disabilities Act of 1990 (ADA), and all applicable rules and regulations which are imposed directly on the Contractor or which would be imposed on the City as a public entity. The Contractor must agree to be responsible for knowing all applicable requirements of the ADA.

5.6 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:

- i. 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.
- ii. 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 financial, accounting, and procurement policies and procedures that meet the standards established by the City in the *Administrative Requirements*, §13, 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. The organization must verify board compliance with the City Open Meeting ordinance ROA, 1994, §2-5-1, et. seq.

e. Nepotism:

The organization 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. See definitions contained in the *Administrative Requirements*, § 10 (A)(3)(c).

f. Background Checks:

If the Social Services provided require the contractor selected through this RFP 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, interns and volunteers directly involved in performing services have been screened for a criminal background and reference checks, finger-printing, and interviews. See *Administrative Requirements*, § 10 (A)(2).

g. Reporting Requirements

The final contract between the successful responder(s) and the City will contain specific reporting requirements that include, but may not be limited to, quarterly program data and data regarding outcomes for program participants. A critical component of initiatives funded through the City of Albuquerque, Department of Family and Community Services will be a rigorous evaluation to determine program success and cost-effectiveness. Selected Offerors must comply with participant data reporting requirements conducted by the City or evaluation and research partners as part of ongoing evaluation activities.

6.0 Eligible Beneficiaries

Eligibility to receive services reimbursable by the Area Agency on Aging is limited to persons age 60 and over with exceptions noted in this section.

Emphasis in the delivery of all services funded through this solicitation is placed on service delivery to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement, with particular targeting to low income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with the Older Americans Act.

“Greatest economic need” is need resulting from an income level at or below the federal poverty level. Means testing is prohibited.

“Greatest social need” is need caused by noneconomic factors which include physical and mental disabilities; language barriers; and cultural, social or geographical isolation, including isolation caused by racial or ethnic status, that restricts an individual’s ability to perform normal daily tasks or which threatens an individual’s capacity to live independently.

6.1 Adult Day Care Eligible Beneficiaries (4.6/4.7)

Eligible care recipients must be age 60 and older and reside in Bernalillo County. Eligible Adult Day Care recipients must: Be mobile through own ability or with the assistance of a wheelchair, walker or other device and does not require full lift when walking or transferring; Have a functional or cognitive disability which does not enable them to remain in a home setting without some supervision; Be able to wear protective under garments to maintain hygiene, if incontinent; Be able to self-administer medication.

6.2 Senior Meal Nutrition Services Eligible Beneficiaries (4.8)

Congregate Meal nutrition services: person 60 years of age or older; person married to someone 60 years of age or older; disabled person residing with and accompanying someone 60 years of age or older.

Home Delivered Meal nutrition services: person 60 years of age or older, determined to be in need based on an in-home assessment of need, which assesses functional ability, adequate support systems and risk; the spouse of an eligible person age 60 or older regardless of age when the in-home assessment of need determines that providing the home-delivered meals to be in the best interest of the eligible spouse age 60 or older; (in the case of a surviving spouse under the age of 60, nutrition services may continue to be provided after the eligible spouse’s death, as long as the

surviving spouse has not remarried a person under the age of 60;) disabled person residing with an eligible person 60 years of age or older.

6.3 Caregiver Support Services Eligible Beneficiaries (4.12)

Eligible informal caregivers must be age 60 or older or have an eligible care recipient age 60 or older residing in Bernalillo County.

7.0 Technical Assistance

It is the responsibility of the Offeror to stay up to date with any clarifications to this RFP that will be issued through the Bonfire portal.

Technical assistance will be provided at the written request of responder agencies through the Bonfire portal by the City of Albuquerque Department of Family & Community Services, Michelle Briscoe, Area Agency on Aging Services Manager, during regular working hours. Requests for technical assistance must be submitted through the Bonfire portal up until seven calendar days prior to submission deadline. Responses to questions in writing will be posted on the Bonfire portal.

An optional pre-proposal meeting is scheduled for Wednesday, November 2, 2022 at 9:30 to 11:00 a.m. on a virtual Zoom meeting

<https://us02web.zoom.us/j/83661373099?pwd=WGhKTUE4bVIMZHdrbDgzS2Njakcydz09>

Meeting ID: 836 6137 3099

Passcode: 632393

For individuals with disabilities who need assistance to benefit from this meeting, please call Michelle Briscoe at 505-768-2745 or (TTY) 1-800-659-8331.

8.0 Instructions for Completing Proposal

8.1 Proposal Format

Proposals must be submitted via the City's eProcurement system, Bonfire. City's Bonfire portal at:

<https://cabq.bonfirehub.com/portal/?tab=openOpportunities>

<https://cabq.bonfirehub.com/opportunities/77930>

All Appendices or non-required attachments including letters of endorsement, agency brochures, or news clips may be included if uploaded. See Section 12 for further clarification.

8.2 Proposal Summary and Certification Form (APPENDIX #1)

Responders must upload the Proposal Summary and Certification Form (APPENDIX #1) for each proposal. The *Word* version is attached, or a .pdf version is available in the City's Bonfire portal at:

<https://cabq.bonfirehub.com/opportunities/77930>

An authorized official of the governmental agency or of the policy board of a nonprofit agency to whom agency staff are responsible must sign the form.

8.3 Project Narrative Questionnaire

The project narrative, not including attachments, will be entered as answers to the Project Narrative Questionnaire in the Bonfire portal. Offerors will download the Vendor Template and use *Excel* to enter, save and upload responses. Questions appear on multiple sheets in the Vendor Template.

a. Comprehensive Explanation of Target Population(s), Project Service Design, and Outcomes:

Provide a clear, concise and measurable project design. Address every question. Project described should be reasonable and attainable with the resources described.

- i. Target Population(s)
 - A. Describe the eligible population and relevant conditions in their community.
 - B. Describe the needs of the eligible population to be addressed by the service and how those needs are identified/quantified.
 - C. Describe how outreach and services would be targeted to eligible individuals with greatest economic need, individuals with greatest social need, and/or older individuals at risk for institutional placement
 - D. Describe how outreach and services would be targeted to low income minority older individuals, older individuals with limited English proficiency, and/or older individuals residing in rural areas.
 - E. If applicable – Document any limitations regarding service delivery including any limitations to serving clients in any geographic area of Bernalillo County.
- ii. Project Service Design
 - A. Describe the proposed services/activities that would be provided to the target populations. Target Population(s), Project Service Design, and Outcomes Provide rationale (evidence/logic basis) for the effectiveness of the proposed service.
 - B. Describe number of participants/units of service (outputs) and timeframe for the services/activities.
 - C. How do proposed services/activities address unmet needs and potential disparities/inequities/gaps in the community? Justify with local/applicable data, including addressing current demographic disparities (e.g., race/ethnicity, age, disability, sexual/gender orientation, socioeconomic, etc.).
 - D. How can proposed services be modified or delivered under public health orders related to communicable illnesses?
- iii. Outcomes
 - A. Identify at least two of the outcomes described in Section 4.1 that the proposed services/activities will impact, and describe how the outcomes will meet the needs of the community.
 - B. How will proposed services/activities facilitate consumer progress to stated outcomes?
 - C. Provide a comprehensive explanation of how project services/activities will reach output and outcome goals.

- D. Provide indicators to be used to verify progress toward outcomes, and the measurement tool to track progress to outcomes that has been proven effective with the target population(s).
- E. Describe at least one primary indicator of progress that will be reported by one of the targeting priorities (economic/social need, risk of institutionalization, rural, or other relevant demographics).
- F. If applicable – Recommended frequency and duration of client engagement to support client progress/achievement of outcomes. If not applicable, enter "n/a"

b. Measuring Progress:

Describe the proposed process to analyze and report on data collected. Provide information on monitoring and quality improvement.

- i. Describe the process to accurately collect, analyze and report the data of activities, outputs, indicators of progress and outcomes as outlined in the APPENDIX #7 Work Plan and the Comprehensive Explanation.
- ii. Describe the process and schedule for monitoring the quality of project activities, methods and how continuous quality improvement will be incorporated.

c. Organizational Capacity: Service Delivery Capabilities

Clearly describe how the agency/organization has the capacity to provide the services described contained within this proposal by answering each question.

- i. Describe the agency's resources, not limited to dollars requested in this proposal, dedicated to the project to ensure successful implementation of proposed project, and reach output and outcome goals including alignment with current program operation and proposed budget.
- ii. Describe the agency's financial capacity to meet the Department's *Administrative Requirements* and reporting requirements.
- iii. Describe the agency's capacity to administer programs that must comply with applicable regulations.
- iv. Describe agency's flexibility in modifying services to reach the intended population as public health orders continue to require modified service delivery tactics.
- v. Identify specific source, type and amount of leveraged funding for the project, and if those funds are committed or anticipated, pending approval.
- vi. Describe collaborative partnerships and/or strategies for collective impact to support participant success, and provide associated MOUs, and/or CWAs.
- vii. Describe individual staff and subcontractor's responsibilities with lines of authority and interface with the City of Albuquerque staff.
- viii. Identify the job title and role of agency staff/contractors that will conduct key activities, including key fiscal staff. (Upload job descriptions, and provide résumés for staff/contractors identified.)
- ix. If applicable – describe how the program will engage clients in major systems such as Medicaid, Adult Protective Services, etc. If not applicable, enter "n/a"

d. Organizational Capacity: Past Performance

- i. If the agency has had a contract with the City providing similar services in the past three years, describe how the agency met output and outcomes goals, and how agency performed during annual monitoring. Describe innovations that were implemented to continue service delivery during the COVID-19 pandemic.

- ii. If the agency did not have a contract with the City providing similar services in the past three years, describe how the agency delivered services and activities similar to those contained the Offer. Describe innovations that were implemented to continue service delivery during the COVID-19 pandemic.

8.4 Project Budget Forms

The responder must submit a complete budget for each service on the attached forms (APPENDIX #2-APPENDIX #6) OR using the *Excel* forms provided in the City’s Bonfire portal at:

<https://cabq.bonfirehub.com/opportunities/77930>

8.5 Proposed Work Plan

Responders must use the Applicant Work Plan (APPENDIX #7) to provide a succinct Work Plan that details the project described in the Project Narrative Questionnaire. If applying for multiple services, a separate Proposed Work Plan will be required for each service. The *Word* version is attached, or a .pdf version is available in the City’s Bonfire portal at:

<https://cabq.bonfirehub.com/opportunities/77930>

8.6 No preferences shall be applied because federal funds support the Offer.

8.7 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 with limits detailed below. 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.

A. Commercial General Liability Insurance (“CGL”): A CGL insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$ 2,000,000	Per Occurrence (or \$1,000,000 CGL plus \$1,000,000 Umbrella coverage)
\$ 2,000,000	Policy Aggregate
\$ 1,000,000	Products Liability/Completed Operations
\$ 1,000,000	Personal and Advertising Injury
\$ 5,000	Medical Payments

The CGL insurance policy must include coverage for all operations performed for the City by the Contractor, and the contractual liability coverage shall specifically insure the hold harmless provisions of the City’s contract with the Contractor. The City shall also be listed as an “additional insured” by endorsement onto the CGL policy. Proof of this additional insured relationship shall be evidenced on the Certificate of Insurance (COI) and on the insurance endorsement.

B. Commercial Automobile Liability Insurance (“CAL”): A CAL policy with not less than a \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. The CAL policy must include coverage for the use of all owned, non-owned, and hired automobiles, vehicles and other equipment both on and off work. This CAL policy cannot be a personal automobile liability insurance policy as most personal automobile liability policies exclude coverage for work related losses.

C. Workers' Compensation Insurance: Workers' Compensation Insurance for the Contractor's employees when required by, and in accordance with, the provisions of the Workers' Compensation Act of the State of New Mexico ("Act"). The Contractor must have three (3) or more employees to trigger the Act's workers' compensation insurance requirement. Per the Act, this number includes the owner of the business. If the Contractor is not required to carry Workers' Compensation coverage, the Contractor will need to sign and return the Worker's Comp Statement enclosed in this packet.

ADDITIONAL INSURANCE COVERAGES

The following coverages should be considered based on the course and scope of the individual contract:

D. Professional Liability (Errors and Omissions) Insurance: Professional liability (errors and omissions) insurance in an amount not less than \$1,000,000 combined single limit of liability per occurrence with a general aggregate of \$1,000,000.

Professional liability insurance cannot be waived for medical directors, psychologists, psychiatrists, mental health counselors, laboratories.

E. Sexual Abuse Molestation Coverage: Sexual abuse molestation insurance in an amount not less than \$1,000,000 combined single limit of liability per occurrence with a general aggregate of \$1,000,000. This coverage should be required, unless specific circumstances that eliminate potential risks indicate otherwise, if the vendor/contractor will be working with, or in physical or virtual contact with, children under the age of 18 or a compromised client base (deaf and hard of hearing, blind, senior and older adults, persons with mental disabilities, intellectual disabilities and/or have a developmental disability).

F. Cyber Liability Coverage: Cyber liability insurance in an amount not less than \$2,000,000 combined single limit of liability per occurrence with a general aggregate of \$2,000,000. This coverage should be required, unless specific circumstances that eliminate potential risks indicate otherwise, if the vendor/contractor may have cybernetic access to the City's confidential information, taxpayer data, information technology, personnel, healthcare, accounting, or finance systems.

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 on commercial general liability 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 shall ensure that all staff for whom professional liability is required by their licensing agent, including but not limited to, professionals providing health and behavioral health services, maintain professional liability insurance, errors and omissions coverage, or other additional coverages the city deems necessary, in amounts not less than required by the New Mexico Tort Claims Act as it is amended from time to time, for single limit of liability per occurrence and for the general aggregate.

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 NMSA 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.

8.8 Other Assurances

a. Compliance with Civil Rights Laws and Executive Orders

Contractors are required to comply and act in accordance with all federal laws and Executive Orders related to the enforcement of civil rights. In addition, recipients will be required to comply with all New Mexico State Statutes and City of Albuquerque Ordinances regarding enforcement of civil rights (APPENDIX #8).

b. Assurance of Drug Free Facilities

Applicants for funding must submit an assurance that they will administer a policy designed to ensure that the assisted program is free from the illegal use, possession or distribution of drugs or alcohol by its staff and beneficiaries (APPENDIX #10).

c. Certification of Receipt of *Administrative Requirements*

Applicants for funding must submit a certification signed by an authorized board official and the organization director of receipt and adherence to the [Department Administrative Requirement for Social Services Contracts](#).

d. 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 2 CFR Part 200 subpart F. 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 2 CFR Part 200 subpart F, must have a financial statement audit conducted by an independent auditor in accordance with generally accepted auditing standards. If the contractor is not subject to this requirement because it has not previously had a contract with the City, the Contractor must provide Form 990. Additional audit requirements are set out in the *Administrative Requirements*.

e. 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.

- f. **Pay Equity Documentation.** All bids and proposals shall include a Pay Equity Reporting Form or Certificate which can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative> or in the Solicitation Instructions. Offerors who believe they are exempt because they are an out-of-state contractor that has no facilities and no employees working in New Mexico are not required to report data, but must still submit a Pay Equity Reporting Form with the box verifying their exempt status checked. Any Proposal that does not include a Pay Equity Reporting Form or Certificate shall be deemed nonresponsive, as stated in the Public Purchases Ordinance, 5-5-31 (A). NOTE: THE PAY EQUITY REPORTING FORM REQUIRED BY THIS PROVISION IS NOT A PAY EQUITY CERTIFICATE, NOR DOES IT QUALIFY YOU FOR THE PAY EQUITY PREFERENCE. PAY EQUITY CERTIFICATES ARE AUTOMATICALLY ISSUED TO QUALIFYING VENDORS WITHIN TWO BUSINESS DAYS OF SUBMITTING THE PAY EQUITY REPORTING FORM. PLEASE VISIT THE WEBSITE OR CONTACT THE GENDER PAY EQUITY TASK FORCE WITH QUESTIONS: OEI@CABQ.GOV

8.9 Required Attachments

The Offeror, including all parties to a joint venture or consortium, an individual or a nonprofit agency, as applicable, must attach to its Offer, the items listed as Mandatory in Section 11.0. Offerors are encouraged to attach the Preferred items listed in Section 11.0.

9.0 Compliance with Social Services Contracts Procurement Rules and Regulations

Applicants must comply with all applicable procurement rules and regulations, including, but not limited to, the City of Albuquerque Procurement Rules and Regulations for the Department of Family and Community Services, found at: <https://www.cabq.gov/family/partner-resources/request-for-proposals>

Applicants should also be guided by the Albuquerque Code of Ordinances, Article 5, which may be found at: [http://library.amlegal.com/nxt/gateway.dll/New%20Mexico/albuqwin/cityofalbuquerquenewmexicocodeofordinanc?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:albuquerque_nm_mc\\$anc=JD_TopofInfobase](http://library.amlegal.com/nxt/gateway.dll/New%20Mexico/albuqwin/cityofalbuquerquenewmexicocodeofordinanc?f=templates$fn=default.htm$3.0$vid=amlegal:albuquerque_nm_mc$anc=JD_TopofInfobase)

10.0 Review Criteria and Scoring Process

Proposals will be reviewed and scored based on the criteria in Section 10.1.

Please note: It is acceptable to bid on one or multiple Scopes of Services in Section 4.2. Each Scope of Services will require a separate proposal via the City’s Bonfire portal as outlined in Section 8.

10.1 Scoring

a. Comprehensive Explanation of Target Population(s), Project Service Design, and Outcomes: 29 pts.

Provided a clear and measurable project design and addresses every item detailed in section 8.3.a (Section 1 of the Project Narrative Questionnaire), including outputs and associated outcomes. Project described is reasonable and attainable with the resources described.

b. Measuring Progress: 10 pts.

Describes the process used by the agency to analyze and report on data collected, provide quality improvement as detailed in each item listed in section 8.3.b (Section 2 of the Project Narrative Questionnaire).

c. Organizational Capacity: Service Delivery Capabilities: 16 pts.

Response to each item in 8.3.c (Section 3 of the Project Narrative Questionnaire) and uploaded job descriptions, résumés, etc. clearly describe how the agency/organization has the capacity to provide the services described contained within their proposal.

d. Organizational Capacity: Past Performance: 10 pts.

- i. If the agency has had a contract with the City providing similar services in the past three years, performance will be scored based on program delivery meeting output and outcome goals; and the presence/absence of monitoring findings/critical concerns over the previous three years. If the Offeror has had a contract with the City in the past three years, the past fiscal performance has met City requirements. Agency was successful in modifying service delivery to ensure continuity of services during the COVID 19 related public health orders.
- ii. If the agency did not have a contract with the City providing similar services in the past three years, prospective ability to deliver on the proposed services will be justified by demonstration of agency and staff operation/delivery of services and activities similar to those contained the Offer. Agency was successful in modifying service delivery to ensure continuity of services during the COVID 19 related public health orders.

e. Demonstrates ability to expend City funds in a fiscally responsible manner: 15 pts.

- i. Budget forms (APPENDICES 2-6) are complete and provide adequate detail to convey the planned expenditure of City funds to support proposed services.
- ii. Clearly represents the complementary/leveraged funds that may provide services to a larger population beyond the number that can be served with the requested City funds.
- iii. Requested City funds are aligned with the work plan.
- iv. Proposed budget allocations for services and staff are reasonable.
- v. Proposed budget for administrative/overhead costs is reasonable and proportional to all funding sources contributing to the project or agency as applicable.
- vi. Overall cost per output(s) is reasonable.
- vii. Demonstrates appropriate level of financial capacity to meet the Department's *Administrative Requirements* and reporting requirements.
- viii. Audit results/financial documentation provide evidence of financial responsibility.

f. Proposed Work Plan (APPENDIX #7): 20 pts

Work plan proposal scores will be based on the clarity, effectiveness, viability and alignment with all narrative sections and budget.

Work plans will be evaluated and scored based on how:

- i. Work Plan directly informs the potential scopes of services if Offer is selected
- ii. Work Plan chart explain major project services to be performed using the requested City budget
- iii. Activities/sub-activities/units of services to be provided
- iv. Time frame to offer each activity/service
- v. Specific number of participants (outputs) for each major activity/service - aligned with requested City funds
- vi. Connection of activities/services to improved outcomes (e.g., client impacts)
- vii. Outcome progress indicator (selected from list or other suggested indicator)
- viii. Measurement tool(s)
- ix. Work Plan is clearly connected with proposed budget
- x. Evidence that City funds will be invested in personnel and activities that can demonstrate produce stated outcomes
- xi. The cost per service unit is a cost-effective investment of City funds

10.2 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 FCS *Procurement Rule* and *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 (as defined in 11.0), 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 in section 10.1 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.

10.3 Competitive Considerations

Proposals will be rated according to the review criteria in section 10.1 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.

10.4 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-2023-364-FCS-MB

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

11.0 Submission Process

11.1 Submission Requirements

Submit your complete proposal including all sections listed in Section 8 using the Bonfire portal eProcurement system at <https://cabq.bonfirehub.com/portal/?tab=openOpportunities>. Please allow a minimum of 24 hours to submit your proposal. If you do not have a username and password, please register as this is the only method to submit electronically on the Bonfire portal. Please make sure to register on the new system in order to receive notices and submit a response to a bid or proposal. For assistance, please contact support@gobonfire.com.

RFP Advisory to Offerors:

Proposals must be received prior to **5:00 p.m. MST on Wednesday, November 30th, 2022**, via the City's eProcurement system, Bonfire. Proposals will not be accepted by the Bonfire portal later than 5:00 p.m. MST on Wednesday, November 30th, 2022, and will not be considered for award.

Entities that have had an Agreement terminated by the City for cause for a period of two (2) years beyond the date of Agreement termination, are not eligible to submit a proposal, unless such entities request and receive written authorization of eligibility from the Director of the Department, based upon adequate, written justification for allowing an exception. Such written

justification will include an explanation of how the previous cause for termination will not impact the project for which funding is being requested due to specific remedial actions taken by the entity. The written request and Director determination shall be maintained on file with the relevant RFPs, RFQs and/or contracts within the two-year timeline.

11.2 Clarification

Any explanation desired by a responder regarding the meaning or interpretation of this RFP must be requested in writing not less than five (5) 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 Michelle Briscoe, Area Agency on Aging Services Manager, through the Bonfire portal. Oral explanations or instructions given before the deadline for receipt of proposals will not be binding. Any information given in writing concerning this RFP will be furnished through the Bonfire portal 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.

11.3 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 and can be submitted as attachment to the Offer. It is the responsibility of the Offeror to stay up to date with any clarifications or amendments to this RFP that may be posted on the Bonfire portal including addenda and information materials.

11.4 Modification

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

11.5 Budget Forms

Budget forms can be submitted in .pdf, *Word* or *Excel* format. The *Word* versions are attached. The *Excel* forms can be downloaded at Excel forms provided in the City's Bonfire portal at: <https://cabq.bonfirehub.com/opportunities/77930>

12.0 PROPOSAL CHECKLIST

Proposals must address all required areas listed in Section 8. Prior to submitting the proposal, Offerors are recommended to use the following checklist to ensure that the proposal contains all elements required for a complete submittal. Appendix numbers refer to the Department of Family & Community Services forms included as attachments to this RFP.

Items in this checklist are part of the technical review of the Application, and failure to submit mandatory items may result in the Offer being deemed as non-responsive.

Additional items will be requested should your agency be recommended for award. Those items are detailed under the heading “**Requested Upon Recommendation for Award and Subsequent Contracting.**”

Mandatory

- ❑ **Acknowledgment of Amendments to the RFP, if applicable.**
- ❑ **8.2 APPENDIX #1: Proposal Summary and Certification Form completed and signed by an authorized official.**
- ❑ **8.3 Project Narrative Questionnaire**
- ❑ **8.4 Project Budget Forms**
Excel versions of Budget Forms (Appendices 2-6) are available at:
<https://www.cabq.gov/family/partner-resources/administrative-requirements>.
In “Financial Forms” section, click on “Fiscal Forms – Excel version” to download.
 - ❑ APPENDIX #2: Expense Summary Form
As applicable, attach explanation of basis for each indirect cost or an approved cost rate letter from cognizant Federal agency.
 - ❑ APPENDIX #3: Revenue Summary Form
 - ❑ APPENDIX #4: Project Budget Detail Form - Personnel
 - ❑ APPENDIX #5: Project Budget Detail Form - Operating Costs
As applicable, attach cost allocation plan
 - ❑ APPENDIX #6: Budget Detail Form: Projected Drawdown Schedule
- ❑ **8.5 APPENDIX #7: Original Applicant Work Program Summary**
- ❑ **8.3.d.vi Résumés and job descriptions of key personnel for filled and unfilled positions applicable to the proposed project**
- ❑ **8.8.d Copy of the organization’s most recent audit or applicable financial statement.**
- ❑ **APPENDIX #8: Representations and Certifications**
- ❑ **IRS Certificate of Nonprofit Incorporation**
- ❑ **Offeror’s Articles of Incorporation filed with the State of New Mexico**

- ❑ **Copy of current By-Laws.**
- ❑ **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.**
- ❑ **APPENDIX #9: Attachments on File for previously funded re-application**
- ❑ **APPENDIX #11: Debarment, Suspension, Ineligibility and Exclusion Certification**
- ❑ **APPENDIX #13: Certification of Compliance with Federal Funding Requirements, Refer to Section 1.1 for further information**
- ❑ **APPENDIX #17 Pay Equity Reporting Form***
- ❑ **APPENDIX #18: Unique Entity Identifier (UEI) Number and SAM Registration Acknowledgement**
- ❑ **Written Authorization of Eligibility from the Director of the Department for entities that have had an Agreement terminated by the City for cause within last two (2) years, *if applicable*.**

*** Pay Equity Documentation.** All bids and proposals shall include a Pay Equity Reporting Form or Certificate which can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative> or in the Solicitation Instructions. Offerors who believe they are exempt because they are an out-of-state contractor that has no facilities and no employees working in New Mexico are not required to report data, but must still submit a Pay Equity Reporting Form with the box verifying their exempt status checked. Any Proposal that does not include a Pay Equity Reporting Form or Certificate shall be deemed nonresponsive, as stated in the Public Purchases Ordinance, 5-5-31 (A). NOTE: THE PAY EQUITY REPORTING FORM REQUIRED BY THIS PROVISION IS NOT A PAY EQUITY CERTIFICATE, NOR DOES IT QUALIFY YOU FOR THE PAY EQUITY PREFERENCE. PAY EQUITY CERTIFICATES ARE AUTOMATICALLY ISSUED TO QUALIFYING VENDORS WITHIN TWO BUSINESS DAYS OF SUBMITTING THE PAY EQUITY REPORTING FORM. PLEASE VISIT THE WEBSITE OR CONTACT THE GENDER PAY EQUITY TASK FORCE WITH QUESTIONS: OEI@CABQ.GOV

Requested Upon Recommendation for Award and Subsequent Contracting

- ❑ **Relevant licenses to operate as a business and conduct proposed activities.**
- ❑ **Listing of current board members.**
- ❑ **Current organizational chart.**
- ❑ **Copy of the organization's travel reimbursement policies if travel funds are requested.**
- ❑ **Certificate of Current Good Standing issued by the State of New Mexico.**
- ❑ **APPENDIX #10: Drug Free Work Place Requirement Certification Form;**
- ❑ **APPENDIX #12: Certification of Receipt of *Administrative Requirements***
- ❑ **APPENDIX #15: Modified W-9**
- ❑ **APPENDIX #16: Disclosure of Lobbying Activities**

INSTRUCTIONS - APPENDIX #1: Proposal Summary and Certification Form

- Section 1. Enter the name of the organization submitting the Application.
- Section 2. Enter the mailing address of the organization.
- Section 3. Enter the name and telephone number of a contact person from whom information about the proposal can be obtained.
- Section 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.
- Section 5. Enter the number assigned to the RFP from the Request for Proposals.
- Section 6. Enter the Scope of Work from Section 4.2 of the Request for Proposals if one is assigned to the area in which the Applicant is seeking funds.
- Section 7. Enter the date the proposal is due to be received by the City of Albuquerque from the Request for Proposals.
- Section 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.
- Section 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.
- Enter the Date Submitted

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

1. Name of Applicant Organization:	
2. Mailing Address (City, State, and Zip Code)	3. Contact Name: Telephone # and email address:

4. City Program Name (from Request for Proposals):
--

5. RFP Number:	6. Scope of Services:	7. Due Date: November 30th, 2022
----------------	-----------------------	--

8. Title of Applicant's Project and Brief Descriptive Summary:
--

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

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.

Typed Name of Authorized Board Official:	Title	Telephone Number
--	-------	------------------

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

INSTRUCTIONS - APPENDIX #2: Expense Summary Form
Submit this form in EITHER Word (next page) OR Excel in Separate Attachment

Excel version available at:

<https://www.cabq.gov/family/partner-resources/administrative-requirements>

In Financial Forms section, click on “Fiscal Forms – Excel version” to download.

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

Personnel Costs

Salaries and Wages: A formula is embedded in the *Excel* worksheet to automatically enter the amounts from Appendix #4. Manual Calculation: 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: A formula is embedded in the *Excel* worksheet to automatically enter the amounts from Appendix #4. 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: A formula is embedded in the *Excel* worksheet to automatically enter the sums of salaries, wages, payroll taxes, and employee benefits. Manual Calculation: provide a subtotal for Personnel costs in this section.

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 that is allocable to the project.

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

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 that is allocable to the project.

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 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 funded in this project.

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.

Fuel and Vehicle Maintenance: Enter the amount budgeted to pay for fuel and maintenance not covered under local travel, i.e. fuel for a bus.

Total Operating Costs: A formula is embedded in the *Excel* worksheet to sum the total. Manual calculation: Enter the sum of all line items under operating costs.

Total Direct Costs: A formula is embedded in the *Excel* worksheet to sum the Total Personnel Costs and Total Operating Costs. Manual calculation: 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*. **As applicable, attach explanation of basis for each indirect cost or an approved cost rate letter from cognizant Federal agency.**

Total Program Expenses: A formula is embedded in the *Excel* worksheet to sum the total of Direct and Indirect Costs. Manual calculation: sum the Direct and Indirect Costs.

Percent Requested: A formula is embedded in the *Excel* worksheet to calculate the Percent Requested. Manual Calculation: Divide City Funding Request in Column C by Project Total in Column B for each individual row. Display as a percentage with one decimal point (e.g. 33.3%).

City of Albuquerque
 Department of Family and Community Services
APPENDIX #2: Expense Summary Form in Word

1. Applicant Agency:

2. Project Title:

Expenditure Category	Program Total	City Funding Requested	Percent Requested
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			
Fuel and Vehicle Maintenance			
Total Operating Costs			
Total Direct Costs (Personnel & Operating)			
Indirect Costs (_____%; attach Rate Letter)			
TOTAL PROGRAM EXPENSES			

INSTRUCTIONS - APPENDIX #3: Revenue Summary Form
Submit this form in EITHER *Word* (next page) OR *Excel* in Separate Attachment

List each agency of government providing funding in the column "Revenue Source." Enter the anticipated revenues for the total agency budget and total project budget from each of the listed funding sources in the appropriate columns.

Insert lines as needed.

When inserting line items, check to ensure data from new lines were included in totals and percentages.

A formula is embedded in the *Excel* worksheet to calculate the "Percent of Agency Budget" and "Percent of Project Budget" subtotals and totals. Manual Calculation: Divide the Subtotals in the Agency Total Column by the Total in Total Revenue From All Sources. Divide the Subtotals in the Program Total Column by the Total in Total Revenue From All Sources. Display as a percentage with one decimal point (e.g., 33.3%).

Definitions:

Grants from Federal Government Agencies are funds paid to the agency as a recipient or sub-recipient by a unit of Federal government other than Medicaid.

[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.]

Medicaid Reimbursements are funds paid to the agency as a result of billing Medicaid for reimbursable expenses for services to eligible clients.

Other Federal Revenues are funds paid to the Agency by a unit of Federal government for goods or services provided as a contractor other than Grants or Medicaid.

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

Other State Government Agencies are funds paid to the Agency by a unit of State government for goods or services provided as a contractor other than Grants.

Revenues from County Government are funds paid to the agency from a County.

Revenues from City of Albuquerque are funds paid to the agency from the City of Albuquerque. List each funded project (or contract) on a separate line. Include the request in this proposal on a separate line.

Total Revenues from Government Sources: Manual calculation is a subtotal of all federal, state and local funds.

Contributions means money income donated to the agency by any non-government sources.

Other Revenue means income to the agency from sources not falling into another category. (Charitable foundation grants, loans, etc.)

Total Revenue From all Sources means the total of money revenue from all sources including public, private and foundation sources.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #3: Revenue Summary Form in Word

1. Applicant Agency:

2. Project Title:

Revenue Sources	Agency Total	% of Agency Budget	Program Total	% of Program Budget
Government Revenues				
Revenues from Federal Government <i>(On separate lines, list each Federal Agency providing fees/funding and the amount of funding)</i>				
Grants from Federal Government Agencies:				
Medicaid Reimbursements:				
Other Federal Revenues:				
Subtotal Federal Agencies				
Revenues from State Government <i>(On separate lines, list each State Agency providing fees/funding and the amount of funding)</i>				
Grants from State Government Agencies:				
Other State Government Revenues:				
Subtotal State Agencies				
Revenues from County Government:				

Revenues from the City of Albuquerque (including this proposal or contract): <i>(On separate lines, list each City-funded project and the amount of funding)</i>				
Other Municipal Government Revenues:				
Subtotal Local Government				
TOTAL GOVERNMENT REVENUES FROM ALL SOURCES				
Other Revenue:				
Contributions				
Other Revenue				
Subtotal Other Revenues				
TOTAL REVENUE FROM ALL SOURCES:				

INSTRUCTIONS - APPENDIX #4: Project Budget Detail Form – Personnel Expenses
Submit this form in EITHER Word (next page) OR Excel in Separate Attachment

- Section 1. Enter the name of the agency submitting the proposal.
- Section 2. Enter the project title as shown on the Proposal Summary and Certification form.
- Section 3. Detail each staff member included in Personnel Costs in the Expense Summary Form in APPENDIX #2. **Use one line per staff member working on the project. Add rows and use additional sheets as necessary.** The following illustration is provided for clarification purposes only.

Sample Illustration

FTE on Project	Position Title	Salary for the Project	Amount Requested From the City	Percent Requested (Amount Requested / Salary to the Project)
1.0	Case Manager	\$40,000	\$20,000	50%
This individual is dedicated full-time to this project, however their salary is covered 50% by the City and 50% by other funding sources.				
.50	Case Manager	\$20,000	\$15,000	75%
This individual works full time but splits time 50/50 between this project and unrelated projects. Their salary is covered 75% by City funds and 25% by another funding source.				
.50	Case Manager	\$20,000	\$20,000	100%
This individual works half time. They dedicate all their time to this project, and the agency seeks 100% coverage by City funds – no other funding sources.				

- In the column labeled “FTE on Project” list each individual staff working on the project, regardless of funding source (e.g., if an FTE will spend half time on this City-funded project, insert .50).
- In the column labeled “Position Title” give the title of each position working on this project.

- ❑ In the column labeled “Salary Dedicated to this Project” enter the salary amount dedicated to the project for each individual by multiplying the %FTE by total annual salary (a change from previous years’ forms that may have included multiple FTEs).
- ❑ In the column labeled “Amount Requested” enter the amount of funding requested from the City for each individual position.
- ❑ In the column “Percent Requested” calculate as: Amount Requested / Salary on Project. Note: The Annual Salary dedicated to the project / % FTE should = Annual Salary for this position.

Section 4. Provide a sum of the columns for "Salary for the Project" and "Amount Requested" and calculate "Percent Requested" by dividing the sum of “Amount Requested” by the sum of “Annual Salary Dedicated to Project”

Section 5. Enter the total amount of payroll taxes and employee benefits for project salaries in the column labeled “Salary for the Project,” the “Amount Requested” from the City, and the percent of the total to be charged to the City.

Section 6. Enter the sum of the lines 4 and 5 in the column’s labeled “Salary for the Project,” and “Amount Requested.” Enter the percentage of the total amount requested from the City.

Section 7. Enter the percentage of salaries and wages charged to FICA, Unemployment Compensation, health insurance, retirement, and other employee benefits in Section 5.

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

1. Agency Name:

2. Project Title:

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

FTE on Project	Position Title	Salary for the Project	Amount Requested from the City	Percent Requested (Amount Requested / Salary for the Project)
4. Salaries & Wages				
5. Payroll Taxes & Employee Benefits*				
6. Total Personnel Costs				

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

INSTRUCTIONS - APPENDIX #5: Program Budget Detail Form – Operating Expenses
Submit this form in EITHER Word (next page) OR Excel in Separate Attachment

Section 1. Enter the name of the agency submitting the proposal.

Section 2. Enter the project title as shown on the Proposal Summary and Certification form.

Section 3. Detail each Operating Cost line item on the Expense Summary Form in APPENDIX #2. **Use one line per expense included in project. Add rows and use additional sheets as necessary.** The following illustration is provided for clarification purposes only.

Sample Illustration

	Project Total	Amount Requested	Amount Other Sources	Percent Requested
Contractual Services				
Contractor #1: 50% of Contractor 1 costs at \$150 per month for 12 months	\$900	\$450	\$450	50%
Contractor #2: 50% of Contractor 2 costs at \$150 per month for 12 months	\$900	\$450	\$450	50%
Consumable Supplies				
Paper	\$100	\$50	\$50	50%
Pencils	\$100	\$25	\$75	25%
Travel				
Local Travel: 150 of miles/month * \$0.58/per mile * 12 months	\$1,044	\$1,044	\$0	100%
Direct Assistance to Beneficiaries				
Rental assistance for 50 clients at \$700 per month for 12 months	\$420,000	\$315,000	\$105,000	75%

- Describe all elements included in the line item costs and indicate the basis used for determining the costs in the first column.
- In the column headed “Project Total” enter the agency total program costs of the line item.
- In the column headed “Amount Requested” enter the amount requested from the City.
- In the column headed “Amount Other Sources” enter the amount to be paid from other sources.

- In the column headed “Percent Requested” enter the percent of the total program expenditures requested from the City.
- Include detail for each separate item as shown in the above illustration (e.g., each contractor, each type of direct assistance to beneficiaries).
- If cost is allocated, provide the allocation plan.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #5: Program Budget Detail Form – Operating Expenses in Word

1. Applicant Agency:

2. Project Title:

3. Direct and Indirect Costs:				
Line Item and Basis (Non-Personnel)	Project Total	Amount Requested	Amount Other Sources	Percent Requested
Contractual Services				
List all costs and assumptions in this area (e.g., 50% of Contractor #1 costs @ \$150 per month for 12 months)				
Audit Costs				
Consumable Supplies				
Telephone				
Postage and Shipping				
Occupancy				
a. Rent				
b. Utilities				
c. Other				
Equipment Lease/Purchase				
Equipment Maintenance				
Printing & Publications				
Travel				
Conferences, Meetings, Etc.				
Direct Assistance to Beneficiaries				

List all costs and assumptions in this area e.g., Rental assistance for 50 clients at \$700 per month)				
Membership Dues				
Equipment, Land, Buildings				
Insurance				
Fuel and Vehicle Maintenance				
Total Operating Costs				

- As applicable, attach cost allocation plan

INSTRUCTIONS - APPENDIX #6: Budget Detail Form: Projected Drawdown Schedule
Submit this form in EITHER Word (next page) OR Excel in Separate Attachment

The applicant must estimate the amount and percent of City funding it anticipates expending during each quarter of the fiscal year and the unit rate (if applicable).

Section 1. Enter the appropriate Quarter Ending dates (e.g., September 30, December 31, March 31, June 30).

Section 2. For each of the quarterly periods indicated, enter the amount of City funding the agency projects expending in the column headed "Amount to be Requested."

Section 3. In the column headed "Percent of Total," enter the percentage of all City funds projected to 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.

Section 4. *As applicable, if reimbursement will be based on a unit rate*, identify the per unit reimbursement rate for services to be provided, the unit basis (unduplicated client, hour, etc.) and the proposed number of annual units. Rate shall include any applicable taxes and shall constitute full and complete compensation for the successful applicant's services under this proposal.

If separate rates are required for services based on factors such as service location, service type or other factors, please provide a list of specific rates, one individual rate at a time, and explain in the Rate Justification section (5).

Section 5. *As applicable, if a reimbursement will be based on a unit rate*, provide a rate justification. The intent of the justification is to tie together the budget with program activities and outcomes. To accomplish this, applicants should identify the basis used in establishing the reimbursement rate in context of the proposed services. Include the rationale used in developing cost components noted on the required budget forms. Additionally, indicate how the proposed reimbursement rate is necessary and reasonable to accomplish the program proposed in the narrative.

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

1. Applicant Agency: _____

2. Project Title: _____

3. Amount and percent of total requested funds on a quarterly basis:

Quarter Ending	Amount to be Requested	Percent of Total
TOTAL		

Explanation if any projected drawdowns exceed 25% of the total requested funds:

4. As applicable: Reimbursement Rate – only applicable to *unit of service* contracts:
 Rate: \$ _____ per _____ (hour, client, etc.)
 Annual units: _____

5. As applicable: Rate Justification – only applicable to *unit of service* contracts:

INSTRUCTIONS - APPENDIX #7: Applicant Work Plan Summary

The Work Plan requires activities to be aligned with outcomes and outputs must be specific and related to achieving the outcomes.

Section 1. Enter the name of the agency.

Section 2. Enter the project title, from the Proposal Summary and Certification form.

Section 3. If the work summary is submitted as part of an initial Application (e.g., RFP Offer), check the box marked “new”; if it is submitted as a contract renewal application, check the box “renewal”; if it is submitted as part of a request for work program revision, check the box marked “revision.”

Section 4. Project Description: Please enter a brief description of the proposed services

Section 5. Measurable Results:

- A. Under the column headed “Major Project Services/Activities”: enter the major activities/sub-activities to be undertaken through the project.
- B. Under “Timeframe”: enter the quarters in the fiscal year that these activities will be performed / services will be provided
- C. Under column headed “Outputs from Requested City Funds”: For each listed activity, enter the measurable outputs, such as the number of people served/service units, that match the requested City funding level and proposed budget allocation in Appendix #5. The expectation is that funding of service outputs are directly associated with the budget allocation and must not reflect funding from multiple sources per output. Please separate different outputs associated with an activity in different rows.
- D. Under “Measurable Outcomes”: insert the applicable measurable outcomes from Section 4.0. An outcome is the specific benefit to well-being for the participant that results from the activity or services provided by your organization. Multiple outcomes associated with an activity may be listed in one row.
- E. Under “Outcome Progress Indicator”: insert a measurable indicator from Section 4.0 or other applicable, measurable indicators of progress to achieve outcomes. An indicator is a measurable marker of progress that represents improvement as a result of the activity or services provided by your organization (for instance, % of customers who obtain and maintain permanent housing upon completion of the program as a measurable indicator of Increased Housing Stability).
- F. Under “Measurement Tool”, enter the method /name of measurement tool you will use to collect data to report on outputs and progress to outcomes.

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

Applicants may add additional pages as needed.

City of Albuquerque
 Department of Family and Community Services
APPENDIX #7: Applicant Work Plan Summary

1. Agency Name:

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

4. Project Description:

5. Measurable Results: List the major project tasks/activities, the outputs for each that will be associated with City funds only, outcomes, outcome indicators of progress and measurement tools

Major Project Services/ Activities	Timeframe	Outputs from Requested City Funds	Outcomes	Outcome Indicator of Progress	Measurement Tool(s)

Format in landscape and add rows and pages as necessary

City of Albuquerque
Department of Family and Community Services
APPENDIX #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, as specified in the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque, Department of Family and Community Services*, § 10 (E)(2), 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
APPENDIX #9: Attachments on File

Instructions: If an Applicant has received a social 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 Nonprofit 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"/>
Current 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"/>
New Mexico Certificate of Good Standing	<input type="checkbox"/>	<input type="checkbox"/>
Job Descriptions / Résumés of Key Personnel	<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
APPENDIX #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; or
 - b. 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: _____

Agency Name _____

Typed Name of Authorized Board Official: _____

Title: _____

Signature: _____ Date: _____

City of Albuquerque
Department of Family and Community Services
APPENDIX #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 Name: _____

Typed Name of Authorized Board Official: _____

Title: _____

Signature: _____ Date: _____

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

The undersigned HEREBY CERTIFY THAT:

1. The agency/organization has received and reviewed a copy of the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque, Department of Family and Community Services, as revised and effective July 1, 2019*; and
2. The agency/organization named below will adhere to these *Administrative Requirements* in its operation of City-funded programs; and
3. The *Administrative Requirements* are shared and accessible to all relevant staff.

Agency/Organization Name: _____

Typed Name of Authorized Board Official

Typed Name of Executive Director

Signature

Signature

Date: _____

Date: _____

City of Albuquerque
Department of Family and Community Services
APPENDIX #13: Certification of Compliance with Federal Funding Requirements

The undersigned HEREBY GIVE ASSURANCE THAT:

If the percentage of federal funds that makes up the total program or project costs is greater than 0%, the Applicant agency named below will specifically comply and act in accordance with all applicable federal law governing programs receiving federal funds, including but not necessarily limited to:

1. Age Discrimination Act of 1975, prohibiting discrimination on the basis of age. 45 CFR Part 91.
2. Civil Rights Act of 1964 (Title VI), providing that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. 45 CFR Part 80.
3. Education Amendments of 1972 (Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, 1682, 1683, 1685, and 1686), providing that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. 45 CFR Part 86.
4. Rehabilitation Act of 1973 (Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended, providing that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination.
5. USA Patriot Act (amending 18 U.S.C. 175-175c), prescribing criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The act also establishes restrictions on access to specified materials. "Restricted persons," as defined by the act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.
6. Public Health Security and Bioterrorism Preparedness and Response Act, provides protection against misuse of select agents and toxins, whether inadvertent or the result of terrorist acts against the US homeland, or other criminal act. 42 U.S.C. 262a; 42 CFR Part 73.
7. Controlled Substances Act provides that grantees are prohibited from knowingly using appropriated funds to support activities that promote the legalization of any drug or other substance included in Schedule I of the schedule of controlled substances established by Section 202 of the Controlled Substances Act, 21 U.S.C. 812. This limitation does not apply if the recipient notifies the GMO that there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.
8. Limited English Proficiency. Recipients of federal financial assistance must take reasonable steps to ensure that people with limited English proficiency have

meaningful access to health and social services and that there is effective communication between the service provider and individuals with limited English proficiency. Title VI of the Civil Rights Act of 1964.

9. Construction-Related Requirements

- a. Architectural Barriers Act of 1968 (as amended 42 U.S.C. 4151 et seq.) sets forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with HHS grant support must comply with these requirements. 41 CFR 102-76; 36 CFR 1191.
- b. Clean Air and Clean Water Act provides for the protection and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters. 42 U.S.C. 7606 and EO 11738.
- c. Safe Drinking Water Act provides for the protection of underground sources of drinking water that have an aquifer, which is the sole source of drinking water. No grant may be entered into for any project that the EPA Administrator determines may contaminate such aquifer.

10. Health, Safety, and Related Requirements

- a. HHS funds may not be spent for an abortion.
- b. Funds appropriated for HHS may not be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.
- c. Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule) implements the Health Insurance Portability and Accountability Act (HIPAA) of 1996, 42 U.S.C. 1320d et seq., which governs the protection of individually identifiable health information. The Privacy Rule is administered and enforced by HHS's OCR and is codified at 45 CFR Parts 160 and 164. The Privacy Rule applies only to covered entities.
- d. Confidentiality of Patient/Client Records. Section 543 of the PHS Act, 42 U.S.C. 290dd-2, requires that records of substance abuse patients be kept confidential except under specified circumstances and purposes. The covered records are those that include the identity, diagnosis, prognosis, or treatment of any patient maintained in connection with any program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research that is conducted, regulated or directly or indirectly assisted by any department or agency of the United States. 42 CFR Part 2.
- e. Drug Free Workplace Act of 1988, requires that all organizations receiving grants from any federal agency agree to maintain a drug free workplace. The recipient must notify the awarding office if any employee of the recipient is convicted of violating a criminal drug statute. 42 U.S.C. 701 et seq.; 45 CFR Part 82.
- f. Pro-Children Act imposes restrictions on smoking in facilities where federally funded children's services are provided. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased or

contracted for) used for the routine or regular provision of federally funded health
car, day care, or early childhood development. 20 U.S.C. 7183.

Agency Name _____

Typed Name of Authorized Board Official: _____

Title: _____

Signature: _____ Date: _____

City of Albuquerque
Department of Family and Community Services
APPENDIX #15: City of Albuquerque Substitute W-9

City of Albuquerque Substitute W-9 and instructions are online at:

<https://www.cabq.gov/dfa/onlineservices/modified-w9-supplier-form>

City of Albuquerque
Department of Family and Community Services
APPENDIX #16: Disclosure of Lobbying Activities

Disclosure of Lobbying Activities is online at:

<https://www.gsa.gov/Forms/TrackForm/33144>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

City of Albuquerque
Department of Family and Community Services
APPENDIX #17: Pay Equity Reporting Form PE10-249

Pay Equity Reporting Form PE10-249 and instructions are online at:

<https://www.cabq.gov/gender-pay-equity-initiative>

City of Albuquerque
Department of Family and Community Services
APPENDIX #18: UEI Number and SAM Registration Acknowledgement

Organization Name: _____

Unique Entity Identifier Number: _____

I, _____, as representative of _____, hereby acknowledge that I have obtained the above UEI Number in association with the above-mentioned organization, and registered that UEI Number with the System for Award Management (SAM).

Name

Title, as Authorized Representative of

Organization