



**City of Albuquerque**  
**Department of Family and Community Services**

**Summary of Substantive Changes in  
Revised Procurement Rule**

- Moved language pertaining to post-procurement activities to *Administrative Requirements*
- Updated citations and references
- Used the term “Social Service Agreement” throughout (formerly used interchangeably with the term, “contract.”
- Added/updated following definitions:
  - “Administrative Requirements”
  - “Contractor”
  - “Social Services Agreement”
- Updated 3.D., “Drafting Agreements” to reference the updated *Administrative Instructions*
- Added a provision to 3. E., Right to Refuse to Contract

*“Except when specifically authorized by the Director in writing, the Department shall not contract with an organization in debt to the City as a consequence of the findings of an audit or other review.”*
- Removed language from 4.A., regarding these rules applying to other City Departments
- Clarified in 4. C. 5. Process of allowing for up to two years of renewal, for a total of three years of contracts under and RFP issuance.
- Removed from 4. E “Complete documentation, including, but not limited to, the Director’s determination, and any proposals or pricing submitted by Offerors shall be maintained by the Department for public inspection.”
- Updated review criteria:
  - (a) Organizational capacity to deliver the services;
  - (b) Fiscal management infrastructure to support the proposed services;
  - (c) Demonstrated understanding of how the requested services would contribute to improved outcomes for the identified target population;
  - (d) Method of service delivery and number of persons to be served;
  - (e) Past performance (if applicable);
  - (f) Consistency of budget with program goals and reasonable administrative expenses.
  - (g) Verify agency debarment through SAM.gov

## Summary of Substantive Changes in Revised Procurement Rules, continued:

- Streamlined Section 6 to reference appropriate source documentation
- Added to Section 7. A., “Private, for profit companies are eligible to submit offers only as specifically provided in an RFP. Director approval is required to affirm that this exemption is in the best interest of the target population.”
- Moved to 7. C. 4.,  
*“When Department staff have determined that an Offeror has not met at least 90% of the goals in a Social Services contract for the two consecutive years immediately prior to the RFP response, and Department staff have determined that extenuating circumstances beyond the control of the Contractor did not preclude its ability to meet the goals.”*