

## RFP-DFCS-BHW-19-2-02

### Q & A

#### **4.2.4 Provide Behavioral Health Services to the Urban Native American Indian Population**

**Q:** I have concerns if we would qualify for this grant as it seems more of a clinical focus which is outside of our focus. Our mission is to ensure Native children achieve their full potential by advancing cultures of Native American community health.

**A:** You are correct. The intent of this RFP is a clinical focus and proposals should include clinical services.

*Behavioral Health Services provided should include, but not be limited to, (1) administering an evidenced based behavioral health assessment, (2) group and individual counseling; (3) family education and counseling; (4) case management; and (5) referral to supportive services. Additional services in this program should include, but not be limited to, (1) provide assistance in securing needed social and support services to improve quality of life; and (2) receiving referrals from community partners for needed support services. Successful applicants will conduct outreach specifically to urban Native Americans*

#### **4.2.6 Supportive Housing and Case Management for Persons who have a Behavioral Health Diagnosis and are Experiencing Homelessness or are Precariously Housed specific to the City/County Community Connections Program**

**Q:** We are applying for the Community Connections RFP, could you please provide the document, *Community Connections Supportive Housing Program High Utilizers of Emergent Services and Jail Re-entry Policy and Procedure* to us?

**A:** Yes, all requests for this Policy and Procedure can be sent to [saarchuleta@cabq.gov](mailto:saarchuleta@cabq.gov).

**Q:** The RFP and the pre-proposal meeting suggested that the funding is meant to increase the number of Community Connections units available. Can this funding also be used to provide services to existing Community Connections units? For example, can an existing Community Connections program apply for funding to support vocational services or family services for existing Community Connections clients without taking on any additional clients or adding additional units?

**A:** Community Connection service providers are expected to have a discrete program identified as the program funded under this initiative. These 30, plus new clients as attrition occurs and as need for intensive services decrease, are to be served with this funding.

### **8.3 Project Narrative**

- Q:** I am looking at the outline for the Project Narrative 8.3 #s 1- 8  
8.3 6) Organization Capacity Past Performance  
8.3 7) Demonstrates ability to expend City funds in a fiscally responsible manner  
and  
8.3 8) Preference Points

These do not seem to fit in a typical Project Narrative. Can you clarify whether that information needs to be included in the 13 page narrative?

- A:** 8.3 6) This information should be included in the 13 page narrative. If you have had a contract with the City, evaluators will review past performance and you will not have to include this in the narrative. If you have not had a contract with the City, you may want to include the how the agency plans to deliver on proposed services in the narrative, and how your agency has successfully navigated a similar project in the past.

8.3 7) Budget forms are not included in the narrative. However, you may want to include information in the narrative that links the budget to the services provided, and how it leverages/complements additional funding as described in section 8.3.7. Please use the narrative to also justify why proposed costs may not seem reasonable, and how the financial capacity of the agency meets the Department’s Administrative Requirements.

8.3 8) Preference points are determined during the Technical Review based on submission of the form found on the link below. You do not have to include in the narrative. <https://www.cabq.gov/dfa/documents/vendor-documents/vendor-preference-affidavit-of-eligibility-final.pdf/view>

#### 4.1 Outcome Measures

- Q:** Can you please clarify the RFP request that the organization demonstrates improved outcomes in **two** outcome areas.

Does this mean we address 2 of the following:

- 1) Increase Behavioral Health Stability
- 2) Increase Housing Stability
- 3) Increase Public Safety
- 4) Increase Individual and Family Resilience
- 5) Seniors are Able to Age with Dignity

**OR**

Does it mean the bulleted points under the outcomes? E.g, Under “Increasing Individual and Family Resilience” there are 7 bullets/indicators.

- A:** Address any two of the following:  
1) Increase Behavioral Health Stability  
2) Increase Housing Stability  
3) Increase Public Safety

4) Increase Individual and Family Resilience

5) Seniors are Able to Age with Dignity

The bullets below the outcomes are possible indicators to use in demonstrating how the project meets the chosen outcomes listed above.

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

**Q:** Do we provide points for minority and women-owned businesses?

**A:** There are no preference points for minority and women-owned business. Refer to link below for more information.

*Instructions for Vendor Preference Affidavit of Eligibility*

<https://www.cabq.gov/dfa/documents/vendor-documents/vendor-preference-affidavit-of-eligibility-final.pdf/view>

#### Proposal Submission

**Q:** My organization isn't a 501(c) 3, although the Albuquerque Community Foundation is our fiscal agent, would you please inform me as to which documents must be included from them as well as which one has to be signed by the fiscal agent organization. Also, if my organization collaborate with another organization to fulfill proposal requirements, are there any documents required from the second organization?

**A:** If you are collaborating with another entity in order to fulfill all obligations, please submit a copy of the MOU or contract with the other entity.

The city cannot contract for social services for entities that are not 501©3 or government entities. As such, the actual contract would be with the Albuquerque Community Foundation. We will need all required documents for the Albuquerque Community Foundation. We would prefer to have the items listed below also from your entity:

- Acknowledgment of Amendments to the RFP, if applicable. – **Both entities preferred, at minimum ACF**
- APPENDIX #1: Proposal Summary and Certification Form completed and signed by an authorized official. **ACF**
- Copy of the organization's most recent audit or applicable financial statement. **ACF**
- APPENDIX #8: Representations and Certifications – **Both entities preferred, at minimum ACF**
- IRS Certificate of Non-Profit Incorporation – **ACF**
- Offeror's Articles of Incorporation filed with the State of New Mexico – **ACF**
- Copy of current By-Laws. – **ACF**
- Copy of the organization's written accounting policies and procedures, which include procurement procedures – **ACF**

- Copy of the organization's personnel policies and procedures. **Both entities preferred, at minimum ACF**
- Copy of the organization's conflict of interest policy. – **Both entities preferred, at minimum ACF**
- APPENDIX #11: Debarment, Suspension, Ineligibility and Exclusion Certification – **both entities**
- APPENDIX #13: Certification of Compliance with Federal Funding Requirements, Refer to Section 1.1 for further information – **ACF**
- APPENDIX #14: if seeking preference points: City of Albuquerque Preference Affidavit of Eligibility – **ACF**
  
- Preferred Offerors are encouraged to submit the following items.
- Relevant licenses to operate as a business and conduct proposed activities. **Both entities preferred, at minimum ACF**
- Listing of current board members. **ACF**
- Current organizational chart. **Both entities preferred, at minimum ACF**
- List of references, including name of organization, contact person and telephone number, to verify performance history and customer satisfaction – **Both entities preferred, at minimum ACF**
- Copy of the organization's travel reimbursement policies if travel funds are requested. **ACF**
- Certificate of Current Good Standing issued by the State of New Mexico. **ACF**
- APPENDIX #9: Attachments on File for re-application; **ACF**
- APPENDIX #10: Drug Free Work Place Requirement Certification Form; **Both entities preferred, at minimum ACF**
- APPENDIX #12: Certification of Receipt of Administrative Requirements **Both entities preferred, at minimum ACF**
- APPENDIX #14: Vendor Preference Affidavit of Eligibility, if not applicable **ACF**
- APPENDIX #15: Modified W-9 **ACF**
- APPENDIX #16: Disclosure of Lobbying Activities **ACF**
- APPENDIX #17: Pay Equity Reporting Form PE10-249 if applicable - **ACF**