

Will the appendices be available in Excel and Word for preparation?

Word versions posted at:

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

You can find a basic Excel version of the budget forms here, and update for your use:

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

Do current contractors need to apply, or will reapplications be sent?

Current contractors must apply. This RFP is for AAA services for FY21 and takes the place of reapplications.

Is the 13 page limit for the narrative per service or per agency?

Per service. If an agency is applying for multiple services, each priority activity should have a separate proposal. There may be much duplication, but program, budget, etc. should all be complete as each priority activity will be evaluated by a separate committee.

On page 19 and 20 of the RFP, paragraph 8.3.c. Project Methods, subsection 4 and 5 ask for a narrative description of “specific and measurable outcome indicators for each task and timeframes for which outputs and outcomes are to be accomplished”. Do we need a narrative description if we respond to that question in detail in Attachment 7?

Include both. Feel free to duplicate Appendix 7 in the Narrative, but a complete response in the Narrative is important.

About Appendix #7: Is the column for "Outputs from Requested City Funds" making a distinction between outputs and outcomes? Also please clarify the qualifier "from Requested City Funds".

Appendix 7 should illustrate what is described in the Narrative 8.3.c. Project Methods. Outputs are defined service units, unduplicated individuals served, etc. while outcomes are designed to indicate impact of services as described in 4.0. Outcomes should be defined and the progress indicator established so they can be measured. The qualifier regarding City funds is particularly important if a program is also funded by other sources: The City would like to understand the outputs and outcomes attributed to the City contribution.

If a current provider has attachments listed in Section 8.8 on file with the City from previous submissions of a re-application, do they still need to submit all attachments?

No, as long as the proposal indicates attachments are on file and the applicant is certain they are current. Per Section 8.8, applicants must submit attachments unless current information is on file with the Department and the responder so indicates in the proposal. Appendix 9 is helpful if revised attachments are needed.

Item 6 of paragraph 8.8 (on page 22) requests “resumes of key personnel or job descriptions of unfilled positions” however paragraph 8.3 c, subsection 6 (on page 20) asks for resumes of existing personnel filling these positions or job descriptions for unfilled positions. Do we need to attach the resumes for all other staff members?

8.8.(6) is personnel key to the organization, so I think you are correct in that regard, 8.3.c.(6) is personnel key to the project. I would include resumes of specific attorneys with 8.3.c.(6) if you consider one or more of them particularly key to the program.

In Section 9.1 Review Criteria, the RFP references “how services impact at least 2 out of the 4 outcomes described in 4.0,” but only one outcome is listed in 4.0. Are multiple outcomes required?

No. AAA services fall under only one outcome area: “Seniors are Able to Age with Dignity.” Should read: “Describes how services impact outcomes described in 4.0, and suggest at least one measurable progress indicator per outcome.”

The Section 1.0 Background references services within Bernalillo County, as do many of the Priority Activities Scopes of Work. Will programs serve the whole county, including Tijeras?

Yes. The AAA funds services throughout Bernalillo County.

In Section 4.4 Transportation Services, the statement “Payment under this solicitation may be earned through a fixed rate for services provided or reimbursement for fees such as from a ridesharing company.” Please explain.

Transportation contracts can be set up to be reimbursed at either a flat rate for services (i.e. \$10 per unit) or a cost reimbursement basis. Program budgets need to be detailed in Appendices 2 and 5 regardless of reimbursement method. Fixed rate proposals will also need to fill out Appendix 6 to justify the rate. Rate-based contracts may be simpler to invoice, but the choice is up to the applicant for Transportation.

In Appendix #2, what is the difference in the columns Project Total and City Funding Requested? Likewise in Appendix #5, what is the difference in the columns Project Total and Amount Requested?

Project Total is the total amount an organization spends on an item for the entire project or program, regardless of funding source. The City Funding Requested/Amount Requested is the amount requested in this proposal: An applicant would request the full cost of a project or program if the City is the only funder, or the applicant may be requesting only partial funding as other funding sources are available.

If partial funding is requested, please note Appendix 7 should reflect the outputs of City funding. Larger programs may result in many more outputs than the City is funding, but Appendix 7 should show the impact of the City funding.

Please explain the timeline after applications are received.

Proposals must be received prior to 4:00 p.m. local time, Friday, November 8, 2019 at the City of Albuquerque, Office of the City Clerk. Proposals will be date/time stamped by the Office of the City Clerk when they are received. Proposals stamped later than 4:00 p.m. local time, on Friday, November 8, 2019 will be ruled non-responsive to this RFP and will not be considered for award.

Technical reviews will be conducted the following week of November 11, 2019, and scoring packets will be distributed to evaluation/scoring committee members shortly thereafter. Committees will meet in early December to make the final recommendations. Notifications of award should be sent in January 2020.

In the *Administrative Requirements* (referenced in Section 3), section 10.A.(3)(b) says “The organization shall verify board compliance with the City Open Meeting ordinance.” Also, Section 5.5.d. of the RFP says Active Board, “The organization must verify board compliance with the Open Meetings Act.” If a board is not currently in compliance, can the organization still apply?

Yes, but if a contract is awarded the governing board as described in the organization bylaws would need to be in compliance at the start of the term of the contract and throughout. It is a City requirement that meetings of the governing boards of contractors be compliant with the Open Meetings Act.