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| 1 | What are the differences for the 3 types of potential contracts?   | <p><b>Vendor contract</b> would most likely take the form of an equipment contract, for example a non-profit provides a public hand washing station.</p> <p><b>Professional/technical services</b> are defined at Section 5-5-3 ROA 1994: "Those services performed by or under the direction of a licensed professional, other professional technician, or other person with technical training, as more particularly defined by the Chief Procurement Officer."</p> <p><b>Social Services</b> are defined at Section 5-5-3 ROA 1994: "The provision, primarily to low and moderate income residents of the city, of human services such as health care, substance abuse treatment and prevention, day care, emergency shelters, youth services, senior services, employment services, and job training; the provision of housing intended primarily for low and moderate income residents of the city; and economic development activities designed primarily to benefit low and moderate income areas of the city or to increase employment among low and moderate income residents."</p> |
| 2 | HUD Demographics doesn't specify annual family incomes that are at or below 80% Area Median Income in the Albq MSA – do you have a resource? | The 2020 U.S. HUD Area Median Income (AMI) thresholds referenced in the RFP can be found in the information sheet at this link:<br><a href="https://www.cabq.gov/family/documents/publications/hud-income-rent-limits.pdf/view/?l">https://www.cabq.gov/family/documents/publications/hud-income-rent-limits.pdf/view/?l</a>   |
| 3 | Are entities functioning as a non-profit under a fiscal sponsorship arrangement eligible for this Offer?                                     | Yes - The non-profit entity can apply and contract with the City through their fiscal agent, with clear description of the contract relationship and designation of the entity that will subcontract to provide the services. This can be demonstrated in the narrative form and budget form.  |
| 4 | Can we use the fund to provide economic relief such as cash assistance. If so, are there limitations we need to consider?                    | <p>Direct cash assistance is not an allowable expense. More likely this type of assistance would take the form of a voucher for certain types of services such as rental assistance, utility payment, food assistance, etc.</p> <p>Please refer to the FCS Administrative Requirements at <a href="http://www.cabq.gov/family/documents/administrative-requirements-coa-family-and-community-services-july-2019-nosp.pdf">http://www.cabq.gov/family/documents/administrative-requirements-coa-family-and-community-services-july-2019-nosp.pdf</a> for further guidance on allowable costs that can be reimbursed. For instance, in a social services contract, a payment on behalf of a client can be made directly to a vendor (i.e., for rental assistance, utility payments) for services/budget expenses agreed upon in the contract. Other assistance, such as meals or food boxes may also be allowable in contracts.</p>  |
| 5 | If we plan to serve clients in different ways in different areas, do we submit one or multiple proposals?                                    | One application is acceptable if it provides specific reference to the different services in different areas.  |

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| 6  | We are not a 501 c 3 but one side of our business does not charge for any of its service             | The applying entity must be able to prove IRS status as a 501-c-3 non-profit or be a governmental entity. Please note that entities who do not have that status have the option to work with a fiscal agent who would submit the Offer and manage the contract if selected.  |
| 7  | Are undocumented immigrants eligible to receive assistance through this funding?                     | Yes  |
| 8  | Is the \$1 million designated for particular award amounts or segmented for different purposes?      | There is no indication that there are designated uses or amounts for this appropriation. The Oversight Committee designated in R-20-30 will make the determination of Offers.  |
| 9  | Is the budget set with minimum or maximum amounts?   | It is anticipated that there will be multiple awards and that there will be no minimum, and the maximum is limited by the \$1 million allocation.  |
| 10 | Please provide the link to the RFP on Bonfire  | <a href="https://cabq.bonfirehub.com/opportunities/26613">https://cabq.bonfirehub.com/opportunities/26613</a>  |
| 11 | The proposal describes a limit of 8 pages for the narrative but the RFP takes up 8 pages on its own. | <p>The page maximum applies only to the contents on the form called Appendix 1 and posted on Bonfire link in #10 titled Appendix-1 Application-Form-RFP-2020-048.docx.</p> <p>It is intended for responses to be typed directly on the form, including answers to the open-ended questions.</p> <p>An addendum has been posted to provide the following clarification. The format of the narrative response in Appendix #1 should be as follows:</p> <ul style="list-style-type: none"> <li>- typed directly on the Appendix #1 form,</li> <li>- single-spaced,</li> <li>- 12-point font,</li> <li>- maximum of 10 pages, and</li> <li>- budget forms do not count in the 10-page maximum.</li> </ul> <p>The RFP description is not submitted as part of the proposal. It is the responsibility of Offerors to stay up to date with any clarifications or addenda posted on Bonfire and the FCS website.</p> |
| 12 | If awarded, what are the reporting requirements and timeline for the reporting?                      | <p>The reporting requirements depend on type of contract that is awarded. If awarded as a Social Service contract, the reporting would follow the Social Service Administrative Requirements found at <a href="https://www.cabq.gov/family/documents/administrative-requirements-coa-family-and-community-services-july-2019-nosp.pdf">https://www.cabq.gov/family/documents/administrative-requirements-coa-family-and-community-services-july-2019-nosp.pdf</a> If awarded as a Professional-Technical or Vendor Contract, the reporting requirements would follow the City Purchasing rules and deliverables contained in the contract.</p>   |
| 13 | Is there a projected average dollar amount or number of contracts that will be awarded?              | Please refer to the answers to questions #8 and #9. There is not a set amount of awards specified in R-20-30. It is anticipated that there will be multiple contracts to meet some of the numerous needs in the community.   |

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| 14 | Is there a projected number of contracts that will be awarded?  | The Oversight Committee will make the determination of the number of contracts awarded.   |
| 15 | What is meant by "governmental entity"?   | Governmental entity refers to entities such as Federal, State, City, County, Tribal, and Public Educational institutions.   |
| 16 | What is meant in Section 4 regarding leveraging other funding sources?  | Often, private foundations, federal or other funding sources require a match of funds. This statement is to clarify that the funds available in this Offer may be used to leverage additional funds that could expand the number of people served. Please note that the City funds in this Offer are not to be used to supplant or substitute funds already available to applicants - the idea is to maximize but not replace existing funds. |
| 17 | Is there an upcoming Offer to link food insecure to restaurant meals?   | We do not have information to say yes or no.  |
| 18 | How will awards be prioritized?   | The Oversight Committee will make the determination of how awards will be prioritized.  |
| 19 | The RFP describes the requirement for the response to be double-spaced but the Appendix 1 Form is single spaced.          | Thank you for bringing this to our attention. An addendum has been posted to clarify that responses on Appendix A Form may be provided in a single-spaced format with 12-point font to meet the 10-page limit. Please note that it is the responsibility of Offerors to stay up to date with any clarifications or addenda posted on Bonfire and the FCS website and to indicate that Addenda have been received.                             |
| 20 | Are we eligible to apply if the work done by our agency does not fit in the Commodity Codes listed on Bonfire?            | The eligibility of Offers is not tied to the Commodity Codes on Bonfire. You do not need to enter a Commodity Code to submit your proposal. The purpose of Commodity Codes is provide potential vendors with an opportunity to receive automatic notifications of future solicitations in your field of work.   |
| 21 | Will my proposal be considered if all we do is provide food for people in need?   | Yes   |
| 22 | Will an audit be required if we receive funding?  | If awarded as a social services contract for an amount greater than \$25,000, an audit is required per the FCS Administrative Requirements. Professional/technical and vendor contracts may also be subject to auditing.  |
| 23 | Are services to college student, including tuition supplements, eligible whether for documented or undocumented eligible? | Yes, services to anyone who has been put at risk by the COVID19 pandemic is eligible, including undocumented individuals and/or college students who qualify for the proposed assistance.   |
| 24 | Is funding for the City Metro Area?   | The intention is to provide services locally.   |
| 25 | For purposes of writing the budget, what should the start date be?  | The plan is to execute contracts by June 15, 2020. Some contracts may be executed sooner, depending upon the simplicity or complexity involved with the scope of services.  |

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| 26 | Can we be reimbursed for services provided now in response to COVID emergency?   | No, services being provided now or during a time prior to contract award are not eligible to be reimbursed. A contract must be in place for services to be reimbursable. Upon mutual agreement, a mechanism is available to allow for reimbursement for services delivered starting on the date that the award is issued.   |
| 27 | Is there a minimum or maximum award level?   | No, there is no minimum amount and the combined total of contracts cannot exceed \$1 million.   |
| 28 | What about housing? Not emergency shelter, but keeping residents in place.   | Yes, providing assistance to obtain/retain stable housing is eligible, including eviction prevention and rental assistance.   |
| 29 | Will background checks be required for staff providing services?   | For social services contracts subject to the FCS Administrative requirements and Professional-Technical contracts that provide direct services, any staff or volunteer working with vulnerable populations will need a background check.  |
| 30 | To comply with Administrative Requirements, what documentation is required, or where could we find that information?             | The Department of Family and Community Services Administrative Requirements are posted at <a href="http://www.cabq.gov/family/documents/administrative-requirements-coa-family-and-community-services-july-2019-nosp.pdf">http://www.cabq.gov/family/documents/administrative-requirements-coa-family-and-community-services-july-2019-nosp.pdf</a>   |
| 31 | Does the 8 page narrative need to fit within the application form or do you want a narrative separate from the form?             | An addendum has been posted to provide the following clarification. The format of the narrative response in Appendix #1 should be as follows:<br><ul style="list-style-type: none"> <li>- typed directly on the Appendix #1 form,</li> <li>- single-spaced,</li> <li>- 12-point font,</li> <li>- maximum of 10 pages, and</li> <li>- budget forms do not count in the 10-page maximum.</li> </ul> It is the responsibility of Offerors to stay up to date with any clarifications or addenda posted on Bonfire and the FCS website. |
| 32 | Eligibility does not require us to be in the City Limits, correct? We can exist in the County and serve populations in the City? | Yes, the applicant can be located in the County. R-20-30 is aimed at providing services for residents of Albuquerque but does not specify the location of the entity providing services.  |
| 33 | Will partial requested amounts be awarded?   | The Oversight Committee has the option to offer an award that is different from the request.  |
| 34 | End date is 12/31/2020?  | Yes, the end date for the contract is December 31, 2030 which means that expenses associated with the contract would need to be completed by that date.   |
| 35 | Can organizations that apply utilize a fiscal sponsor  | Yes. Please refer to question #3.   |

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| 36 | RE: job assistance questions; We offer both education and career pathway services but we have not rec'd funding for a career pathways instructor. May we staff at least a PT CPS to service all new incoming students or returning students now gravely in need of finding jobs? | Proposing a service that supports re-entry into the workforce for people who have been laid off is eligible.   |
| 37 | If we only employ part time staff, does that still qualify?  | Yes, that qualifies.   |
| 38 | If you receive funding, when should we receive the funds?  | The plan is to execute contracts by June 15, 2020. Some contracts may be executed sooner, depending upon the simplicity or complexity involved with the scope of services.   |
| 39 | Can hazard pay be covered under Personnel?   | Offerors may include that in a proposal.   |
| 40 | How about payments to direct beneficiaries for contact hours?  | Offerors may include that in a proposal.   |
| 41 | When do we receive the funds?  | Contractors must provide the service and expend the funds and the city reimburses for the services as documented.  |
| 42 | Can this funding be used to distribute by our organization as emergency relief to artists?   | If income has been negatively impacted, it is eligible for cost reimbursement for a product or service rendered but not direct cash assistance.  |
| 43 | Is this a cost reimbursement contract?   | Yes, it is based on cost-reimbursement.  |
| 44 | What is the invoicing process for reimbursement?   | The invoice process depends on the contract awarded. Social services have a more involved reimbursement process than other contract types.   |
| 45 | How about paid time off for those who are not eligible for unemployment or Federal assistance?   | Services, other than direct cash assistance, can be provided to support people adversely impacted by the COVID19 emergency.  |
| 46 | Are consortia encouraged?  | Consortia are not a requirement or encouraged - if in place, it would be appropriate to include.   |
| 47 | Can the services begin now and then be reimbursed once contract signed?  | The conventional process is to reimburse for expenses already paid out and documented. The services will not be reimbursed for services provided before the contract is awarded.   |
| 48 | Will our database for contract hours be sufficient or will time sheets be needed for any payments to direct beneficiaries?   | If executed as a social services contract, to be reimbursed, we need personnel time records. If contract is Professional-Technical, then reimbursement is based on description of services performed within the scope, and vendor contract is reimbursed for delivered products. |
| 49 | These funds are only designated from the date of award and cannot cover past emergency response services for COVID. Is that correct?   | Correct, this is not used for reimbursement for services already conducted.  |

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| 50 | Can this be used as a mortgage relief program in these times given loss of income due to COVID 19?   | Yes, as it relates to a population that has had its health and safety negatively impacted by the COVID19 emergency as outlined in the contract scopes.   |
| 51 | Could you repeat what you said about emergency relief to artists. Your screen froze.   | Please see answer to #42. For anyone who has income that has been impacted by the COVID emergency as detailed in the RFP, then that population would be eligible to include in your proposal.  |
| 52 | If we receive funding for eviction prevention for people currently in our housing programs, we would be required to use funds to assist clients not currently in our programs? | The funds in this RFP must not be used to replace funding already in place. You can expand the program to offer assistance to more people.   |
| 53 | What about vendor contracts re reimbursement? You mentioned the Social Services and Technical Contracts...   | Please Refer to #1. "Vendor" relates to products and would not include personnel costs.  |
| 54 | Because of Covid 19, non profit donations are down. Is there any interim funds available to help keep our ability to service the community available?                          | Recently, small business loans were released through the Economic Development Department for businesses that lost income due to the COVID emergency. This RFP is targeted to non-profit organizations that have experienced a decline in income and a reduced ability to provide services to at-risk populations.  |
| 55 | If we provide direct Medical Care, Mental Healthcare & Case Management Services would our contract be considered Professional/Technical or Social Services? Both?              | Medical and Behavioral Health Services are usually considered to be social services and therefore appropriate for social services contracts.   |
| 56 | Can the funds if allocated be used for mortgage relief to those impacted by COVID19?   | Yes, if funds provide ability for people to remain housed.   |
| 57 | Can this funding support employee salaries/operations we used to continue serving low-income clients during COVID?   | If you have lost funding to support employees to provide services and therefore have had to cut back on services rendered, then it would be eligible to apply for assistance to supplement wages to continue services with low income at-risk clientele.   |
| 58 | Can this contract also reimburse us for PPE to protect our participants?   | Yes, it would be appropriate to include reimbursement for PPE to protect staff and participants.   |
| 59 | Is there a way to understand what would be considered under the professional technical contract and requirements/ assurances associated with it?                               | Guiding principles for Professional Technical contracts are through the City's Purchasing Division, and can be found at Section 5-5-1 et seq. ROA 1994 (Article 5: Public Purchases), at <a href="https://www.cabq.gov/dfa/documents/vendor-documents/article-5-public-purchases.pdf">https://www.cabq.gov/dfa/documents/vendor-documents/article-5-public-purchases.pdf</a> . |

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| 60 | Can these funds be used to cover operating expenses for a non profit that provides advocacy, education, and job training programs for American Indian Elders?   | Yes, it is eligible as it relates to the impact that the COVID emergency has had on the American Indian Elders.  |
| 61 | Can you repeat some of what you covered on Commodity Codes? How do we know we have included all the appropriate ones?   | Commodity codes provide a service to be notified of solicitation of Offers. Anyone is welcome to check on the City's website. It is not required to register with a commodity code to submit and Offer.  |
| 62 | Can funds be used to purchase basic furniture for at risk individuals for COVID who have been housed?   | As it relates to health, safety and housing stability, it would be eligible.   |
| 63 | The RFP requires information to be available in other languages. Will the use of the Language Line suffice?   | The use of technology or human translation services are acceptable. Language Line can be used to meet auditory needs if available when it is requested or needed and the available languages meet the needs of the target population.  |
| 64 | Thank you for all the wonderful information. Will the minutes from this webinar be online?  | This document containing questions and answers serves as the record for the optional pre-proposal meeting.   |
| 65 | The instructions state that the application should not exceed 8 typed double spaced pages with 12 point font. Is this referring to responses to questions 5? Or what sections in the Application should be double spaced? The double spacing will greatly decrease the details in the responses. The application states that the content of the form should not exceed 10 pages which is different from the RFP instructions and does not specify the double spacing requirement. Please clarify the spacing and number of pages. | Thank you for pointing out this discrepancy. The addendum provides the following clarification.<br>The format of the narrative response in Appendix #1 should be as follows:<br>- typed directly on the Appendix #1 form,<br>- single-spaced,<br>- 12-point font,<br>- maximum of 10 pages, and<br>- budget forms do not count in the 10-page maximum.<br>It is the responsibility of Offerors to stay up to date with any clarifications or addenda posted on Bonfire and the FCS website.                                |
| 66 | I see questions deadline at today at 4, I do not remember hearing of two deadline dates. Could you please explain the dates? I'm confused.  | The RFP describes two potential ways to seek technical assistance: 1) the optional pre-proposal meeting held 4/28/20. Attending this online meeting is not deemed as mandatory to submit an application. 2) submit a question through email to msegal@cabq.gov no later than 7 days prior to the application due date. Since the application is due on Friday, May 8 at 4:00 p.m., questions will be accepted until Friday, May 1 at 4:00 p.m. Answers to questions will be posted on the Bonfire website and FCS website. |

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| 67 | <p>I had asked a question at the pre-proposal conference regarding showing that the people we wish to serve do fall within this: Programs should target those whose annual family incomes are at or below.... 80% of the median family income for the Albuquerque Metropolitan Statistical Area (MSA). I don't see we do not need to go further than to check "Other" &amp; insert International District in the application where we need to "prove" this not if we need to provide a resource that shows we are indeed serving such a population. Shall I assume; and explain what we know about ID under 5 E.? I understood that there were some statistics that might show which areas of ABQ are at or below the 80% median income. If such information does exist, please let me know.</p> | <p>A: Due to the emergency nature of this funding effort, income verification will not need to be documented. Please refer to #2 for the link to the income information.</p>   |
| 68 | <p>I could not find a revised RFP - was specifically looking to see if text is to be 8 or 10 pages, double spaced or single spaced?</p>  | <p>An addendum has been posted to provide the following clarification. The format of the narrative response in Appendix #1 should be as follows:</p> <ul style="list-style-type: none"> <li>- typed directly on the Appendix #1 form,</li> <li>- single-spaced,</li> <li>- 12-point font,</li> <li>- maximum of 10 pages, and</li> <li>- budget forms do not count in the 10-page maximum.</li> </ul> <p>It is the responsibility of Offerors to stay up to date with any clarifications or addenda posted on Bonfire and the FCS website.</p> |
| 69 | <p>Could not find Qs &amp; As. Are the posted yet? Where?</p>  | <p>Q&amp;A's are posted on Bonfire at <a href="https://cabq.bonfirehub.com/opportunities/26613">https://cabq.bonfirehub.com/opportunities/26613</a> and FCS at <a href="https://www.cabq.gov/family/partner-resources/request-for-proposals">https://www.cabq.gov/family/partner-resources/request-for-proposals</a></p>   |
| 70 | <p>When registering our nonprofit, I used my name &amp; contact info. Hope this didn't need to be our Board Chair as I'll probably be the person completing the application.</p>   | <p>An authorized signature is required. This can be an official that has been documented by the Board as being authorized to sign on behalf of the organization.</p>   |

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| 71 | <p>Vehicle insurance.....Do we need both of these? Both staff &amp; volunteers use their own vehicles to pick up food and deliver food when necessary. That's the extent of vehicle use for the proposal. Our insurance agent tells us we could end up paying more than \$5000 to obtain these.</p> | <p>Any required insurance forms and waiver applications will be processed by the City's Risk Assurance Department once an agency is selected for an award.</p> |
| 72 | <p>I registered us with Bonfire and checked a few xx-related commodity codes. Not important if I selected one that doesn't seem to apply, does it?</p>  | <p>Please refer to #20. The Commodity Code purpose is to provide future notification of solicitations associated with the code you enter.</p>                  |