

City of Santa Fe, New Mexico

memo

DATE: May 28, 2014

TO: Finance Committee

FROM: Robert Rodarte, Purchasing Officer,
Purchasing Division

VIA: Marcos A. Tapia, Director,
Finance Department

ISSUE: Award of Request for Proposal # '14/30/P
Programs for Children and Youth

SUMMARY:

On March 21, 2014, fifty one proposals were received for the above referenced program.

The evaluation criteria consisted of program "fit" with stated children and youth funding categories, degree to which proposal meets children and youth criteria, current and proposed program or organization involvement in community wide, adherence to RFP requirements and completeness of proposal, proposed scope of services, assessment of sponsoring organization's ability to successfully carry out proposed program and general assessment of sponsoring organization's fiscal and administrative capability and past performance. The proposal was reviewed and evaluated by the Commission.

The using department has reviewed the proposals and recommends award to 36 organizations in the amount of \$1,100,000.00.

Budget will be available for FY 2014-15 in account number 22582.510400 (EXP – Children and Youth Services – Grants & Service) in the amount of \$1,100,000.00.

ACTION:

It is requested that this recommendation of award to the 36 organizations, in the amount of \$1,100,000.00 be reviewed, approved and submitted to the City Council for its consideration.

Attachment(s):

1. Memo of recommendation from the using department.
2. A copy of the professional service agreement.
3. A copy of using department's tabulation score sheet.

City of Santa Fe, New Mexico

memo

Date: June 2, 2014

To: Finance Committee and City Council
Brian K. Snyder, City Manager
Marcos A. Tapia, Finance Director

From: 
Isaac J. Pino, Community Services Department Director
A. Terrie Rodriguez, Youth and Family Services Division Director 

Item and Issue

Funding recommendations from the Children and Youth Commission for Fiscal Year (FY) 2014-2015.

The Commission reviewed 51 proposals that responded to the Request for Renewal RFP with requests totaling \$2,019,803.00 and the Commission is recommending funding 36 proposals for the \$1,100,000.00 million available.

It is certainly a positive statement that this year the City of Santa Fe has and continues to support organizations within the City of Santa Fe at a consistent level. As we continue to work closely with organizations, it is hoped that the organizations will continue to develop and diversify their funding by using this recognition as a City of Santa Fe supported program. The Commission welcomed applications for other programs as the 2014 – 2015 funding process is open to all nonprofits organizations within the City of Santa Fe, since this is the first year of the two year cycle.

As the Commission continues to evolve into Results-based accountability, we are requesting to allocate \$60,000 through a consultant for the development and implementation of a data collection and reporting system for twelve selected organizations. Our intent is to use these dollars as a means to develop the infrastructure within the selected organizations and will continue to cycle through all funded organizations, until each funded organization has the capacity to report outcomes based on key indicators. This will place the Commission in a position where we can use data to report on the impact each organization is having within their scope of work. The process in which we would like to accomplish this endeavor is to issue a Request for Proposal for the purpose of working with the selected organizations and

assist in the development and implementation of a results-based accountability system in accordance with the Children and Youth Commission's Key Indicators and Outcomes.

Background

The Children and Youth Commission is one of the City of Santa Fe's oldest standing committees and serves in an advisory capacity to the City Council concerning policy recommendations related to child development and youth services.

The enabling City Ordinance that governs the Commission's activities allows for 3% of the City's Gross Receipts Tax to go toward supporting the well being of our youth.

The Commission works cooperatively with the Youth and Family Services Division staff throughout the year to effectively plan, coordinate or support children's services in our community. On February 21, 2014, Request for Proposal #14/30/P was issued with a due date of March 21, 2014. The Commission held hearings over a day and dedicated a special meeting to review and recommend funding for contracting with nonprofit organizations. The Commission continues to use a procedure where new applications were accepted every other year, thereby allowing current recipients to essentially plan on two years of funding. The Commission determined that this process provides more stability for the existing programs and the Commission can participate with the organizations in a more comprehensive way over the two years.

The Commission, by way of this memorandum, officially submits its funding recommendations for Children and Youth services as shown on Appendix A to the City Council for consideration and approval. Notification will be sent to each agency of the Committee's funding recommendation and the approved funding levels by City Council.

Appendix A illustrated the past three years of funding and recommended funding for FY 2014-2015. Appendix B describes the agency's services as well as data on the number of projected unduplicated clients to be served. The total number of clients to be served by the agencies under consideration for funding by the City of Santa Fe Children and Youth Commission is approximately 28,257. The Commission is proposing to fund 36 organizations.

Action Recommended

Approval of Children and Youth Commission funding recommendations for FY 14-15. The funding for the Children and Youth Fund is in business unit 22582. The funding will come from 510400 for \$1,100,000 (grants and services.)

cc: file
Children and Youth Commission
Cal Probasco, Budget Director

Chris Sanchez, Program Manger

Attachments: Appendix A – Three Years Funding and Recommendation for FY 14-15
Appendix B – Summary of Program and Funding Recommendation FY 14-15
PSA Sample

Children and Youth - Three Years Funding; Recommendation FY 14-15 - APPENDIX A

	Organization	Funded 11-12	Funded 12-13	Funded 13-14	Recommended 2014-2015
1	Art Smart (FACT)	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00
2	**Big Brothers Big Sisters	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
3	**Boys & Girls Club	\$ 40,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
4	**Communities in Schools				\$ 25,000.00
5	Cooking with Kids	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
6	**First Serve	\$ -	\$ 8,000.00	\$ 8,000.00	\$ 20,000.00
7	Gerard's House	\$ 20,000.00	\$ 22,000.00	\$ 22,000.00	\$ 25,000.00
8	Girls Inc.	\$ 29,000.00	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00
9	Girls on the Run	\$ 2,400.00	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00
10	Impact Personal Safety				\$ 15,000.00
11	Intern'l Folk Art Museum	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
12	Las Cumbres Community S	\$ 42,000.00	\$ 45,000.00	\$ 45,000.00	\$ 65,000.00
13	**National Dance Institute	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
14	NM Center Therapeutic Rid	\$ -	\$ 8,000.00	\$ 8,000.00	\$ 15,000.00
15	NM Suicide Prevention	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 70,000.00
16	**New Vistas	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00
17	PIE Music Program (formerly Southside Music Program)	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
18	PIE Medical Science ACA/ Scrub Club				\$ 5,000.00
19	Partners In Education Fnd.	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
20	Planned Parenthood	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 9,500.00
21	PMS Teen Health Center	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00
22	Randall Davey Audubon	\$ 25,000.00	\$ 27,000.00	\$ 27,000.00	\$ 29,000.00

	Organization	Funded 11-12	Funded 12-13	Funded 13-14	Recommended 2014-2015
23	SER Development Center	\$ 27,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
24	SF Children's Museum	\$ 40,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
25	SFPS Adelante	\$ 51,600.00	\$ 52,000.00	\$ 52,000.00	\$ 57,000.00
26	**SFPS Agua Fria Afterschool	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 23,000.00
27	**SFPS Salazar Afterschool	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 28,000.00
28	**SFPS Sweeney Early Inte	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00	\$ 59,000.00
29	SFPS Teen Center	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
30	Site Santa Fe				\$ 10,000.00
31	**SF Teen Arts/WH 21	\$ 49,000.00	\$ 49,000.00	\$ 49,000.00	\$ 18,000.00
32	Wisefool				\$ 5,000.00
33	YMCA of Central NM	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 23,500.00
34	**Young Fathers	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00
35	**Youth Shelter Family Serv	\$ 84,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00
36	YouthWorks!	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ 75,000.00
	TOTAL	\$ 849,000.00	\$ 934,000.00	\$ 934,000.00	\$ 1,040,000.00

APPENDIX B – Children and Youth Commission Proposal Summaries

1. **ARTSMART - \$10,000.00**

Requests partial funding for ARTclub, an innovative afterschool visual arts learning program that will serve 525 low-income children ages 5-12 at five Southside Santa Fe Public Schools: Agua Fria, Cesar Chavez, Nava, Salazar and Sweeney.

ARTclub classes are 1.5 to 2 hours long and meet once or twice a week directly after school for twelve weeks. Lessons meet New Mexico State Benchmarks for the Visual Arts.

Indictors to assess impact: Academic achievement and school attendance

2. **Big Brothers Big Sisters of Northern New Mexico - \$10,000.00**

Requests partial funding for providing professionally supported, one-to-one community and school-based mentoring for 392 children ages 5-19.

BBBS will match 392 youth with adult or high school mentors to meet in school or community settings for four hours per week.

Indicators to assess impact: academic performance; graduation rates; decrease high school dropout rate; social skills; workforce preparation; risky behavior; substance abuse and criminal involvement.

3. **Boys and Girls Club of Santa Fe - \$45,000.00**

Requests partial funding for Power Hour and Triple Play and Art Program for 286 children ages 5-18. Power hour focuses on preparing children to successfully complete homework assignments, become engaged, self-directed learners, and ultimately graduate on time from high school with a plan to go on to college and a career. Triple Play teaches curricula around healthy living and nutrition.

Indicators to assess impact: Frequency of youth attending the program; rate of homework completion; participation in high-yield learning activities; attitude toward learning; improvement of school grades; promoted to the next grade on time each year; knowledge of healthy habits, good nutrition and physical fitness; hours per day participation in physical activities; healthy relationships and increased participation at the Club.

4. Communities in Schools - \$25,000.00

Requests partial funding to provide high-risk children and youth (ages 5 to 21) access to the services, tools, and resources to ensure they will stay in school and achieve in life utilizing the CIS Integrated Student Services Support Framework. The partial funding will be used to help pay for Site Coordinators at each of the eight CISNM school sites: Agua Fria, Salazar, Cesar Chavez, Nava, Aspen, De Vargas, Ortiz, Capital and TEP.

CISNM through their Site Coordinators are projecting to provide services to 4,820 students school-wide (level one) and 450 individual case managed students (level two) ages 5-21.

Indicators to assess impact: Attendance; truancy; academic achievement; behavior; parental engagement and basic needs support.

5. Cooking with Kids - \$30,000.00

Requests partial funding to educate and empower elementary school students to make healthy food choices. Through hands-on food and nutrition education activities, students explore, prepare, and enjoy fresh affordable foods from diverse cultural traditions.

Cooking with kids is projecting to provide programming to 5,200 students, ages 4-12 years of age and 13-18 years of age at the Transitional Education Program.

Indicators to assess impact: Family involvement; engagement in school, engaged in afterschool enrichment activities; and overall improved health.

6. First Serve - \$20,000.00

Requests partial funding to provide free, structured, two-hour a day, four-days a week tutoring and tennis instruction after-school program, plus an 8 week, three-hour a day, four-day a week summer tennis camp. First Serve operates in 7 Santa Fe Public Schools: Amy Biehl, Aspen, Nava, Kearny, De Vargas, Capshaw, Santa Fe High and Eldorado.

First Serve is projecting to provide services for 120 students, ages 8-19 years of age.

Indicators to assess impact: Attendance; truancy; academic achievement; behavior; and parental engagement.

7. Gerard's House - \$25,000.00

Requests partial funding to provide year-round grief support services for children and youth, facilitated and supervised by program staff and co-facilitated by trained volunteers.

Gerard's House is projecting to provide services for approximately 200 bereaved children and youth, ages 3 to 21 to include: initial contact, grief education, support and orientation, response to school and community crisis, grief peer support sessions throughout the school year at 1 x weekly for 1 hour, Camp Rainbow, Rainbow Days,

Individual support sessions, stepping stones, ongoing grief support and weekly groups at the Transitional Education Program.

Indicators to assess impact: attitudes, mental and physical health, participation in groups and other activities.

8. Girls Inc. of Santa Fe - \$25,000.00

Girls Inc. of Santa Fe is seeking funding to provide gender specific programming with girls ages 5-18 in Afterschool, Spring and Summer Camps, Outreach, Workshops and collaborations with other organizations through nationally-researched/developed educational enrichment programs.

Girls Inc. of Santa Fe is projecting to provide services to 455 participant's ages 5-18 years of age.

Indicators to assess impact: School attendance, school subject proficiency, academic performance, self-control, emotional control and positive body image; substance abuse and sexual activity.

9. Girls on the Run - \$8,000.00

Requests funding for a ten week program for girls in third through eighth grade. An experiential curriculum based program which incorporates running activities and meets twice a week for two hours each session. At the completion the girls run in a local 5 kilometer event.

Girls on the Run are projecting to provide services to 150 – 180 girls per year ages 8-14 years of age.

Indicators to assess impact: improved self-esteem, body image and character development.

10. Impact Personal Safety - \$15,000.00

Requests funding for the Cultural of Kindness project which is designed to enhance safety, respect and dignity in four schools: Salazar, Sweeney, Ortiz and De Vargas.

IMPACT is partnering with the Office of Student Wellness, along with Girls Inc. and the Santa Fe Mountain Center, to provide: Exploring Healthy Boundaries (1-1.5hrs) for each 5th grader at Salazar and Sweeney (144 students); Walk the Talk anti-bias/anti bullying training (4-6hrs) for each student at Ortiz and DeVargas (979 students); healthy relationship seminar (1-1.5hrs) for each 8th grader at Ortiz and DeVargas; Children's Safety Workshops (6hrs) for afterschool students at Salazar and Sweeney (150 students); exploring healthy boundaries, personal safety and anti-bias/anti-bullying (25-50 students) at the Transitional Education Program.

Indicators to assess impact: Truancy rates, attendance rates, rates of substance abuse, involvement in community services and involvement in school/afterschool activities, and bullying cases (+/-).

11. International Folk Art Museum - \$20,000.00

Requests funding to provide free outdoor hands-on art workshops called "Arts Alive on the Milner Plaza" which are open to community-based summer recreation programs; Dia de

Muertos program; winter on the hill program and youth music night is featuring musical performances and hands-on activities.

Program consists of: Arts Alive Program – hands on folk art making activities (6 days, 600 participants ages 4-21); Dia De Muertos – music and hands-on activities (3 days, 400 participants ages 4-21); Hire of a student aide (20hrs a week, 3 weeks, 60hrs x 2 = 120hrs); working with SFPS to provide elementary and middle school students with experiences to learn about the art and cultures of the world; and an Ames After School program.

Indicators to assess impact: self-esteem, academic performance, and attendance rates.

12. Las Cumbres Community Services - \$65,000.00

Requests funding for their Community Infant Program (CIP) which provides home-based and center-based support focused on the mental health of infants prenatal to age six. CIP provides assessment, intervention, education, and treatment to strengthen parent-infant attachment in these at-risk families.

CIP will provide comprehensive therapeutic services for families with children ages prenatal to six in need of specialized infant and early childhood behavioral health services; thereby, strengthening parent-child relationships and reduce the incidence of child abuse and neglect where risk factors are high. Additionally, will provide therapeutic support for expectant teen mothers or for teen mothers of infant and newborns. Provide infant mental health home visitation for at-risk families with a focus on strengthening the parent-child attachment relationship.

CIP will provide services for 195 participants ages 0 – 6.

Indicators to assess impact: Teen birth rate, child abuse and neglect percentages, substance abuse, safety in home,

13. National Dance Institute - \$10,000.00

Requests funding for the Advanced Training Program which will transform the lives of at-risk children and teens in Santa Fe with quality after-school enrichment that incorporates dance, healthy choice-making skills, new learning strategies and success-oriented values to help them success in school and be healthy.

NDI Advanced Training Program is projected to serve 283 youth, ages 9-14 with advanced training dance instruction during out-of-school time that will result in significant increases in students' healthy behaviors and positive skills for school and life success. Youth participate in the program after-school or Saturdays and in the summer at NDI-NM's Dance Barns.

Indicators to assess impact: obesity rates, nutrition, physical fitness knowledge, math, science and reading proficiency rates.

14. New Vistas - \$25,000.00

Requests funding to provide early intervention services to infants and toddlers who have developmental compromises or delays, addressing the special needs within the relational context of their families. To include: accessible comprehensive services as it pertains to family's needs and cultural values; support the emotional, social, physical and cognitive development of each child; build and mobilize supports; and coordinate services within the community to improve access of available resources.

New Vistas is projecting to provide the following services to approximately 500 children from birth to three in Santa Fe: infant mental health, social work services, family education and counseling, health services, nutrition audiology, developmental consultation, psychological services, service coordination, physical, occupational and speech therapy, vision services, parent groups and transportation.

Indicators to assess impact: low birth weight, vision and hearing loss, prematurity or prenatal drug exposure, child abuse, domestic violence, substance abuse or mental disability in the caregiver.

15. NM Center for Therapeutic Riding - \$15,000.00

Requests funding for training, education, and equine therapy opportunities to reach children and youth with special needs. NM Center for Therapeutic Riding projects to increase the number of children/youth served by more than 30%, increase number of interns from Youth Shelters participating in the program and provide scholarships to make program more affordable to lower income families.

NM Center for Therapeutic Riding is projecting to provide services to 130 -150 children and youth ages 12 – 18yrs.

Indicators to assess impact: physical, mental, social and emotional well-being.

16. NM Suicide Intervention Project - \$70,000.00

Requests funding for reducing the risk of youth suicide through researched and evidenced based suicide prevention initiatives that help students who are silently struggling with shame, school disciplinary problems, bullying, weight problems, stress and any number of issues that are related to youth suicide.

NM Suicide Intervention Project is projecting to provide the following services: family counseling – 165 children & Youth (474 hrs. of counseling); group counseling – 90 children & youth (900 hrs. of counseling); suicide prevention awareness and skill training – 280 children & youth (280 hrs. classroom instruction); and natural helpers – 80 children & youth (15,840 hrs. (22hrs. per month per student for 9 months))

Indicators to assess impact: decrease in suicide risk behaviors, awareness of suicide warning signs and how to get help, involvement in school activities, connection to family, awareness of suicide risk factors, role of alcohol and drugs, adolescent depression, appropriate response to potentially suicidal behaviors.

17. Partner in Education - \$35,000.00

Because of transportation increases and school district budget cuts have caused the virtual elimination of field trip funding in the schools, Partners in Education are requests funding for educational field trips through bus transportation to places of artistic, cultural, historical and recreational importance in and around Santa Fe.

Partners in Education is projecting to provide free bus transportation for 20 field trips for approximately 8,000 students ranging from 3 to 18, from twenty-seven (27) Santa Fe Public Schools, to places of educational, recreational and cultural interest around the immediate vicinity of Santa Fe.

Indicators to assess impact: grade levels, number of students on each trip, destination of all field trips and academic success.

18. Partners in Education: Capital High School – Scrub Club - \$5,000.00

Requests funding to provide 4 weeks of classes through the Medical Science Academy career pathway at Capital High School (STEM).

Scrub Club is projecting to provide classes to 180 students' grades 4th through 8th.

Indicators to assess impact: academic success, improved math, reading and science proficiency.

19. Partners in Education: Odd Fellows - \$10,000.00

Requests funding to provide support for music programming within the Santa Fe Public Schools to students who are low income, with few (in any) family resources to provide enrichment to their academic and personal lives.

Odd fellows is projecting to provide the following: Violin at Ramirez Thomas – 45 students in a once-a-week pull out program; each receiving one-hour of instruction weekly for approximately 28 weeks; Guitar at Ramirez Thomas and Sweeney – 35 students at each school, divided into two one-hour classes at each school for approximately 28 weeks; and mentorship program at Ortiz and Capital for 100 students for 20 weeks.

Indicators to assess impact: academic achievement (math and reading), school retention and graduation rates.

20. Planned Parenthood - \$9,500.00

Requests funding to support four of their school-based programs: Classroom-based programming, Peer Education, Girls Groups and Nuestros Cambios. These programs provide students with medically accurate, developmentally appropriate education to prevent unintended pregnancies and sexually transmitted infections.

Planned Parenthood is projecting to provide programming and services to 2,362 participants ages 10 -18.

Indicators to assess impact: teen pregnancy rate, STI rates, overall health.

21. Presbyterian Medical Services - \$20,000.00

Requests funding for the Adolescent health care at the Capital and Santa Fe High School-Based Health Centers to continue providing integrated model of care for behavioral health and physical primary care: substance abuse, reproductive health infectious diseases, etc. PMS has two key objectives: 1. Crisis Intervention/Suicidal Ideation will be immediately addressed; 2. Avoiding Unwanted teen Pregnancies.

PMS is projecting to provide services to 300 students ages 12 – 21.

Indicators to assess impact: persistent sadness or hopelessness, seriously considered suicide, planned suicide, attempted suicide and injured in suicide attempt.

22. Randall Davey Audubon Center - \$29,000.00

Requests funding for the continuance of their environmental education programs for low-income children in Santa Fe elementary schools which includes: 1) their four-day ecology program, called 4th Grade Ecosystem Explorations Field Studies to multiple classes; and 2) their three-part field series for multiple classes in 2nd and 3rd grades, called Outdoor Science Field Programs.

Randall Davey is projecting to provide the following: ten to twelve classrooms and Outdoor Science Field Studies programs for nine to eleven 2nd and 3rd grade classrooms, which equates to 400 to 500 unduplicated children and youth between 7-11yrs old.

Indicators to assess impact: academic achievement and increased understanding and concepts of the ecosystem and outdoors.

23. SER-Jobs for Progress, Inc. – Child Development Center - \$30,000.00

Requests funding to provide childcare services to Santa Fe's Pregnant and parenting teens. The Child Development Center provides a safe, healthy, and nurturing environment where children can freely explore their classroom environments through the use of developmentally appropriate activities that foster their growth and development.

SER is projecting to provide programs and services to 76 unduplicated participants ages 6 weeks to 36 months and 15 years through 21 years.

Indicators to assess impact: pre-school and pre-K readiness; Provide developmentally appropriate activities to 95% of their children before pre-K; Provide opportunity for Spanish-speaking only children to learn English; assess progress; parental involvement with infant and toddler mental and physical needs.

24. Santa Fe Children's Museum - \$45,000.00

Requests funding for its successful Youth Workforce Development Program which serves local youth ages 14-21 via volunteer and internships opportunities and offer Santa Fe Public Schools Title 1 students free Educational Field Trips for Kindergarten – 3rd grade classes.

Santa Fe Children's Museum is projecting to provide the following: Volunteer/Intern Coordinator partial salary @ \$18hr @ 15hrs/week; 15-30 unduplicated Youth Apprentices @ \$10.66hr, avg. 10hrs/wk; training sessions in life skills and CPR; free field trip admission for up to 1000 SFPS K-3rd students @ \$4.00 each; and Volunteer and Intern Recognition/uniforms; 50 aprons @ \$10 each.

Indicators to assess impact: academic enrichment, business practices/job/career readiness, social skills, and life skill development.

26. Santa Fe Public Schools: Adelante - \$57,000.00

Requests funding for students, children (from birth to age 21) and their families living in homeless situations, to include: distribution of school supplies, food, clothing, hygiene items and children's books, bilingual case management, linkages to health, housing and social services, advocacy, tutoring, transportation, weekly evening programs for families, legal assistance and emergency funds.

Adelante is projecting to provide services and programs to 1,700 unduplicated participants from birth to 21 yrs. of age.

Indicators to assess impact: academic and life success, homeless rate, and physical and mental health.

27. Santa Fe Public Schools: Agua Fria - \$23,000.00

Requests funding to help working parents by providing high quality after school care for their children focusing on increased academic achievement and a balanced education through tutoring, homework assistance, family nights, art, drama, physical education and wellness, and community services.

Agua Fria is proposing to serve 125 students ages 4-13.

Indicators to assess impact: academic success, healthy relationships, homework completion, and math and literacy proficiency.

28. Santa Fe Public Schools: Salazar - \$28,000.00

Requests funding to help working parents in need of quality childcare during the after-school hours and more directly, aim to identify the individual strengths and needs of its students, to help improve their academic performance school attendance, and their general health and wellbeing.

Salazar is project to serve 150 students ages 5-12.

Indicators to assess impact: attendance, truancy, academic performance and health and wellbeing.

29. Santa Fe Public Schools: Sweeney - \$59,000.00

Requests funding to provide access and opportunities for these encounters in a safe, familiar and nurturing environment despite any obstacles the individual may possess. After school program includes: homework assistance, language arts and vocabulary development, computer skills, physical education, cooking and dance and art.

Sweeney is projecting to serve approximately 400 students, ages 5-11yrs.

Indicators to assess impact: Academic success, socio-emotional success, attendance and truancy rates.

30. Santa Fe Public Schools: Teen Parent Center - \$50,000.00

Requests funding to provide wrap around services that enable pregnant and parenting middle and high school students to graduate high school and continue on to post-secondary educations. Additionally, the Parent Center assists teen parents with obtaining on-site childcare for their infants and toddlers to promote a safe healthy and nurturing start of life to include: pre-natal and parenting education tutoring and academic services, counseling, nursing and case management.

Teen Parent Center is project to serve 40 – 60 teen parents (ages 13-21) and 30-40 of their children (ages 0-3)

Indicators to assess impact: graduation rate, truancy and attendance rates, repeat pregnancy and low birth weights of babies.

31. Site Santa Fe - \$10,000.00

Requests funding for education, outreach and public programs. Site is projecting to be a platform for empowering and educating the next generation of museum professionals, artists, and advocates of art and culture.

Site Santa Fe is projecting to provide services to 1,520 unduplicated participants, ages 13-18.

Indicators to assess impact: academic achievement, self-expression and knowledge of the arts.

32. Santa Fe Teen Arts Center, Warehouse 21 - \$18,000.00

Requests funding to provide training and employment in the arts for emerging young artist's year round and serving young people through mentorship and artistic opportunities and encourages other youth community engagement by combining collaborative resources. Additionally, young people have access to Media Arts Labs, Black Box, Theater Concert Hall, Gallery and Fashion, Recording and Screen Printing Studios.

Santa Fe Teen Arts Center, Warehouse 21 is projecting to serve 2,100 unduplicated participants, ages 10-21.

Indicators to assess impact: leadership and career preparation, social skills and participation.

33. Wise Fool New Mexico - \$5,000.00

Requests funding to expand Circus Comes to School programs at E.J. Martinez and Carlos Gilbert Elementary Schools and Ortiz Middle School and TeenBust. Wise Fool Youth Movement Initiative teaches circus arts skills to youth as a way to build student resilience, healthy lifestyles, fitness, self-esteem, collaboration and conflict resolution skills.

Wise Fool is projecting to provide services to 676 unduplicated participants, ages 5-15.

Indicators to assess impact: attitudes and behaviors, increased school and community engagement and positive health impacts.

34. YMCA of Central New Mexico - \$23,500.00

Requests funding for the following two programs: Pinon Elementary Afterschool program provides afterschool programming for children 5-12 years of age; and Zona Preschool which provides programming for children ranging in age from 2 – 5 years old.

YMCA (Pinon) is projecting to serve 45 unduplicated participants (5-12yrs of age) and YMCA (Zona) is projecting to serve 48 unduplicated participants (2-5yrs of age).

Indicators to assess impact: attendance, truancy, academic performance and health and wellbeing.

35. Young Fathers - \$15,000.00

Requests funding to provide facilitation of individual and group mentorships, education opportunities, and coordination of services; advocacy that facilitates and empowers clients to navigate legal and medical systems; community involvement, community outreach to promote community awareness of the importance of strong fatherhood values and practices

Young Fathers is projecting to provide services to 200 unduplicated participants ranging in age from 12-21.

Indicators to assess impact: healthy lifestyles, sustaining stable and nurturing relationships that support and encourage cognitive, emotional and physical wellbeing of their children.

36. Youth Shelter and Family Services - \$85,000.00

Requests funding providing a continuum of services for homeless, runaway and in-crisis youth, twenty four hours per day, seven days per week through their various programs to include: Street Outreach, Emergency Shelter, Transitional Living, Civic Justice Corps, Community Counseling Center and Pregnant and Parenting Youth Initiative.

Youth Shelter and Family Services is projecting to provide programming and services to 621 unduplicated participants, ranging in age of 0-21.

Indicators to assess impact: mental and physical health, substance abuse, unwanted pregnancies, school attendance, safe home, and reduction in illegal activities.

37. YouthWorks - \$75,000.00

Requests funding to improve capacity to effectively serve at-risk youth through its wrap-around program model, through the following five program components: GED/Job Skills, Counseling Services, Lunch/Meal Program, Job Training, and Case Management.

Youthworks is projecting to provide services and programs to 500 unduplicated participants, ranging in age from 5-21.

Indicators to assess impact: academic attendance and skill proficiencies, graduation w/GED completion, job placement and career readiness, percentage of youth identifying positive adult care and mentoring, involvement in community services/apprenticeships and leadership activities, mental health, suicide and substance abuse rates, decrease in homelessness, decrease in JPO and Court involvement and decrease in incarcerations and recidivism.

REQUEST FOR PROPOSALS ONLY
CITY OF SANTA FE
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and _____ (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the City as described in the attached Exhibit "A".

2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the personnel experience and knowledge necessary to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

3. COMPENSATION

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed _____dollars (\$_____), plus or inclusive of applicable gross receipts taxes and which is also described in Exhibit "B" attached hereto.

B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

C. Payment shall be made upon receipt, approval and acceptance by the City of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed and accepted by the City.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the City and the Contractor, whichever occurs last, and shall terminate on _____ unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City upon 30 days written notice to the Contractor.

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the City original copies of all work product, research or papers prepared under this Agreement.

(2) If compensation is not based upon hourly rates for services

rendered, therefore the City shall pay the Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

(3) If compensation is based upon hourly rates and expenses, Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or subcontractors retained by Contractor in the performance of the services under this Agreement.

C. The Contractor shall comply with City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this Agreement.

8. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written

approval of the City.

9. CONFLICT OF INTEREST

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

10. ASSIGNMENT; SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the City. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

11. RELEASE

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the City, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the City to any obligation not assumed herein by the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive

general liability insurance covering bodily injury and property damage liability, in a form and with an insurance company acceptable to the City, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.

B. Contractor shall also obtain and maintain Workers' Compensation insurance, required by law, to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement.

C. Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

13. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its “public employees” as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the City and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

16. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any

action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

22. REPORTING REQUIREMENTS

The Contractor shall provide the City with a written quarterly report and supporting documents at the end of each calendar quarter with reporting on the goals met as set forth in Exhibit "C" attached hereto and incorporated herein. Failure to meet these goals and/or noncompliance with this provision may result in termination pursuant to Article 6 of this Agreement.

23. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

City of Santa Fe:

Contractor:

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

CITY OF SANTA FE:

CONTRACTOR:

CITY MANAGER
or
MAYOR

NAME AND TITLE

DATE: _____

DATE: _____

CRS# _____
City of Santa Fe Business
Registration # _____

ATTEST:

YOLANDA Y. VIGIL,
CITY CLERK

APPROVED AS TO FORM:

Kelley A. Brennan for

KELLEY A. BRENNAN, INTERIM CITY ATTORNEY 2/7/14

APPROVED:

MARCOS A. TAPIA, FINANCE DIRECTOR

Business Unit Line Item

**City of Santa Fe
Summary of Contracts, Agreements & Amendments**

Section to be completed by department for each contract or contract amendment

1 FOR: ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of contractor **Children and Youth Commission Funding**

3 Complete information requested Plus GRT

Inclusive of GRT

Original Contract Amount: \$1,100,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: FY 2014-2015 Children and Youth Commission recommended services

Amendment # _____ to the Original Contract # _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to _____

Approved by Council Date: _____

or by the City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attached spreadsheet if multiple amendments) Plus GRT

Inclusive of GRT

Amount \$ _____ of original Contract # _____ Termination Date: _____

Reason: _____

Amount \$ _____ of original Contract # _____ Termination Date: _____

Reason: _____

Amount \$ _____ of original Contract # _____ Termination Date: _____

Reason: _____

Amount \$ _____ of original Contract # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$

City of Santa Fe
Summary of Contracts, Agreements & Amendments

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# 14/30/P Date: 03/31/14

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** First Year of two year Contracts
example: (First year of 4 year contract)

7 **Funding Source:** Children & Youth Commission Fund **BU/Line Item:** 22582.510400

8 **Any out-of-the-ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Chris Sanchez

Phone # extension 6678

10 **Certificate of Insurance attached.** (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments: