

**City of Albuquerque**  
**Department of Family & Community Services**  
**Behavioral Health & Wellness Division**

**RFP-DFCS-BHW-19-01 Pre-Proposal Meeting**

**Meeting Date/Time:** Wednesday, October 30, 2019, 1:00 pm *\*This is a non-mandatory meeting*

**Facilitators:** Ellen Braden, Division Manager, Sandra Archuleta, Community Outreach Coordinator, Gilbert Ramirez, Deputy Director

(Division staff in attendance) Reina Martinez, Program Specialist, Triston Lovato-Armstrong, Program Specialist

**Welcome & Introductions**

- Sandra Archuleta introduces herself and asks everyone to as well; she states that she is the primary contact for addressing questions and providing technical assistance regarding this RFP.
- Agencies can send questions for clarification about the intention of the RFP via email until November 12, 2019; these will be posted on the RFP page for others to view.
- Technical assistance will be provided at the written request of the agency; those requests will be addressed up until November 19, 2019. Responses to questions will be posted on the website.
- **Contact information:** Sandra Archuleta, [saarchuleta@cabq.gov](mailto:saarchuleta@cabq.gov)

**RFP Purpose:** To provide projects aimed at services to prevent and address gang involvement and youth violence. Soliciting innovative proposals from qualified agencies to provide services that lead to improved outcomes for youth at-risk, or having a documented history of gang involvement/association, history of delinquent behavior/violence.

Gilbert Ramirez explains that it is targeted at prevention and intervention for all age ranges, youth through adult, and talks about work on a grander scale and agency collaboration to target population, work as a community partnership group, and share information – City Violence Interruption Project. Also refers to importance of responding to real-time data.

**RFP Review/Highlights**

- *4.0.1:* The outcomes expected to be targeted include: Increased Behavioral Health Stability, Increased Public Safety, and Increased Individual and Family Resilience.  
\*How will you target, and mitigate risks for that target?
- *4.0.3:* Social Determinants of Health data will be a requirement with contracts.
- *4.1:* Evidence of effectiveness will contribute to evaluation score.
- *4.2-4.3:* Data in this section lays out groundwork for type of population you can work with/include in proposal.
- *4.4:* Proposals should be based on evidence that is effective, data-driven.

- **Service period is July 1, 2020 through June 30, 2021;** services expected to start next fiscal year with a two-year possible renewal.
  - **5.0-6.0:** General Eligibility Requirements listed in this section
  - **7.0:** Technical Assistance provided by Sandra until 11/19 (see introduction for email info)
  - **8.0-8.3:** Cover Sheet, Project Narrative, Summary of Proposed Project Objective; project narrative details are directly tied to objective. Explain what you'll provide and why you'll provide it; how will services be leveraged? You must talk about two of the three outcomes listed in 4.0.1 and how they will be measured, including tools and frequency. We will look at how funding will support work plans (service delivery capabilities) and past performance under a City contract, or how you have done with similar contracts with other entities.
  - Preference Points (found in section 5.4): Proposals total 100 points with preference points being additional 10 points.
  - **9.1:** Review Criteria
  - **10.1:** Submission Requirements – Review this section for exact requirements
- Proposals are due Tuesday, November 26, 2019 at 4:00 pm** at the Office of the City Clerk; all proposals are timestamped and no late proposals will be accepted.

*Hand deliver to:*

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

*Mail to:*

City of Albuquerque  
 Office of the City Clerk  
 PO Box 1293  
 Albuquerque, NM 87103

## Questions (Q) & Answers (A) / Comments

**(Comment from Reina Martinez):** In regards to work plans, really value higher point areas, and there is value in more information provided.

**(Comment from Ellen Braden):** We look at what's being budgeted, and take past fiscal activity/history into account.

**(Comment from Sandra Archuleta):** Take a look at Mandatory vs. Preferred attachments (Section 11); if there are close scores and a decision must be made, the more information provided by an agency will set that agency apart.

**Q:** Evidence-based portion: Do you want solid-based metrics or more projections?

**A:** There are resources available online for evidence based measurement tools. You can reference these and see if they are in alignment with who you're serving, or trying to serve. You can also submit tools used by your organization.

**Q:** Can you talk about group proposals?

**A:** You can have a lead organization and have the award go to that main organization who can then sub-contract, or you can separate but risk not everyone being awarded. It's helpful to include an MOU when working with other entities.

**Q:** Is this new money?

**A:** No, this is all existing money that was set aside for Gang Intervention/Prevention Programs.

**Q:** Can money be used to contract services out? Example agency doesn't have Spanish-speaking staff, can we contract that out?

**A:** You can subcontract for particular services that support your operation under this RFP

**Q:** Are you looking for services that provide for a continuum?

**A:** Proposals are open to services provided for ages 6-24, but clarify what age groups you'll be providing for. If your population is specific, note it.

**(Comment from Ellen Braden):** You don't have to apply for the full \$733,000; multiple selections can be made.

**Q:** Can you give the Department of Family & Community Service's definition of strength-based?

**A:** As a Department, we are looking at current resiliencies and moving upon strengths of young people. We are looking at how programs build upon strengths to provide support needed.

**Q:** In selection, will you consider partial award proposals? Is there potential for negotiations?

**A:** Yes. The City reserves the right to recommend an award that is less than what the agency requests. The City is also able to recommend several awards, rather than one award for the full amount of available money.